

Student Handbook

ROSEVILLE ELEMENTARY

2018-2019



Franklin Local
School District

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District Information

MISSION AND VISION

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

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

ADMINISTRATOR DIRECTORY

Board of Education Members

Marc Carpenter
John Coler
Susan Lent
Larry McCutcheon
Jim Swingle

Administrative Staff

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

BOARD OF EDUCATION POLICIES

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

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



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

Grading

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

IMPORTANT INFORMATION

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

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

Roseville Elementary Information

PRINCIPAL MESSAGE

I want to welcome you to the 2018-2019 school year! It is an honor and privilege to serve the students and staff of Roseville Elementary as their principal. As a staff, we look forward to working with you to provide your children/our students with the skills, both academic and social, that they will need to be successful in life. This handbook will help you better understand the day-to day procedures of our school, but is not all inclusive of board policies.

Roseville Elementary has a nurturing environment that is focused on developing the whole child academically, socially, and emotionally. It is our desire to keep the focus on increasing student achievement and doing whatever it takes to help ALL students be successful. We believe that learning should be fun and accessible for every student. It is our goal to provide students with an education in an effective and safe learning environment.

The staff of Roseville Elementary would like to wish you and your child/ren a successful school year! If I can be of any assistance, please do not hesitate to contact me. I can be reached by phone at 740-697-7216.

Sincerely,

Frank Van Kirk, Principal

MISSION

Roseville Elementary School students will enter a safe, welcoming school community where they will be held to high expectations for student achievement and respectful behavior.

DAILY SCHEDULE/PARENT PICK UP

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

Parent drop-off begins at 8:40 in the lower parking lot. This is the most convenient and safest way to drop your child(ren) off at school. **Please use this drop-off procedure if at all possible.**

Parent pick-up students will be dismissed at 3:20p.m. A note shall be given to the office in the morning to indicate that your child will be picked up.

Walkers will be dismissed after the buses have been called.

Before School - No students are allowed into the buildings until the 8:40 a.m. Students who arrive earlier than this are unsupervised. The school cannot be responsible for the supervision of children who arrive before 8:40 a.m.

After School - School is dismissed at 3:30 p.m. Children who walk or ride their bikes to school are to leave the school grounds promptly and safely. They are not to stay on the school grounds as they are unsupervised. The School cannot be responsible for the supervision of children who remain on the school grounds after dismissal. If you are going to walk in the building to pick your child(ren) up from school, you will need to check in at the main office and wait for them there.

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

Parent Drop Off Procedures:

- The parent drop-off line is located in the lower parking lot.
- Please pull all the way forward to the door.
- A teacher will open the door at 8:45 a.m. and students may enter.
- For safety reasons, children need to depart from the passenger side (closest to the door)
- PLEASE make sure students are ready to quickly exit the vehicle. This will help our line move efficiently.
- Parents/adults will NOT be permitted to enter the building through the parking lot door. All visitors must use the main entrance and sign-in in the office.
- At exactly 9:00 am parent drop-off doors will be closed and students will then need to enter through the main entrance and be signed in. Students are tardy after 9:00 am.
- Please do not pass another car or pull around another car that is stopped to unload. Please wait until the line moves to exit. Safety is our #1 priority!

Parent Afternoon Pick Up Procedures:

- Students will be dismissed at 3:20.
- The parent pick-up lines are located in the back of the building.
- Please use the service road located off Railroad St.
- A teacher will be outside to gather names and direct you. Please do not pull forward at any time unless a teacher directs you.
- Parents, please do not get out of your car to assist children getting into cars unless children have a special need.
- Always call the office or send a note if your child is going home a different way than he/she normally does. **Please call the office with transportation changes early in the day before 2:00 p.m.** if possible so we can have time to notify your child and teacher of the change.
- Parent pick up closes at 3:30. At that time, all students will be sent to the office.
- Students need to follow appropriate behavior expectations while waiting in line and while walking to/from cars.
- Please do not pass another car or pull around another car that is stopped to load. Please wait until the line moves to exit. Safety is our #1 priority!

SCHOOL VISITOR INFORMATION



District Policy: 8.05 - School Visitors

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

Roseville Elementary Visitor Information

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



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>

ROSEVILLE ELEMENTARY GRADING SCALE

Kindergarten

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

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

Grades 1-2

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

0 =	90-100	Excellent Achievement
S =	80-89	Satisfactory Achievement
S- =	70-79	Minimum Acceptable Achievement
N =	60-69	Needs to Improve
U =	Below 60	Unsatisfactory Achievement



Grades 3-5

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

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

PROMOTION, PLACEMENT, AND RETENTION



District Policy: 6.17 - Promotion, Placement, And Retention

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

HOMEWORK



District Policy: 7.34 - Homework

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

ADMINISTRATION OF STUDENT RECORDS



District Policy: 6.20 - Administration of Student Records

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



Attendance

ATTENDANCE INFORMATION



District Policy: 6.12 - Student Absences and Excuses

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

ABSENCE REPORTING

- A. Please call the school between 8:00 and 9:15 a.m. to report your child absent for the day. The phone number is 697-7216.
- B. If a call is not received, we will call you at home or work following the start of school.
- C. Please send a note with your child the day he/she returns to school if either a or b have not been accomplished.

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

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

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

EARLY DISMISSAL AND RETURNING TO SCHOOL

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

NOTE: Please update information as it changes throughout the school year.

HABITUAL TRUANCY INTERVENTION STRATEGIES



[District Policy: 6.13 - Habitual Truancy Intervention Strategies](https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.13.pdf)

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

Child Custody

CHILD CUSTODY INFORMATION

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

Code of Student Conduct

CONDUCT INFORMATION



District Policy: 6.23 - Code of Student Conduct

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

DISCIPLINE INFORMATION



District Policy: 6.22 - Student Conduct and Disciplinary Procedures

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

ROSEVILLE ELEMENTARY PBIS BEHAVIOR PROGRAM

The purpose of the Roseville Elementary PBIS program is to establish and maintain a safe and effective school environment that maximizes academic achievement and behavioral competence of all students. In order to provide an atmosphere conducive to learning, students must demonstrate the following traits: Be Respectful, Be Responsible, and Be Safe in all areas of the building. It is the school's responsibility to create an environment which encourages such behavior. Good behavior PBIS rewards will be celebrated at the end of each grading period.

DRESS CODE



District Policy: 6.31 - Dress and Appearance

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

ROSEVILLE ELEMENTARY DRESS CODE INFORMATION

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

- A. To ensure an educational atmosphere that will be conducive to learning.
 - B. To ensure the health, safety, and welfare of all students.
 - C. To reinforce the importance of proper dress and grooming for the attainment of life goals and career success.
-
1. No article of clothing shall be worn which defames any person, the school, the community, or the nation.
 2. No article of clothing shall be worn that distracts from the educational process.
 3. No articles of clothing or jewelry associated with tobacco, alcoholic beverages, or drugs will be worn.
 4. Immodest, obscene or suggestive wording or symbols on any clothing will not be permitted at school.
 5. Shorts may be worn as appropriate seasonal clothing.
 6. Proper footwear is required at all times. For the safety of students gym shoes (sneakers) are required during physical education classes. For safety reasons, Physical Education teachers may request that jewelry be removed.
 7. Hats, bandannas, and hoods are not to be worn inside the building except without the permission of the principal.
 8. Footwear must be worn at all times. No "flip flops."
 9. Clothing should be worn in the manner in which it was designed (i.e., shoes tied, shirt right side out, etc.)
 10. Spaghetti straps are not permitted.

ALCOHOL AND DRUG USE BY STUDENTS



District Policy: 6.26 - Alcohol and Drug Use by Students

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



CONTROLLED AND COUNTERFEIT OR LOOK-ALIKE SUBSTANCES



District Policy: 6.27 - Controlled and Counterfeit or Look-Alike Substances
<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.27.pdf>

USE OF TOBACCO BY STUDENTS



District Policy: 6.28 - Use of Tobacco by Students
<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.28.pdf>

HARASSMENT, INTIMIDATION, AND BULLYING



District Policy: 10.07 - Harassment, Intimidation, and Bullying
<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.07.pdf>

INTERROGATIONS AND SEARCHES



District Policy: 6.35 - Interrogations and Searches
<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/6.35.pdf>

SEXUAL HARASSMENT AND DISCRIMINATION



District Policy: 10.06 - Sexual Harassment and Discrimination
<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/10.06.pdf>

WEAPONS

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

ELECTRONIC DEVICES (CELLULAR PHONE, DEVICE, ETC.)

Roseville Elementary Procedures

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

Recording Inappropriate/Violent Events

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

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

Emergency Information

EMERGENCY CLOSINGS INFORMATION



District Policy: 8.12 - Emergency Closings

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

EMERGENCY DRILLS



District Policy: 10.18 - Safety Program and Emergency Management Plan

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

FIRE, TORNADO WARNING, AND SCHOOL SAFETY DRILLS



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

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

Food Services

FOOD SERVICE PROGRAM



District Policy: 10.13 - Food Services Program

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

FREE AND REDUCED-PRICE FOOD SERVICES



District Policy: 10.14 - Free and Reduced Price Food Services

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

FOOD ALLERGIES



District Policy: 6.51 - Food Allergies

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

LUNCH PRICES

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

- Roseville Elementary School – \$2.35



Health Services

IMMUNIZATION



District Policy: 6.37 - Immunization

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

CONTROL OF HEAD LICE



District Policy: 6.39 - Control of Head Lice

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

ADMINISTERING MEDICATION TO STUDENTS



District Policy: 6.40 - Administering Medication to Students

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

ASTHMA MEDICATION



District Policy: 6.41 - Asthma Medication

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

EMERGENCY MEDICAL AUTHORIZATION



District Policy: 6.42 - Emergency Medical Authorization

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

Technology

ACCEPTABLE USE POLICY



District Policy: 6.54 - Technology Acceptable Use Policy For Students

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

INTERNET SAFETY POLICY



District Policy: 10.25 - Internet Safety Policy

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

IPAD AND EMAIL AGREEMENT



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

Transportation

STUDENT CODE OF CONDUCT INFORMATION



[Student Conduct Code for Transportation](#)

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

BUS ROUTE INFORMATION



[Bus Routes](#)

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

DISTRICT BOUNDARY INFORMATION



[District Boundary Map](#)

<https://goo.gl/MfBqAG>

FIELD TRIPS



[District Policy: 7.30 Field and Other District Sponsored Trips](#)

<https://www.franklinlocalschools.org/wp-content/docs/school-board/board-policies/7.30.pdf>

