

# Student Handbook

2022-2023



Franklin Local  
School District

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# District Information

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## MISSION AND VISION

### Franklin Local Philosophy

The Franklin Local Board of Education believes the purpose of education in the schools of this district is to facilitate the development of each child to the fullest. The school staff seeks to recognize individual differences, encourage achievement and progress, not only in basic skills, but in the ability to think independently and critically.

The school staff is concerned with helping young people to understand what the American way of life means; believing in it and acting democratically in their relationships with others; developing in themselves attitudes of respect and helpfulness toward others; wanting and being

able to perform some portion of the work of the world and acquiring knowledge and skills necessary to do this with satisfaction to themselves and society; understand and using effective methods in framing the questions and tackling the problems they may encounter in their lives to the end, they may function politically, economically, and socially in a democratic society.

Each individual should be accepted into the educational program as is. The student shall be provided with a stimulating school environment and opportunities for learning experiences. These shall be designed to promote behavior changes that will affect continuing adjustments to life.

Since public schools belong to the people of the community, we encourage lay participation in shaping the purposes of the school. We intend to develop communications between the school and the community so the community realizes and understands what the school is doing.

We believe that every child is entitled to sincere respect and should be made to feel welcome and accepted in the school program. The students should be provided with a warm and friendly atmosphere to work and learn; likewise, this same respect would be shown to the school staff.

The “Statement of Philosophy” of this district will be a living document which reflects the contributions of staff members as well as the attitude and directions of the board of education. Moreover, it must be augmented and implemented by

statements of philosophy and purposes which have been cooperatively developed at the elementary, junior high school, and high school levels in this district.

### **Franklin Local Mission**

The mission of Franklin Local School District, a caring, child centered, educational community, is to offer educational experiences which instill a desire for life-long learning and productive living.

## **ADMINISTRATOR DIRECTORY**

### **Board of Education Members**

Marc Carpenter  
John Coler  
Susan Lent  
Kyle Trout  
Jim Swingle

### **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  
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

# Philo Junior High School Information

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## **BELL SCHEDULE**

### Arrival Time and Dismissal Time

School begins at 7:40 A.M.; however, students are not to arrive at school before 7:20 A.M. The school cannot be responsible for the supervision of students before 7:20 A.M.

Any children arriving after 7:40 A.M. must report to the office for a tardy slip, which will admit them to class.

School will be dismissed at 2:10 P.M. Early dismissal is discouraged. Even the last few minutes of the school day can be devoted to instruction, important reminders, and review of homework assignments. An important doctor's appointment would be an acceptable reason for dismissal before 2:10 P.M. Early dismissal for reasons such as private lessons or after school activities does not contribute to the optimal use of the instructional day.

### Attendance Guidelines:

A half-day absence will be recorded when a student signs in after 9:30 AM and signs out before 12:30 PM.

### Educational Field Trips

Students may take up to 3 days for educational field trips and have them excused upon approval from the principal.

## **EARLY RELEASE SCHEDULE**

### Early Dismissal and Returning to School

A student that will leave school early or return during the school day should report to the office, along with the parent/guardian, and sign the registration sheet designated for this purpose. All instances of this nature require proper notification by parent/guardian and approval by the principal.

### Change in Dismissal Routine



If it becomes necessary for your child to leave school before regular dismissal time, a note to the school is required. Students must be signed out in the office by the parent or other authorized person. For any other changes from the standard routine such as occasionally riding another bus, a note from the parent is required. This note must be approved by the principal.

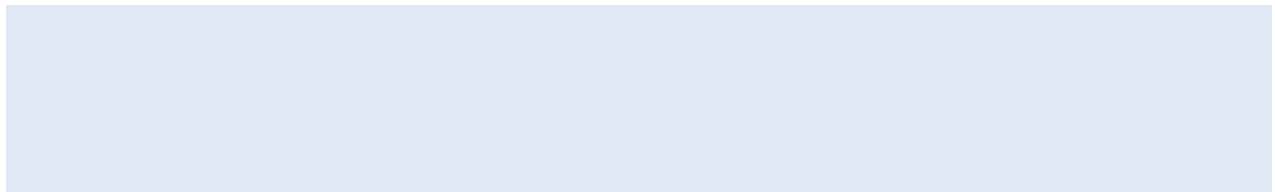
## BUILDING NAME STAFF DIRECTORY

Name	Position
Shawn Harper	Principal
Jennifer Woodard	Asst. Principal
Deb Gray	Guidance Counselor
Christy Harrop	Secretary
Kim Smith	Secretary
Darla Deal	Intervention Specialist
Ann Thorne	Social Studies
Jenelle Ganchar	Math
Melissa Kuhlman	Reading & English
Jeanne Watson	Reading & English
Amber Williams	Math
Christine Hampp	Science
Amanda Walton	Math
Don Bell	Science
Hunter Smith	Math 7/8
Rebecca Tetlow	Intervention Specialist
Mary Gibson	Reading & English
Brenda Stephens	Social Studies
Don Hilty	Intervention Specialist
Katie Tignor	Math
Jessi Fuller	Reading & English
Nicole Warne	Reading & English
Sydney French	Math
Robin Stutes	Math
Adam McElhaney	Intervention Specialist
Josh Willison	Science
Kris Hayes	Social Studies
Evan Loughman	Reading & English 7/8
Stephanie Bathrick	Reading Intervention
Keri Preston	Aide
Eric Turner	Art
Jeff Rinkes	Health
Carla Daw	Aide
Thelma Leese-Graham	STEM
Adam Shook	Physical Education

Amanda Cox  
Kari Scott  
Cathy Dorman  
Traci Ehrick  
Robin Williby  
Bertha Hughes  
Kim Stackhouse  
Sharon Flynn  
Heather Love  
Jody Holland  
Kyle Wilson  
Dan Barnhouse  
Becky Wigal

Choir & General Music  
Band & General Music  
Aide  
Gifted  
Head Cook  
Cook/Cashier  
Cook/Cashier  
Cook/Cashier  
Cook/Cashier  
Custodian  
Custodian  
Custodian  
Aide

## SCHOOL VISITOR INFORMATION



### District Policy: 8.05 - School Visitors

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

## PHILO JUNIOR HIGH SCHOOL VISITOR INFORMATION

Parents are welcome and encouraged to spend time in their child's classroom. This should be arranged with the teacher prior to the visit. STATE LAW REQUIRES THAT ALL VISITORS REPORT TO THE OFFICE BEFORE VISITING ANYWHERE IN THE SCHOOL.

Parents are also invited to have lunch with their children in the cafeteria. Should you desire to purchase a school lunch, please call the school before 9:30 A.M. On the day you will be visiting and lunch will be ordered for you. We hope that you will always feel free to contact your child's teachers when you have questions or concerns. Please call the school and the office personnel will take a message for the teacher to return your

call. Except in extreme emergencies, teachers are not interrupted from class for conferences.

It is suggested you call the school for an appointment to see any school personnel. This should eliminate long waits. All school personnel are available, but honor scheduled appointments first.

## **ADMISSION REQUIREMENTS**

Policy requires that each child (grades K-12) who registers for entrance to school must provide:

- \*His/her birth certificate or similar documentation authorized by law as proof of age and birth date;
- \*A certified copy of any custody order or decree together with any modification in such an order or decree;
- \*Immunization records;
- \*A copy of the student's social security card;
- \*Proof of address;
- \*Persons enrolling student must be a legal guardian.

## **CHANGE OF ADDRESS OR PHONE**

The school must be able to contact you if there is an emergency involving your child. Please notify the office when you have a change of address or phone number.

## **COUNSELOR**

The School Counselor works with both individual children and groups of children, either to help them with problems or help them prevent future problems. If you feel the counselor may be of assistance to your child, please contact the school.

## **FACILITY USE**

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens and has been approved by the Superintendent or designee. All steps and procedures are outlined on the school website.

## **LOCKERS**

Assignment of lockers will be made at the beginning of the school year. Students are not permitted to share lockers, if it is discovered students are doing so discipline will be assigned. If a student chooses to bring a lock for his/her locker, the combination or a key must be given to the office. Lockers are the property of Franklin Local Board of Education.

LOCKERS AND THEIR CONTENTS ARE SUBJECT TO INSPECTION AT THE DISCRETION OF THE PRINCIPAL. (ORC 3313.20)

## **LOST AND FOUND**

Articles found in and about school will be kept in the office. Items not claimed by the end of the school year will be taken to a charitable organization.

## **PARENT PICK-UP AND DROP OFF**

Parents who transport their children to school should drop them off in front of the building. Students will enter through the doors located by the flagpole and the electronic sign. Parents picking students up at the end of the day is at the same location. (Please observe street directions and do not double park on Market Street at dismissal time.)

## **PERSONAL BELONGINGS**

It is very important that lunch boxes, book bags, sweaters, coats, and other apparel of this nature be marked for easy identification.

Students have a tendency to bring possessions to school to show their friends. Many of these items are disturbing to the learning atmosphere of the classroom and could cause serious injury to another student. Students should not bring novelties, playthings, radios, and trading cards to school.

## **SCHOOL ACCIDENT INSURANCE**

During the first few days of school you will be offered a school accident insurance plan for your child. Accidents can happen under the best of circumstances whether at home or school. The school recommends that the parents consider this coverage.

## **SEARCH AND SEIZURES**

Search of a student and his/her possessions, including vehicles, lockers, desks, person and personal belonging on school grounds or at any school activity, with reasonable suspicion, may be conducted with or without student consent. Anything found in the course of a search that may be evidence of a violation of school rules or the law may

be taken and held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

## STUDENT PROGRESS

Each student will be issued a formal progress report (report card) at the end of each nine week grading period.

An interim report will be issued during the middle of each grading period for students with D's and F's.

## TELEPHONE

Office telephones are for business calls only. **Calling home for gym clothes, homework, etc. is discouraged.**

We hope all students will plan ahead so that this situation will not occur. Staff home phone numbers will not be given out by the office.

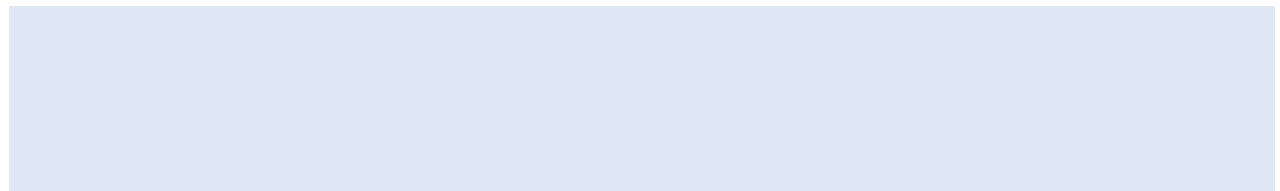
## TEXTBOOK USE

Textbooks purchased by the board of education are loaned to students for use during the school year. Damage beyond normal wear will be paid by the users; loss of a text will cost the user replacement value.

# Academics

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## 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>



## ACADEMIC ELIGIBILITY

Students participating in interscholastic sports and other activities must meet academic eligibility requirements as established by school policy and the state of Ohio as stated in the FLSD Athletic Policy.

## PHILO JUNIOR HIGH SCHOOL GRADING SCALE

### GRADE SCALE

<u>Letter</u>	<u>Percentage</u>	<u>Numeric</u>	<u>Numeric</u>
	<u>Range</u>	<u>Value</u>	<u>Range</u>
A	90-100	4.00	3.83-4.00
B	80-89	3.00	2.82-3.15
C	70-79	2.00	1.82-2.15
D	60-69	1.00	0.82-1.15
F	59--	0.00	0.00-0.47

### Pass/Fail Grading System

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 type of closures.

## 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>

## CHEATING & ACADEMIC DISHONESTY

The Philo Junior High School faculty believes cheating to be a very severe offense that will not be tolerated and view it as contrary to the school’s mission statement. We define cheating as blatantly copying or providing materials to any tests, quizzes, assignments (and parts therein) that may include, but not limited to, work sheets, papers, projects, etc., from other students. This also includes copying directly from books, computers, or the use of any source without proper documentation (Plagiarism).

Any student in violation of cheating in a class will be subject to:

1. 1<sup>st</sup> offense: '0' will be given for the activity involved, parents will be contacted, and a conference required (by phone or in person). Lunch Detention
2. 2<sup>nd</sup> offense: '0' will be given for the assignment, parents will be contacted, and a conference required with the teacher. Friday School
3. 3<sup>rd</sup> offense: '0' will be given for the assignment, parents will be contacted, and a conference required with the teacher and principal. 3 days of Out-of-School Suspension will be assigned.

\*Teacher discretion if assignment may be completed for partial credit.

## **RETENTION**

Retention in Grades 6 - 8

Philo Junior High School students that fail at least 2 of the 4 nine weeks in a subject area must attend summer school, or be excused by the building principal, in order to be placed in the next grade level. To be placed in the next grade level, the student must attend 95% of the summer school sessions and successfully complete the summer school course of study. Including the principal, will meet to determine the appropriate placement for the students.

The final decision of promotion, placement, or retention will rest with the Superintendent.

## **STUDENT PROGRESS**

Each student will be issued a formal progress report (report card) at the end of each nine week grading period.

An interim report will be issued during the middle of each grading period for students with D's and F's.



## 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

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### 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 6:30 and 8:00 a.m. to report your child absent for the day. The phone number is 740-674-5210.
- b. If a call is not received, we will call you at home or work following the start of school.



c. Please send a doctor's note, court documentation, or obituary with your child that day he/she returns to school if those are the reasons the student missed school.

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.

## ATTENDANCE GUIDELINES

Unsatisfactory academic achievement often is a result of prolonged or frequent pupil absence. Each time a student is absent or late to school, state law requires that the parent must provide an excuse for the absence. If your child is going to be absent, please call 674-5210 by 9:30 A.M. If you have not called this number and your child does not report to school, the school may call you to verify the absence, or if unable to reach you by phone, may notify you in writing. Calling the school will help to protect your child. Any absence of three consecutive days or more should have a doctor's excuse. State law accepts the following as reasons for absences:

1. Personal illness: The approving authority may require the certificate of a physician if deemed advisable.
2. Illness in the family.
3. Quarantine of the home: The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative: The absence arising from this condition is limited to a period of 3 days unless a reasonable cause may be shown for longer absence.
5. Performance of essential work at home due to absence of parents or guardians: The Superintendent or designee may excuse a student over 14 years of age from

attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed 5 days and may be renewed twice if necessary in any one (1) school year.

6. Observance of a religious holiday: Any child of any religious faith will be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.

7. Emergency situation: An emergency situation or a set of circumstances which, in the judgment of the Superintendent, constitutes a good and sufficient cause for absence from school will be approved for a student.

8. Travel out of state to participate in a Board approved enrichment activity or an extracurricular activity, up to a maximum of four days per school year.

**When an absence occurs, any work missed is the responsibility of the student. No homework will be gathered for students by the office unless they are absent for 3 or more consecutive days. A student will be allowed one day per each day of authorized absence to make up missed work. The student must contact each teacher upon return to school for work missed. At some point early in the school year our new technology will allow you to access each teachers voice mail and obtain your child's homework assignments.**

**\*If parent/guardian would like to come in, collect child's work from office and needed materials from locker prior to stated policy above please call the office and we will make arrangements.**

**Truancy** - A student shall not be absent from school or class except for the reasons provided by the Ohio Revised Code and confirmation by the parent or guardian.

**Excessive absences or tardy could result in an attendance officer meeting, detention, Friday school, possible retention, required attendance in summer school or referral to Muskingum County Juvenile Court.**

**1 Days tardy – Verbal Warning**

**2 Days tardy – Letter Sent**

**4 Days tardy – Lunch Detention**

**6 Days tardy – Lunch Detention**

**8 Days tardy – Friday School**

## **9 Days tardy – 1-day Opportunity Center**

**All subsequent tardies after 9 will result in Friday School.**

**This will start over every 9 weeks.**

Students participating in extracurricular activities must be in attendance at least one-half of the school day, to participate in that day's practice or games, unless prior approval has been obtained from the principal.

### **Arrival Time and Dismissal Time**

School begins at 7:40 A.M.; however, students are not to arrive at school before 7:20 A.M. **The school cannot be responsible for the supervision of students before 7:20 A.M.**

**Any children arriving after 7:40 A.M. must report to the office for a tardy slip, which will admit them to class.**

School will be dismissed at 2:10 P.M. Early dismissal is discouraged. Even the last few minutes of the school day can be devoted to instruction, important reminders, and review of homework assignments. An important doctor's appointment would be an acceptable reason for dismissal before 2:10 P.M. Early dismissal for reasons such as private lessons or after school activities does not contribute to the optimal use of the instructional day.

### **Attendance Guidelines:**

**A half-day absence will be recorded when a student signs in after 9:30 AM and signs out before 12:30 PM.**

### **Educational Field Trips**

Students may take up to 3 days for educational field trips and have them excused upon approval from the principal.

### **Early Dismissal and Returning to School**

A student that will leave school early or return during the school day should report to the office, along with the parent/guardian, and sign the registration sheet designated for this purpose. All instances of this nature require proper notification by parent/guardian and approval by the principal.

### **Change in Dismissal Routine**

If it becomes necessary for your child to leave school before regular dismissal time, a note to the school is required. Students must be signed out in the office by the parent or other authorized person. For any other changes from the standard routine such as occasionally riding another bus, a note from the parent is required. **This note must be approved by the principal.**

## HUNTING

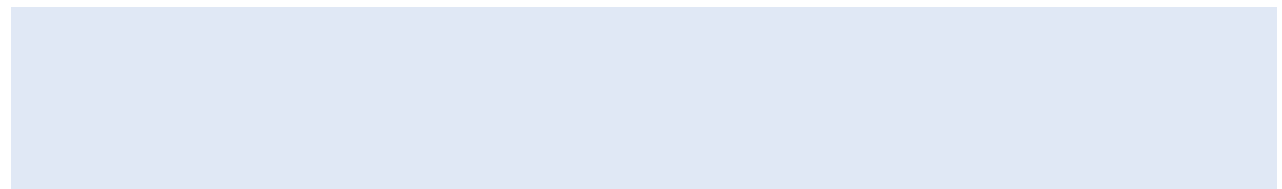
These limited hunting days may be used as family vacation days. They are subject to the following guidelines:

- Parent must submit a written statement to the office the week before the hunting days.
- Parent must be treating these days like vacation days.
- Student must be hunting with parent or relative.
- Student must show hunting license to principal before going hunting.
- Student must make up missing work in a timely manner upon return to school.
- Hunting days that do not comply with these steps will be counted as truant.

## VACATION

Students taking vacations during the regular school year must obtain all assignments before leaving and will have one day per each day absent to make up work.

## 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

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## **CHILD CUSTODY INFORMATION**

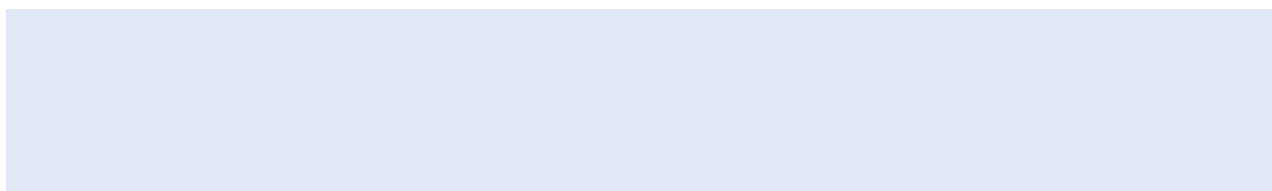
Parents have an obligation to inform the school any time the custody of a child changes. We will need to see any copy of court orders pertaining to a child's custody. If appropriate, parents should review the custody situation with the child's new teachers at the beginning of each school year.



# Code of Student Conduct

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## CONDUCT INFORMATION



District Policy: 6.23 - Code Of Student Conduct

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

## STUDENT CODE OF CONDUCT INFORMATION

### STUDENT CODE OF CONDUCT (ORC3313.66)



The violation on the part of the student of one or more of the following rules of conduct may result in disciplinary action, including but not limited to lunch detention, place in Opportunity center, Friday school, suspension, emergency removal, and/or expulsion. This code and its provisions shall be applicable on school property, including buses, and at any school sponsored activity.

The principal has the right to by-pass any of these steps when he feels the action warrants stronger measures.

The following behavior expectations are required of all students:

A. Be prompt and prepared at all times

1. Arrive on time.
2. Have needed materials.
3. Have completed assignments.

B. Respect all staff.

1. Listen to authority.
2. Follow staff directions promptly.
3. Accept responsibility for behavior

C. Respect yourself, rights of other and all property.

1. Use appropriate voice and language.
2. Listen to speaker.

3. Respect opinion and points of others.

4. Refrain from harassment.

5. Respect all property.

D. Display a concern for learning.

1. Remain on task.
2. Allow others to remain on task.



3. Maintain positive, productive attitude.

E. Follow all school directives.

**Participation in Extra-Curricular Activities:**

A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

Students will behave appropriately at all times wherever the school environment is.

**Prohibited Articles:**

Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited.

**Violation of Federal or State Statutes:**

Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to required immunizations.

**OPEN ENROLLMENT**

Open enrollment students must adhere to all Franklin Local policies & procedures or Jeopardize their open enrollment status.

**TYPES OF BEHAVIOR**

The staff and administration of Philo Jr. High believe that student misbehavior falls under three general types.

**Type I**

**Severe Student Misbehavior**

Severe student misbehavior is overt behaviors that violate the Philo Jr. High Student Code and threaten the

safety and welfare of other students and staff. Examples of severe misbehavior are as follows but not limited to fighting, abuse, having weapons at school, selling or using drugs, vandalism, and continually displaying Type II misbehavior. Severe misbehavior requires immediate and serious

disciplinary actions by school authorities and/or legal authorities.

## **Intervention**

Type I severe misbehavior may result in out-of-school suspension and/or expulsion. Fighting requires a special intervention process.

1st occurrence - Up to 10 days suspension will occur. The suspension may be reduced if parents and the

student schedule and develop a behavior improvement plan. If a conference is not scheduled by the parents within the first five days of suspension, the full ten-day suspension will be imposed.

2nd occurrence - 10 days suspension with recommendations for expulsion may occur.

## **Type II**

### **Student Misbehavior That Disrupts The Learning Process For Others**

Type II student misbehavior is present in most schools. Examples of these misbehaviors are out-of-seat, talking, name-calling, touching others, repeated tardy to class, etc. Though these student misbehaviors are usually not serious in nature, if not effectively handled, they can cause the greatest loss in teacher instructional time and student learning.

## **Intervention**

Type II misbehavior often can be effectively prevented by the use of a discipline and intervention plan that relies heavily on parental communication, involvement, and responsibility. If home and school interventions are ineffective and a student continues to regularly disrupt the learning of others, school personnel may need to take more severe or alternative actions. **No one student has the right to continually disrupt the learning process of other students.**

## **Type III**

### **Student Misbehavior That Only Disrupts The Learning Process for Himself or Herself**

Student misbehavior such as not doing homework, not bringing books or pencils to class, and refusing to do work are all student behaviors that lead to a lack of school

success. The important distinction between Type II and Type III student misbehavior is that Type II misbehavior has a negative impact on the learning process for other students, while Type III misbehavior only has negative effects on the student demonstrating the misbehavior.

## **BOOK BAGS**

Book bags are not permitted for all grades. Students will drop them off in their lockers upon arriving at school. String book bags are not permitted.

## **CLASSROOM DISCIPLINE**

1. Verbal warning
2. Verbal warning
3. Discipline slip or lunch detention (Teachers option)
4. Referral to office (possible placement in Opportunity Center or Friday School)

## **COMPLICITY**

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

## **DAMAGE OR DESTRUCTION OF PROPERTY**

A student shall not damage or destroy, or attempt to destroy school or private property.

This may result in a written reprimand, Friday school, placed in Opportunity Center or Out of School suspension and possible expulsion. School cameras may be used to obtain relevant information regarding student misconduct.

## **DISRESPECT (PROFANITY AND OBSCENE GESTURES)**

A student shall not use profane or obscene language, motions, signs and writing.

## **DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, threat, intimidation, or coercion cause the disruption of any school function.

Disruptions include, but are not necessarily limited to false alarms, bomb threats, walkouts, strikes, sit-ins, inciting to disrupt, throwing objects, shouting, obstruction of entrances and hallways, fighting, etc.

## **EXTORTION**

A student shall not borrow or attempt to take money or an item of value from another by using intimidation or threat, real or implied.

## **FIGHTING ASSAULT**

No student shall actively participate in a fight.

1st fight: 3 days suspension

2nd fight: 5 days suspension

3rd fight: 10 days suspension—juvenile court referral

4th fight: 10 days suspension—recommendation for expulsion

The principal has the right to by-pass any of these steps when  
feels the action warrants stronger measures.

## **Food**

No food is permitted in the classrooms. Only clear liquids with clear containers may be consumed at school unless provided by the school.

## **FORGERY**

A student shall not write the name of another person or alter the date, time, grade, or other data on any school form or on correspondence directed to the school.

## **GAMING**

A student shall not engage in card playing or any act of gambling.

## **GUM**

Students are permitted to chew gum. Gum chewing privileges may be revoked at any time if the administration determines an excess of students are not properly disposing

of gum and wrappers. A teacher does have the authority to prohibit gum in his/her classroom.

## **HARASSMENT**

Harassment of a student(s) by another student is a violation of federal law. Harassment includes, but is not limited to bullying, cyber bullying, racial slurs, sexual harassment – unwelcome sexual advances or any form of improper physical contact or sexual remarks, including sexual orientation; physical or verbal harassment that creates a hostile, intimidating, or offensive situation. Any student who believes they are being harassed should report it to the principal.

All reports will be taken seriously and may result in, but are not limited to, suspension, expulsion, or reported to the proper law enforcement officials.

## **ILLEGAL POSSESSION OF BUILDING KEYS AND UNAUTHORIZED ENTRY**

A student shall not possess, use, transmit or conceal any building keys without proper authorization and or enter any building outside of school hours without permission.

## **INSUBORDINATION/DEFIANCE**

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

- Disobedience or disrespect towards any staff member
- Not serving assigned detention
- Not following school rules or proper procedure
- Not following assigned schedule/being in an unauthorized area
- Chronically tardy to school or class
- Repeated misbehavior after warning
- Leaving school grounds without permission

## **PUBLIC DISPLAY OF AFFECTION**

A student shall not participate in a public display of affection. Examples: kissing, holding of hands, hugging, etc.

## **SCHOOL DANCE RULES**

Dances are open to Philo Junior High School students and their guests (Junior High School Age).

### **TARDY**

4 Free

5th discipline slip

6<sup>th</sup> discipline slip

7<sup>th</sup> discipline slip

8<sup>th</sup> discipline slip

9<sup>th</sup> discipline slip

**Starts over every 9 weeks**

### **THEFT**

A student shall not remove or take property belonging either to the school or another individual.

### **UNPREPARED**

No pencil, pen, paper, book etc.

4 Free

5<sup>th</sup> discipline slip

6<sup>th</sup> discipline slip

7<sup>th</sup> discipline slip

8<sup>th</sup> discipline slip

9<sup>th</sup> discipline slip

**Starts over every 9 weeks**

## 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>

## CONSEQUENCES OF DISCIPLINE INFORMATION

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

- 1<sup>st</sup> slip: Record
- 2<sup>nd</sup> slip: Record
- 3<sup>rd</sup> slip: Record
- 4<sup>th</sup> slip: Record/Letter sent home to Parents
- 5<sup>th</sup> slip: Conference with Teachers
- 6<sup>th</sup> slip: Referral form to see Principal – Lunch detention assigned
- 7<sup>th</sup> slip: Referral form to see Principal – Lunch detention assigned
- 8<sup>th</sup> slip: Referral form to see Principal – Lunch detention assigned
- 9<sup>th</sup> slip: Friday School
- 10<sup>th</sup> slip: Referral form to see Principal - 1 day of Opportunity Center, possible out of school Suspension
- 11<sup>h</sup> slip: Referral form to see Principal – 2 days in Opportunity center, Possible Out of school Suspension



- 12<sup>th</sup> slip: Referral form to see Principal – 3 days Opportunity Center, possible out of school Suspension
- 13<sup>th</sup> slip: Referral form to see Principal – Diversion weekend or possible out of school Suspension
- 14<sup>th</sup> slip: Referral form to see Principal – Out of school Suspension
- 15<sup>th</sup> slip: Referral form to see Principal – Restart at step 11

\*Further misconduct will result in possible expulsion, unruly charges, or removal from school grounds.

### **CONDUCT GRADE** (Every 9 weeks)

This grade will be used to determine if a student is eligible for the Good Behavior Reward. Student must have an 84 % or higher and have no more than 3 unexcused absences to be eligible to participate.

Parents will be notified by mail with infractions listed if your student fails to qualify. This grade is not figured in the GPA, but is used as a communication tool between school and home.

How conduct grade is determined:

- Discipline slip = -4 per slip
- Lunch detention = -5 per detention
- ½ day Opportunity center = -8 per incident
- Friday School = -10 per day
- 1 day Opportunity center = -15 per day
- OSS = -20 per day

### **DENIAL OF PRIVILEGES**

Misbehavior can result in loss of privileges. These may include, but are not limited to dances, assemblies, participating in extra-curricular activities, field trips, hall passes and lunch recess.



## **OPPORTUNITY CENTER**

The Principal or Assistant Principal may assign a student to the Opportunity center. Students shall be assigned work by their individual teachers. These assignments will count as grades. Students should take all necessary supplies for that day's work (example: 2 pencils, pen, and notebook paper). Only a type A lunch may be purchased while in the opportunity center.

## **LUNCH DETENTION**

Students assigned a lunch detention will report to a designated area to eat their lunch and remain there for the entire lunch period. Accumulation of 6 or more lunch detentions will result in further discipline action which may include Opportunity Center, Friday School, or Suspension from school. Only Type A lunch can be purchased

\*Starts over every 9 weeks.

## **FRIDAY SCHOOL**

Students assigned Friday school will attend on Friday afternoon from 2:15P.M. **SHARP** until 4:15.

Friday school will be held at Philo Junior High School or Philo High School. Parents are responsible for the transportation of their child from Friday school to home. If a student for any reason does not attend Friday school they will receive 5 days of lunch detention as an alternative.

## **Restorative Practices**

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.

A "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.

## **SUSPENSION (ORC3316.66)**

The principal is permitted to suspend a student from 1 to 10 days. The student can make up all homework, tests and quizzes that may take place during a suspension period.

1. The superintendent, principal, or assistant principal must provide the student with a written notice of intention to suspend and the reasons for the intended suspension.
2. The pupil must have the opportunity to appear at an informal hearing before the principal, superintendent or a designee, and has the right to challenge the reasons for the suspension or otherwise explain his/her actions. This informal hearing may take place immediately.
3. A student or parent has the right to appeal the suspension to the superintendent or his/her designee.

It will be the students' responsibility to follow-up on all missing work.

## **EXPULSION (ORC3316.66)**

Only the Superintendent may expel a student.

1. Expulsions can be up to 80 days or the end of the semester whichever is longer.
2. The expulsion may carry over into the next school year.
3. Superintendent may expel up to one (1) year per the Ohio Revised code depending upon the infraction.

The superintendent can expel a student as outlined in the previous section.

1. The superintendent must provide the student and the parent with written notice of the intended expulsion. The notice is to include the reasons for the intended expulsion.
2. The parent and the student have the opportunity to appear before the superintendent for a hearing to explain the pupil's behavior.

3. The student and parents have the right to appeal the expulsion to the board of education.
4. Withdrawal from school does not prevent the expulsion process from moving forward.
5. School work missed during expulsion may not be made up.

**Students may not attend any school functions or be on school property without the permission of the principal during which time they are suspended or expelled.**

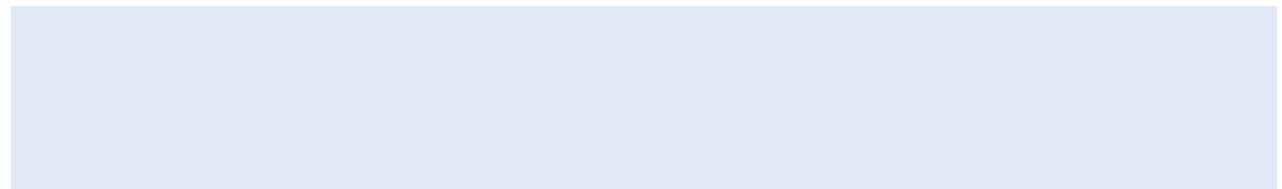
### **EMERGENCY REMOVAL**

This is the immediate removal from the school or a school activity because the student's presence threatens the safety of others, or is disrupting the educational process.

### **PERMANENT EXPULSION**

Students may not attend school, any school functions or be on school property.

## **DRESS CODE**



[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>

## **PHILO JUNIOR HIGH SCHOOL DRESS CODE INFORMATION**

### **DRESS CODE**

Proper dress and grooming contribute to and are a part of the educational process. Attire and grooming should be appropriate as they relate to the best interest of the total educational program. In order to provide an

adequate learning environment, and to promote the health and safety of all students, we hope that students will continue to demonstrate pride in their attire and grooming.

1. Clothing is to be in good repair. Clothing must not be cut, torn, or frayed. Biking shorts, biking pants, cut off sweats or pajama pants are not to be worn. Skirts and dresses should be of appropriate length, fit and be suitable for school activities. Coats of any kind are not to be worn in the building after reporting to lockers in the morning.

2. Obscene and suggestive wording or symbols on any clothing is not permitted. Clothing which advertises, glorifies, or refers directly or indirectly to beer, wine, alcohol, drugs, tobacco, sex, cults, or gangs is not permitted

3. Proper footwear must be worn. **No slippers.** For safety reasons, shoes with laces must be tied.

4. Clothing should not be worn that would expose an open midriff or excessive amounts of bare skin. **Blouses, shirts and dresses with open backs, low necklines, thin (less than 2”) straps, strapless, open down the sides or bare midriff design are not allowed. Halter tops, tube tops, tank tops, open-sided muscle shirts, net jerseys, or any type of top which exposes an unusual amount of the upper torso will not be permitted.**

Clothing, attire, and grooming must not distract, disrupt, or interfere with the educational process.

5. Shorts, skorts, skirts, and dresses must be **at a minimum of knee length.**

6. No hats, or hoodies are permitted in the building

7. Jeans with holes below the knee are not permitted to be worn. If holes appear above the knee leggings must be worn underneath so as to cover skin.

Dress Code Consequences:

1. Warning
2. Discipline Slip
3. Lunch Detention
4. ½ Opportunity Center
5. Friday School

## 6. 1 Day Opportunity Center

\*Principal will decide if student needs to call home for clothes or sit in Opportunity Center for the day. This can be on any step due to how the student is dressed.

### **BELTS**

Nothing can hang from belts and pants that may potentially be used as a weapon, including but not limited to chains.

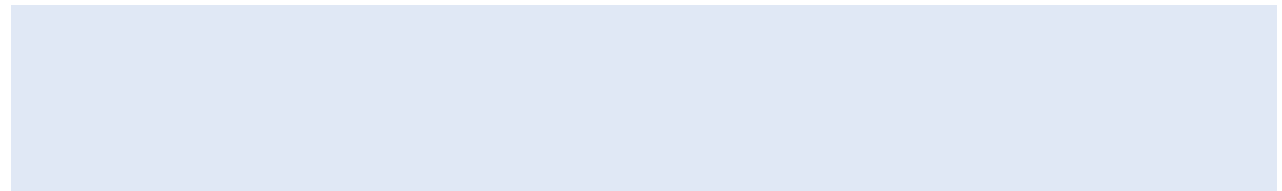
### **FACE PAINT**

No face paint is to be worn unless prior permission is given by the Principal.

### **PIERCINGS**

The only place hoops are to be worn are in the ear lobes and no more than 2 hoops are to be worn in each ear. Maximum length on all studs should be 1/8 inch.

## **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)

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



## **STUDENT DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY**

In accordance with federal law, the board of education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event.

Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which help is received through programs and services available in the community. Students and parents should contact the school principal or counseling office whenever such help is needed.

The board of education recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. A major role of the school is to provide education and prevention programs for the children and adolescents at school and support the family and community efforts to address problems at home and out of school. It is also a responsibility of the school to provide early identification of high-risk and at-risk students and to assist with intervention and referral of those students for treatment at community resources.

For purposes of this policy, “drugs” shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Ohio statute.
- B. All chemicals which release toxic vapors.
- C. All alcoholic beverages
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy.
- E. “Look-a-like” and/or “designer” drugs.

### **Counterfeit Controlled Substance (Look-a-like drugs)**

“Counterfeit controlled substance” is defined in the following ways:

A. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization

B. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.

C. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance.

D. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The board prohibits the use, possession, concealment or distribution of any drug during school hours, on school property, or at any school sponsored event.

To meet its obligation of staff involvement in policy procedures, the school district will attempt to provide ongoing staff development. The major purpose is to increase an awareness of the issue and provide support and knowledge to facilitate effective strategies for dealing with the education and prevention of substance abuse within our schools.

### **Substance Violations**

It is a primary objective of Franklin Local Schools to assure that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use or possession of intoxicants, illegal drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic instruction. While student drug education and referral to community resources will continue to be made available, such measures should be alternative to the disciplinary measures. No student shall knowingly possess, use, or show signs of consumption of, sell, offer for sale, purchase, offer to purchase, give, receive, or transmit any substance which is, represented as, or understood to be any narcotic, drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, opiate, opium derivative, alcoholic beverage, stimulant or depressant of any kind while at school, on school property or in close proximity to the school, at any school

related function, or on a school bus or rented carrier. The only exception to this policy is the student who is taking prescribed medication under the direction of a physician.

Nor shall a student knowingly have in the student's possession, drug-related paraphernalia as defined by the Ohio Revised Code while at school, on school property, or in close proximity to the school, at a school related function, or on a school bus or rented carrier.

**Showing signs of consumption** is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

**Prescription Medication** is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a signed parent's/physician's statement, and/or prescription label is presented to the principal's office. Such medication shall be kept in the security of school personnel, and dispensed per Franklin Local School Board Policy.

**Drug Related Paraphernalia** is defined as any instrument used for drug abuse, or paraphernalia, including but not limited to

hypodermic needles, syringes, pipes, bhongs and rolling papers, etc.

**Violations** of this are cumulative within each of the following periods of academic life: (1) grades K through 3; (2) grades 4 through 8; (3) grades 9 through 12.

A. Possession, purchase, use or application:

1. First Offense

a. 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.

A student will be suspended from school for 10 school days.

b. If a parent wishes to appeal the suspension they must notify the principal within 3 days of receiving the notice of suspension.

c. The principal or principal's designee will notify the appropriate counselor of the incident.

d. LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.



e. The principal will suspend the student for ten days in compliance with all requirements of the law. The suspension may be reduced to no less than five days, if the following occur:

1. The student proceeds to be evaluated by a certified chemical dependency professional approved by the Franklin Local School District.
2. The student agrees to follow any appropriate treatment, which may include, but not be limited to, required attendance at support groups.
3. The professional satisfactory notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.

## 2. Second or Subsequent Offense

- a. A parent of the student will be notified of the incident and will be directed to remove the student from school. If the parent would like to appeal the suspension the parent must notify the principal within 3 days.
- b. The principal will suspend the student for ten days with a recommendation that the superintendent expel the student up to the maximum number of school days permitted within all requirements of the law.
- c. The principal or principal's designee will notify the appropriate counselor of the incident.
- d. LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.
- e. 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.
- f. The superintendent may expel the student up to the maximum permitted within all requirements of law.

## B. Selling, Supplying, or Transmitting

1. The first incident of selling, supplying, or transmitting alcoholic beverages, illegal drugs and controlled substances shall be treated as a second offense, with 10 days of suspension and recommend expulsion from school.

C. Procedures to be followed in dealing with drug related paraphernalia

1. First Offense

- a. The student may be suspended for up to ten days.

2. Second Offense

- a. The principal will suspend the student for ten days and recommend that the superintendent expel the student up to the maximum permitted within all requirements of the law.
- b. The principal or principal's designee will notify the appropriate counselor of the incident.
- c. LAW ENFORCEMENT OFFICIALS WILL BE NOTIFIED AS PERMITTED BY LAW.
- d. 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.
- e. The superintendent may expel the student up to the maximum permitted within all requirements of law.

All staff members of the Franklin Local School District will be responsible for reporting any violations of this policy to a building administrator and/or counselor.

Forms for such reporting are available in the school office. Administrators will follow the above listed procedures and adhere to all requirements of law in suspending and expelling students.

Students have the right of appeals as stated in the code of student conduct. Administrators, with knowledge that a violation has been or is being committed which would constitute a felony if the student involved were an adult, shall report such information to law enforcement officials. In order to protect the health and/or safety of

its students and other individuals, the Franklin Local School District reserves the right to file complaints in the appropriate county juvenile court regarding any violations of this regulation.

## **Alcohol**

### **Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student's parents will be contacted.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage.

The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. **If a student refuse to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use apparent thus leading to disciplinary action. The student will then be given a second opportunity to take the test.**

### **Prescribed and Non-Prescribed Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. These forms are available in the school office and must be completed before any medication will be administered at school.

The medicine must be received in the container in which it was provided by the physician or pharmacist.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of medication. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct Discipline Code.

## 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>

## TOBACCO ABUSE POLICY

### USE OF TOBACCO AND VAPING PRODUCTS

The board of education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and nonuser. The board of education prohibits possession and use of tobacco by a student while at school, on school property or in close proximity to the school, at any school related function, or on a school bus or rented carrier. For purposes of this policy, use of tobacco shall mean all uses of tobacco including, but not limited to, cigar, cigarettes, pipe, vapes,

vape liquid, snuff or any other matter or substances that contain tobacco. Any substance that is a “look-a-like” to any of the above (including e cigarettes).

**Violation** of this policy shall result in:

A. First Offense

1.The principal shall assign

Friday school for students in grades 6 through 12.

2.The principal will determine consequences for students in grades K through 5.

B. Second Offense

1.The student will be suspended for a period of three days.

C. Third Offense

1.The student shall be suspended for 5 days

D. Fourth Offense

1.The students shall be suspended for 10 days.

2.The student will be suspended for ten days in compliance with all requirements of law. The suspension may be reduced to no less than five days, if the following occur:

a. The student proceeds to be evaluated by a certified chemical dependency professional approved by the Franklin Local School District.

b. The student agrees to follow any appropriate treatment, which may include, but not limited to, required attendance at support groups.

c. The professional satisfactorily notifies the principal of the foregoing.

**\*Items a-c will be at the parent’s expense**

E. Fifth Offense

1.The principal will suspend the student for ten days with a recommendation to the superintendent to expel the student in compliance with all requirements of law.

## 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**

### **DANGEROUS WEAPONS OR EXPLOSIVES**

A student shall not possess, handle, transmit, or conceal any weapon or object capable of causing injury to another person, including but not limited to guns, knives, ice picks, brass knuckles, firecrackers and chemicals. 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.

### **NO CONCEALED WEAPONS**

Unless otherwise authorized by law, pursuant to the Ohio revised code section 2923.1212, No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto school premises.

## **ELECTRONIC DEVICES (CELLULAR PHONE, DEVICE, ETC.)**

### **Philo Junior High School Procedures**

Students will be issued a school iPad for educational purposes. FLSD believes the iPad enhances student learning. Only school issued iPads are to be used. Students may bring personal electronics to school. Personal devices must be turned off and put away for the day. This means out of sight. If the device is heard or seen by staff it will be considered a violation. Students are encouraged to secure personal property. Philo Jr. High School is not responsible for lost or stolen electronic devices. Students using electronic devices without permission are violating school policy. Consequences are as follows:

1<sup>st</sup> violation – Taken to office and returned at the end of the day.

2<sup>nd</sup> violation – Taken to office and returned at the end of the day. Student will be assigned a discipline slip.

3<sup>rd</sup> violation – Taken to office and returned at the end of the day. Student will be assigned 1 lunch detention

4<sup>th</sup> violation – Taken to office and returned at the end of the day. Student will be assigned 1 Friday School.

5<sup>th</sup> violation - Taken to office and returned at the end of the day. Student will be assigned ½ of Opportunity Center, and must turn their phone in the office for 2 weeks.

6<sup>th</sup> violation - Taken to office and returned at the end of the day. Student will be assigned 1 day of Opportunity Center, and must turn their phone into the office for 3 weeks.

\*Each offense past will be the same as step 6 with an additional week the phone must be kept in the office with the proceeding violation.

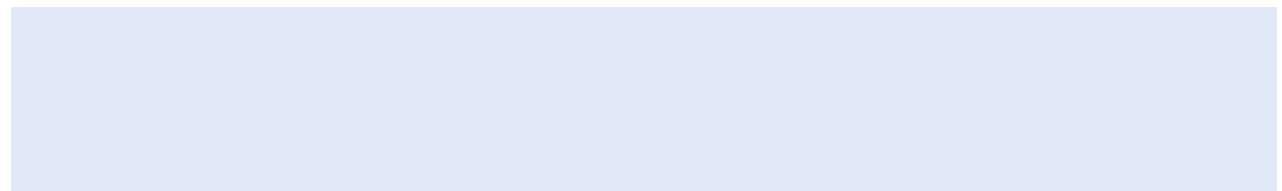
#### Recording Inappropriate/Violent Events

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

## Emergency Information

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### EMERGENCY CLOSINGS INFORMATION

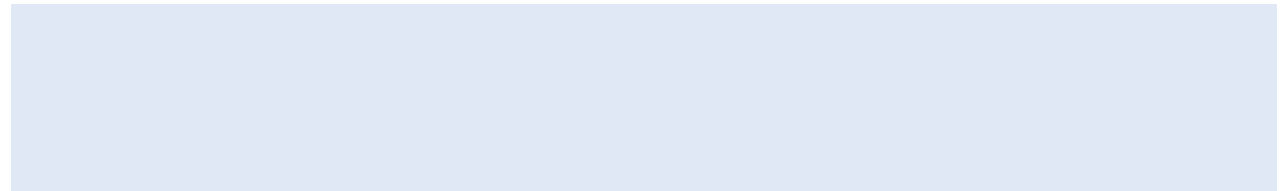


#### District Policy: 8.12 – Emergency Closings

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



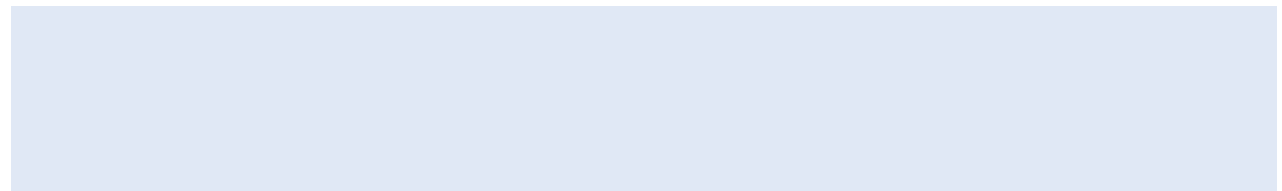
## EMERGENCY DRILLS



**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>

## EMERGENCY CLOSING OF SCHOOL

When emergencies such as inclement weather forces the school to close, it will be announced on the local radio stations. PLEASE DO NOT CALL THE SCHOOL TO INQUIRE IF THE SCHOOL IS CLOSED.

## EMERGENCIES

Our staff is prepared to take prudent action should any emergency arise during the school day. Fire and tornado drills are conducted in accordance with state law to give the students the opportunity to practice evacuation procedures. Bus drivers also conduct drills for the same purpose.

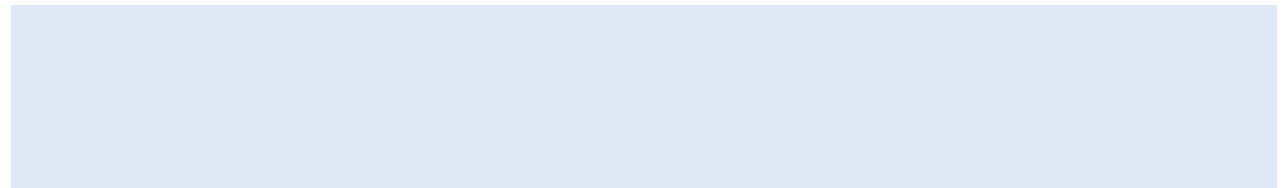
## EMERGENCY MEDICAL FORMS

These forms are required by law to be on file in the junior high office. They will be issued the first day of school or at the time of enrollment, and are expected to be returned in a timely manner. Delay in their return may result in disciplinary actions. They are used for emergency situations, parent notifications, and field trips. Students may be denied participation in school activities until these records are on file.

# Food Services

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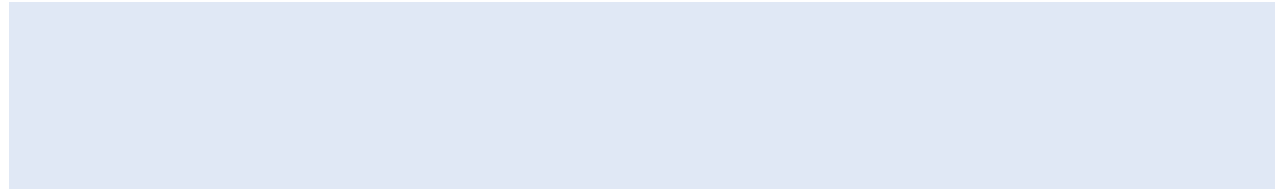
## FOOD SERVICE PROGRAM



**District Policy: 10.13 - Food Services Program**

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

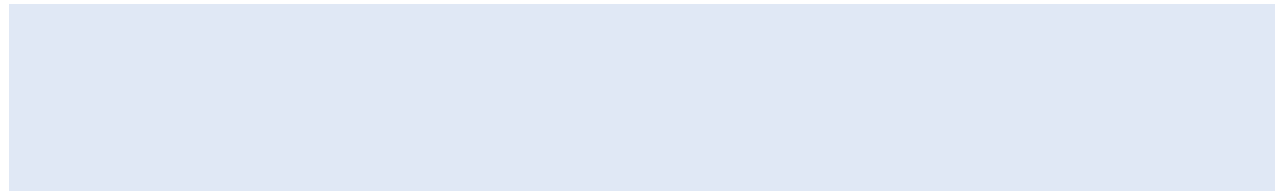
## FREE AND REDUCED-PRICE FOOD SERVICES



### 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

Hot lunches are served in our lunch room at the cost of \$2.60 for 6<sup>th</sup> and \$2.70 for 7<sup>th</sup> & 8<sup>th</sup>. Students who bring their lunches may purchase milk or juice at school. Parents should discourage students from bringing soda to school for lunch. Breakfast is also available from 7:00 A.M. – 7:30 A.M. every day. Applications may be obtained in the office for free or reduced lunches.

These guidelines will be used in order to maintain our cafeteria charges:

~Students may charge up to \$20 in the negative.

## LUNCH PRICES

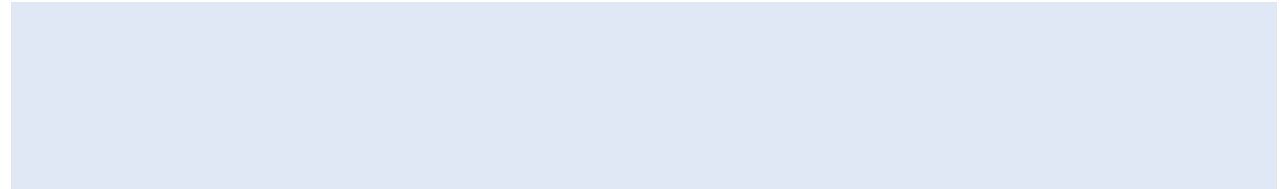
We are pleased to offer “universal breakfast” for every student, each school day of the year, regardless of income. Giving students breakfast prepares them for each day’s learning opportunities. We understand that high performing schools pay attention to the whole child to improve the quality of life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

- 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

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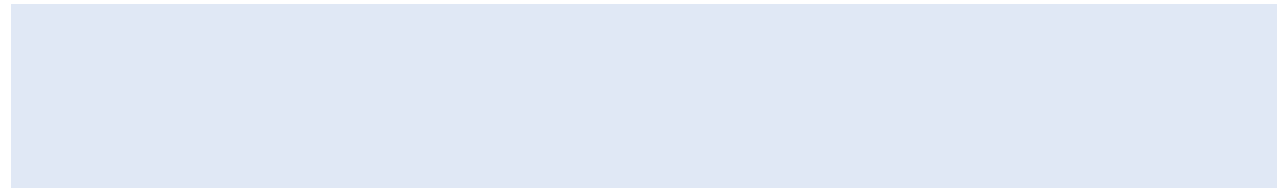
## IMMUNIZATION



### 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

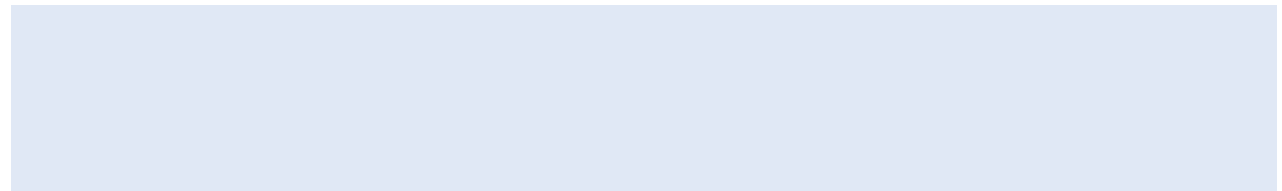
<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.42.pdf>



# Technology

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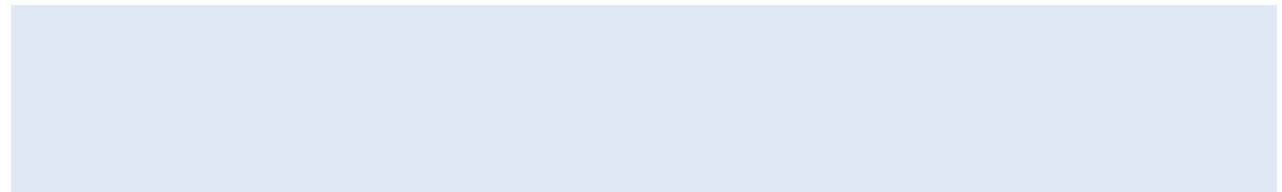
## ACCEPTABLE USE POLICY



[District Policy: 6.54 - Technology Acceptable Use Policy For Students](https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.54.pdf)

<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)

<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 Franklin Local Community 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, cafeteria, and all entrances and exits, to the building. All FLSD buses have video and audio capability. Video 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.

## INAPPROPRIATE USE OF TECHNOLOGY

Which includes but not limited to (without staff permission) recording Staff/Students texting, face-book, phone calls, personal e-mail, pictures of assignments, tests...

## ELECTRONIC DEVICES (CELLULAR PHONE, DEVICE, ETC.)

### Philo Junior High School Procedures

Students will be issued a school iPad for educational purposes. FLSD believes the iPad enhances student learning. Only school issued iPads are to be used. Students may bring personal electronics to school. Personal devices must be turned off and put away for the day. This means out of sight. If the device is heard or seen by staff it will be considered a violation. Students are encouraged to secure personal property. Philo Jr. High School is not responsible for lost or stolen electronic devices. Students using electronic devices without permission are violating school policy. Consequences are as follows:



1<sup>st</sup> violation – confiscated and returned at the end of the day  
(students responsibility to pick up in the office)

2<sup>nd</sup> violation – confiscated and kept until a parent picks up the device

3<sup>rd</sup> violation – Friday school and confiscated and kept until a parent picks up the device

4<sup>th</sup> violation – 2 days Opportunity Center, confiscated and kept until parent picks up device

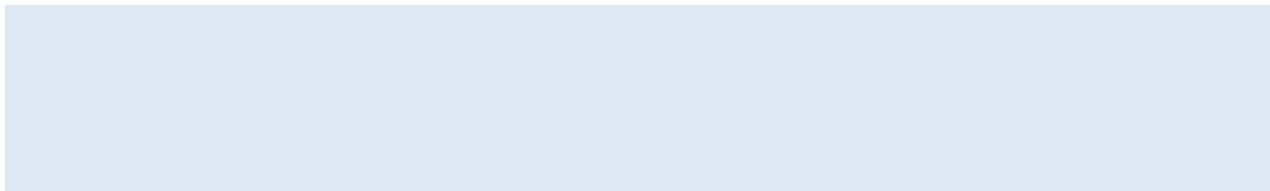
### Recording Inappropriate/Violent Events

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

# Transportation

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## STUDENT CODE OF CONDUCT INFORMATION

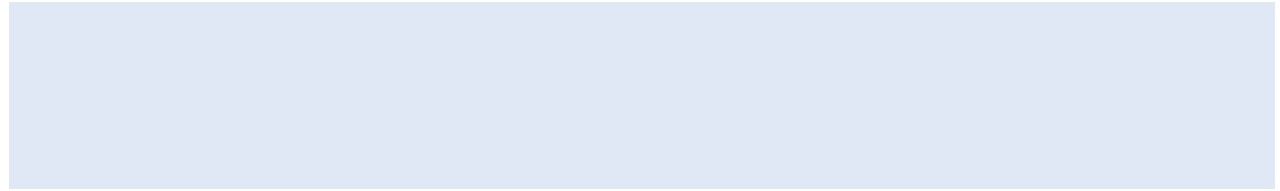


[Student Conduct Code for Transportation](https://www.franklinlocalschools.org/wp-content/docs/transportation/bus-conduct.pdf)

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



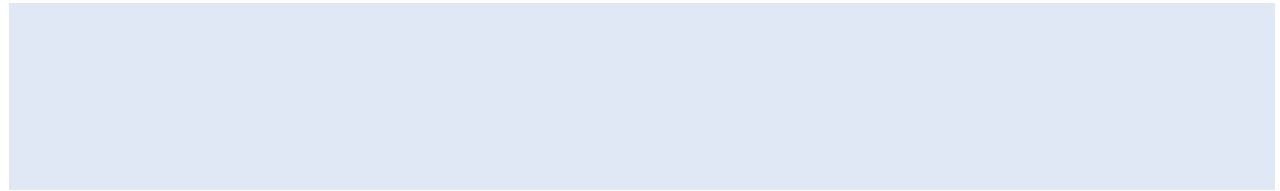
## BUS ROUTE INFORMATION



Bus Routes

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

## DISTRICT BOUNDARY INFORMATION



District Boundary Map

<https://goo.gl/MfBqAG>

## BICYCLES/WALKERS

Students may ride bicycles to school and are expected to use proper and safe operation of the bicycle. The school is not responsible for bicycles. In the interest of safety students are not permitted to ride their bicycles on school property. Students operating their bicycles in an unsafe manner or riding their bicycles on the school grounds, may lose the privilege of riding their bicycles to school. Walkers must follow all safety rules of the road for pedestrians. Students must remain on school property once they arrive at school and must not leave without permission from the office.

## 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 students 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.

## **TRANSPORTATION**

Students who miss the bus in the afternoon usually do so because of the lack of attention or carelessness. Students may call parents to make arrangements for transportation. If someone other than the parent is providing transportation, this verbal permission must be given to the school.