

Student Handbook

FRANKLIN LOCAL COMMUNITY SCHOOL

2023 - 2024



Franklin Local
School District

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District Information

MISSION

To build an academic foundation for future success.

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
Jim Swingle
Kyle Trout

Administrative Staff

Kasey Cottrill, Superintendent
Rob Preston, Assistant Superintendent
Scott Paul, Treasurer
Dustan Henderson, Director of Instruction
Kera 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 found on our district website at <https://www.franklinlocalschools.org/about-us/school-board/board-policies>.

ACADEMIC CALENDAR

FRANKLIN LOCAL SCHOOL DISTRICT

2023-2024 Calendar

August 3-4	New Teacher Professional Days
August 21	Professional Development Day (teachers)
August 22	Professional Day (all staff report)
August 23	First Day of School for Students
September 4	Labor Day (school not in session)
October 19	Parent-Teacher Conferences 11:45 am – 7:00 pm, (school not in session)
October 20	Fall Break
November 7	Professional Development Day/Election Day (school not in session)
November 10	Observance of Veterans' Day (school not in session)
November 22-November 27	Thanksgiving Break (school not in session)
November 28	Classes Resume
December 21-January 2	Winter Break (school not in session)
January 3	Teacher Work Day (school not in session)
January 4	Classes Resume
January 15	Martin Luther King Day (school not in session)
February 19	Presidents' Day (school not in session)
March 27	Parent-Teacher Conferences 11:45 am – 7:00 pm, (school not in session)
March 28-April 1	Spring Break (school not in session)
April 2	Professional Development Day
April 3	Classes Resume
May 3	Professional Development Day (school not in session)
May 24	High School Commencement – 6 p.m.
May 27	Memorial Day Holiday (school not in session)
May 30	Last Day of School for Students
May 31	Professional Day

Franklin Local Community School

BELL SCHEDULE

1 st Period	7:45 – 8:45 am
2 nd Period	8:45 – 9:30 am
3 rd Period	9:30 – 10:15 am
4 th Period	10:15 – 11:00 am
5 th Period <i>Lunch A</i>	11:00 – 11:30 am
6 th Period <i>Lunch B</i>	11:30 - 12:00 pm
7 th Period	12:00 - 12:45 pm
8 th Period	12:45 - 1:30 pm
Bus Departure	1:30 pm
9 th Period	1:30 - 2:15 pm
Dismissal	2:15 pm

*Students are expected to be at school by 7:40 a.m.

2 HOUR DELAY SCHEDULE

Time	Period
9:20 - 9:45	Planning (No PLC)

9:40-9:45	Student Arrival
9:45 - 10:15	1st
10:15 - 10:45	2nd
10:45 - 11:15	3rd
11:15 - 11:45	5th
11:45 - 12:15	6th
12:15 - 12:45	4th
12:45 - 1:15	7th
1:15 - 1:45	8th
1:30	Bus Departure
1:45 - 2:15	9th

Reminder: Please note that periods are not in order

Reminder: Disregard the bell schedule on delay days

COMMUNITY SCHOOL STAFF DIRECTORY

Name	Position
Theresa Gause	Principal
Marree Bendgen	Math/Science
Michael Bendgen	Social Studies
Mandi Sheet	Secretary/Medical Assistant
Joe Green	Math
	Language Arts
Lance Clayton	Gym/Health
Genia Head	Head Cook
Rhonda Jenkins	Custodian
Kera Koch	Language Arts/Social Studies
Tiffany Leach	Music
Terry Parmer	Intervention 7 - 12
	Science



Mallory Hill	Art
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SCHOOL VISITOR INFORMATION



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

FRANKLIN LOCAL COMMUNITY SCHOOL VISITOR INFORMATION

- a. **State Law requires all visitors to sign-in at the office upon arrival.**
- b. Non-students may only visit after 2:15
- c. Visitors requesting to eat lunch with a student must be approved by the principal with at least one day's notice.

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>



FRANKLIN LOCAL COMMUNITY SCHOOL GRADING SCALE

<u>Letter</u>	<u>Percentage</u>
A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	0 - 59

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 types of closures.

Late Work

Late work at school, in college, and in the workforce, is largely unacceptable. Students need to manage their time in a way that enables them to finish their best work on time. Assignments should be turned in on time in order to receive maximum credit. Late work MAY be accepted for full or partial credit at the discretion of the individual teacher, and is generally only accepted when there has been evidence of effort prior to the deadline on the part of the student.

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>

GRADUATION REQUIREMENTS

COURSE CREDIT REQUIREMENTS

The minimum number of credits required for graduation from Franklin Local Community School is 20. Of that total, each student must have 4 credits of English, 3 credits of Social Studies, 4 credits of Mathematics, 3 credits of Science, ½ credit of Health, ½ credit of Physical Education, ½ credit of Personal Finance, and ½ credit of Economics to qualify for graduation. The remaining credits are to be 4 elective courses.

AND:

Ohio law enacted new, long-term graduation requirements for the class of 2023 and beyond.

Classes of 2023 and Beyond Graduation Requirements: State law introduced new, permanent graduation requirements for students in the class of 2023 and beyond. Students entering ninth grade after July 1, 2019, must meet the [new requirements](#) outlined in state law. Department staff are working to update the graduation webpages and guidance documents

HOMEWORK



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

CHEATING AND ACADEMIC DISHONESTY

Franklin Local Community School believes cheating to be a very severe offense that will not be tolerated and view it as contrary to the school's mission. We define cheating as blatantly copying or providing materials to any tests, quizzes, assignments (and parts therein) that may include, but not limited to, virtual classwork, worksheets, papers, projects, etc., from other students. This also includes copying directly from books, computers, or the use of any source without proper documentation (Plagiarism). For virtual classroom assignments this includes working together, sharing notebooks, or any other items to record test answers. Consequences for cheating and academic dishonesty are as follows;

1 st Violation	Parents will be contacted. A Friday School will be assigned. Student will be required to redo the assignment or alternate assignment.
2 nd Violation	Parents will be contacted. One (1) day of Out-of-School Suspension will be assigned. The student will be required to redo the assignment or an alternate assignment.
3 rd Violation	Parents will be contacted. Three (3) days of Out-of-School Suspension will be assigned. The student will be required to redo the assignment or an alternate assignment.
Teacher discretion if assignment may be completed for partial credit.	

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 6:30 and 8:00 a.m. to report your child absent for the day. The phone number is 740-697-7317
- 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.

TARDY POLICY

- a. Excessive absence or tardiness to school can result in a meeting with the attendance officer, lunch detention, after school detention, or referral to Juvenile Court.
- b. Consistent tardiness to school will result in the following:

1 st Tardy	Verbal Warning
2 nd Tardy	Letter Sent Home
5 th Tardy	Lunch Detention
8 th Tardy	Friday School Detention
10 th Tardy	1 Day in Learning Center and referral to attendance officer
<i>This will begin at the start of each nine weeks.</i>	

- c. Consistent tardiness to a teacher's classroom by a student will be monitored by the classroom teacher. The teacher will set up expectations and consequences in their classroom procedures.

EARLY DISMISSAL AND RETURNING TO SCHOOL

A student who returns during the school day should report to the office, along with the parent/guardian to sign in and provide documentation of absence and return. No students will be allowed to leave school prior to dismissal time without the parent reporting to the school office to sign for student's release. NO student will be released to a person other than the custodial parent(s) without permission note signed by custodial parents or other legal authorization. NOTE: Please update this information as it changes throughout the school year.

HUNTING (DEER / TURKEY / WATERFOWL ONLY)

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

1. Parent must submit a written statement to the office the week before the season begins.
2. Parent must be treating these days like vacation days.
3. Student must be hunting with parents or relatives.
4. Students must show hunting license to Principal before hunting.
5. Student must make up class work in a timely manner upon return to school.
6. Hunting days that are not judged to be parent vacation days will result in a day per missed day in the Learning Center.
7. All other game hunting days will be counted as truancy.
8. Any student who has missed more than 72 hours of school will not be excused for hunting.

HABITUAL TRUANCY INTERVENTION STRATEGIES



District Policy: 6.13 - Habitual Truancy Intervention Strategies

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

Child Custody

CHILD CUSTODY INFORMATION

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

Code of Student Conduct



CONDUCT INFORMATION



District Policy: 6.23 - Code Of Student Conduct

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

A. Student code of conduct

1. Expectations of student behavior
 - a. Respect the ideas of classmates and teachers
 - b. Students will not leave the classroom without permission. Only one student may be out of the room at a time.
 - c. Students will use appropriate language at all times
 - d. Students will respect all school property
 - e. Students and teachers will treat each other with respect at all times
 - f. Each teacher has their own established rules and expectations for student behavior in their classroom that students are expected to follow.
 - g. Students are responsible for being prepared for class.
 - h. Participate in all class activities and discussions.

CHAIN OF COMMAND

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

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>

A. Misconduct

It is the belief of the Franklin Local Community School that all students and staff have the right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected.

Positive Behavior Intervention and Supports (PBIS) has been implemented at Franklin Local Community School. For each 9-week grading period, students, who earn a high enough conduct grade, will be eligible for a reward at the end of the grading period.



The following misconduct will result in disciplinary action which will include but not be limited to: reprimand, lunch detention, after school detention, suspension of privilege, parental contact, Friday school, in school suspension, out of school suspension, diversion night, expulsion, and/or permanent exclusion from the Franklin Local Community School. Other disciplinary actions may be taken by the administration as it sees fit to maintain a safe and orderly school.

1. **Assault** – A student shall not engage in any act of threatened act of physical violence of force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.
2. **Assemblies** - held to promote good fellowship and to develop a spirit of school pride among students and teachers. Respectful and courteous behavior is expected at all times. All disruptive behavior will result in disciplinary actions.
3. **Complicity** – A student shall not actively or passively aid, abet, and/or otherwise encourage other to violate the rules contained in the Code of Conduct.
4. **Damage of Property** – A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.
5. **Disrespect/Disobedience** – A student shall not be disrespectful toward or disobedient to an authorized staff person at any time.
6. **Disruption of School/Disorderly Conduct** - A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.
7. **Distribution or Sale of Unauthorized Materials** - A student shall not distribute or sell unauthorized materials on school property.
8. **Failure to Serve School Discipline** - Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.
9. **False Alarms/Bomb Threats** - A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner.
 - a. First offense – Immediate removal from educational setting, 10-day suspension with recommendation for expulsion.
10. **False Reports/Forgery** - Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.



11. **Fighting** - A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. Fighting or striking another student on school grounds or at a school sponsored activity
12. **Gambling** - A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes
13. **Hazing** - A student shall not participate in hazing or other degrading or disgraceful acts.
14. **Hall Passes** - Students are not to be in the hallway, restroom, or other parts of the building during class time without a hall pass. Passes are to be issued by teachers and the office staff only. Students will be required to present a pass when asked by staff if they do not have a proper pass they will be returned to assigned class and face disciplinary action.
15. **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 toward any staff member
 - not serving assigned detentions
 - not following school rules or proper procedures
 - not following assigned schedule/being in an unauthorized area
 - chronically tardy to school or class
 - repeated misbehavior after warning
16. **Intimidation/Harassment/Menacing** - A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.
17. **Lockers** - Upon request students will be issued a locker for their use during the school day. All lockers remain the property of the Franklin Local Community School and may be searched accordingly. Do not share lockers or combination with others because each student will be responsible for the contents of their assigned locker.
18. **Loitering** - A student shall not loiter or delay in any way that may cause disruption of some activity or function.
19. **Misuse of a Computer/iPad** - Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program.
20. **Possession of prohibited items** – items including but not limited to lighters, matches, school purchased materials or school electronic equipment.
21. **Profane, Obscene or Vulgar Language/Gestures** - A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.
22. **Public Display of Affection** - Students shall not engage in public displays of affection on school property. Any action judged by school officials too involve

misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

23. **Repeat Offenses** - 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.
24. **Sexual Harassment** - A student shall not sexually harass another student, staff member, or any other person. Sexual harassment may include, but is not limited to:
 - sexual flirtation, touching, advances, or propositions
 - verbal or physical abuse of a sexual nature
 - graphic or suggestive comments about an individual's dress or body
 - the use of sexually degrading words to describe an individual
 - displaying sexually aggressive objects or photographs
 - sexually explicit or obscene jokes
25. **Shakedown/Strong-Arm/Extortion** - A student shall not force another person to give him/her money or articles of value.
26. **Theft** - A student shall not take or attempt to take the property of others without their consent.
27. **Vandalism** - A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.
28. **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.
29. **Weapons and Dangerous Instruments** - A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.
30. **18-Year-Old Students** - Students that are 18 years old and living with their parents or guardians are still subject to the rules established by the school (early dismissals, tardies, absences, arrivals, and other notifications.) Emancipated students must have records on file in the office as to taking responsibility for their actions.

*** Franklin Local Community School consequences**

****Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination. *****

DISCIPLINE MATRIX

A. DISCIPLINE CONSEQUENCES



Consequences for disciplinary infractions will be assigned in accordance with the Franklin Local School District Student Code of Conduct and the FLCS Discipline Matrix found in this handbook. Consequences are defined as follows:

1. **Administrative Warning (AW)** - The student is not to be excused during any class period and should obey all rules and regulations. Further infractions will lead to suspension. The student is ineligible for field trips, and driving/parking privileges may be suspended for the duration of any administrative warning. While on administrative warning, a student may lose their eligibility to participate in extracurricular activities.
2. **Counsel & Warn (C&W)** – A discussion with the student explaining the infraction and what the consequence will be if the infraction occurs again.
3. **Confiscation (CON)** - Items will be taken and kept in the office until the end of the school day.
4. **Friday School (FS)** - is a 2-hour study hall, which meets on Fridays from 2:15 pm to 4:15 pm. It is intended to serve as an alternative to In-School Detention and Out-of-School Suspension for disciplinary reasons. It is the hope of the Franklin Local Schools that Friday School will eliminate suspension from the regular school day for most students. Failure to serve an assigned Friday School will result in three “Structured Days” being issued.
Friday School Regulations:
 - i. Friday School will be held at Franklin Local Community School in the cafeteria.
 - ii. Each student must bring schoolwork to keep busy for two hours. Appropriate materials for Friday School includes textbooks, library books, suitable paperback books and magazines used in conjunction with homework assignments. Students who fail to bring appropriate or sufficient work will be dismissed and an additional Friday School will be assigned. Inappropriate books or magazines will not be permitted.
 - iii. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, or put their heads down will be warned and detained for 5 extra minutes at the end of the session. A second violation for any offense will result in dismissal with no credit given for the time spent and an additional Friday School will be added. Any severe disruption of Friday School may result in a suspension from school.
 - iv. A student who skips Friday School may be assigned In-School Detention or Out-of-School Suspension.
5. **Parent Contact (PC)** – Parent is contacted and advised of the disciplinary infraction. Parents may be contacted by the classroom teacher or building administrator.
6. **Parent Pick Up (PPU)** – Applies to electronic devices and prohibited dress items such as hats. Parents may pick up unauthorized materials in student



services after 2:25 on or after the day of confiscation. Early pickups are not allowed.

7. **Restorative Justice (RJ) or 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.
8. **Parent Conference (PCF)** - Parents, Student, and Administrator will talk about a reoccurring issue(s) that have occurred to develop a plan.
9. **Lunch Detention (LDT)** – The student eats lunch at a separate table in the cafeteria and is not allowed to talk or interact with other students.
10. **After School Detention (ASD)** – After school detentions are served on Thursday for 30 minutes in the school cafeteria. Students are expected to bring schoolwork. A two-part notification procedure is used when detentions are assigned. First, students receive a white card listing the date, time, and reason for the detention. Second, a courtesy phone call is made to the primary contact number listed in Focus the night before the detention to remind parents. It is the parent’s responsibility to ensure changes in contact information are updated in Focus. Detentions may be rescheduled with a parent note submitted before 12:00 on the day of the detention.
11. **Work Detail (WD)** – Student is assigned to a custodian, either during or after school hours, and is expected to help in campus beautification efforts. This option may be used at the discretion of the administrator to address consequences for student action.
12. **Intervention (INT)** - Parents can enroll their child in a certified drug or alcohol intervention program from a district approved agency at the parent expense to reduce consequences.
13. **In School Suspension (ISS)** – Students report to ISS where they complete their schoolwork without following their regular bell schedule. Students are responsible for checking teacher websites and emailing teachers for any work missed while in ISS. Students are required to submit any work missed while in ISS.
14. **Out of School Suspension (OSS)** – Students who are suspended out of school are not allowed on any Manatee County campus for any reason during their suspension. Students are responsible for checking teacher websites and emailing teachers for any work they miss while on OSS. Students are required to turn in any work missed while on OSS.
15. **Restitution Required (\$)** – The student is required to monetarily or materially compensate the district, school, or individual for any damaged, stolen, or vandalized property.
16. **Reassignment / Expulsion (EXP)** – Students who commit a severe breach of conduct or are a persistent disruption, may be suspended and recommend for reassignment to another school. A student may be expelled for the remainder of a school term or one school year and one additional year of attendance.

17. **Structured Day (SD)** - Discipline 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.

18. **Loss of Privilege (LP)** – a denial of specified privileges for a specified period. The period could be a scheduled time, or for the remainder of the school year.

B. Discipline Matrix

It is the belief of the Franklin Local Community School that all students and staff have the right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected. The consequences below are guidelines and may escalate depending on the nature of the circumstances and/or student's discipline record. Other disciplinary actions may be taken by the administration as it sees fit to maintain a safe and orderly school.

Offenses	First	Second	Third	Fourth	Fifth
Academic Dishonesty (Cheating)	PC + FS	PC + 1 DAY OSS	PC + 3 DAY OSS		
Arson	10 DAY OSS + EXP				
Bomb Threat	10 DAY OSS + EXP				
Bullying	FS	2 DAY OSS	3 DAY OSS + CNF	5 DAY OSS	10 DAY OSS
Complicity	C&W	LD + PC	RJ	2 DAY ISS	1 DAY OSS + CNF
Defiance	LD + PC	FS	RJ + 2 DAY ISS	1 DAY OSS + CNF	3 DAY OSS
Disobedience	C&W	LD + PC	RJ + FS	2 DAY ISS	1 DAY OSS + CNF
Non-Compliance	C&W	LD + PC	RJ + FS	2 DAY ISS	1 DAY OSS + CNF
Disruption	C&W	LD + PC	RJ + FS	2 DAY ISS	1 DAY OSS + CNF
Dress Code Violation	C&W	LD + PC	RJ + FS	2 DAY ISS	1 Day OSS + CNF
False Fire Alarm	10 Day OSS	10 Day OSS + EXP			

Gambling or Soliciting Items at School	RJ + ASD	3 DAY ISS	1 DAY OSS + CNF	3 DAY OSS	5 DAY OSS
Harassment/Intimidation	3 DAY ISS + RJ	1 DAY OSS	3 DAY OSS + CNF	5 DAY OSS	10 DAY OSS
Inappropriate Eating/Drinking	C&W	LD + PC	RJ	2 DAY ISS	1 DAY OSS + CNF
Inappropriate or Abusive Language/ Gestures	C&W + LD	RJ + FS	3 DAY ISS	1 DAY OSS	2 DAY OSS + CNF
Inappropriate or Abusive Language/ Gestures (Student-to-Student)	RJ + FS	3 DAY ISS	1 DAY OSS	3 DAY OSS	5 DAY OSS
Inappropriate or Abusive Language/ Gestures (Student-to-Teacher)	1 DAY OSS	2 DAY OSS	4 DAY OSS	6 DAY OSS	8 DAY OSS
Offenses	First	Second	Third	Fourth	Fifth
Inappropriate Use of Technology	C&W	RJ + FS	3 DAY ISS	1 DAY OSS	3 DAY OSS + CNF
Lying/Deceit	C&W	RJ + FS	3 DAY ISS	1 DAY OSS	3 DAY OSS + CNF
Misuse of Vehicles on School Property	C&W	LD + PC	RJ + FS	2 DAY ISS	1 DAY OSS + CNF
Physical Aggression (Fighting)	3 OSS	5 OSS	10 OSS + EXP		
Physical Aggression, Horseplay or Other	FS	3 DAY ISS	3 DAY OSS	5 DAY OSS	10 DAY OSS + EXP
Property Damage (Personal)	RJ + \$ + FS	3 DAY ISS + \$	1 DAY OSS + \$ + CNF	3 DAY OSS + \$ + CNF	5 DAY OSS + \$ + CNF
Property Damage (School)	5 DAY OSS + \$	10 DAY OSS + \$			
Public Displays of Affection (PDA)	C&W	LD + PC	RJ + FS	2 ISS	1 OSS + CNF
Skiping Class	C&W	LD + PC	RJ + FS	2 ISS	1 OSS + CNF
Sleeping in Class	C&W	LD + PC	RJ + FS	2 ISS	1 OSS + CNF
Tardiness (School)	SEE POLICY PAGE 14				
Theft/Forgery	1 DAY OSS	2 DAY OSS	4 DAY OSS + CNF	6 DAY OSS	8 DAY OSS

Unprepared	C&W	LD + PC	RJ + FS	2 DAY ISS	1 DAY OSS + CNF
Unwelcomed Sexual Contact	10 DAY OSS + RJ	10 DAY OSS + EXP			
Use/Possession of Alcohol	SEE POLICY PAGE 27				
Use/Possession of Cell Phone/Electronic Devices	CON + LD	CON + PC + FS	CON + CNF + LP	CON + PC + 2 DAYS ISS	CON + PC + 3 DAYS OSS
Use/Possession of Combustible Materials	1 DAY OSS	3 DAY OSS	5 DAY OSS	10 DAY OSS + INT	EXP
Offenses	First	Second	Third	Fourth	Fifth
Use/Possession of Drugs/Paraphernalia	SEE POLICY PAGE 27				
Use/Possession/Distribution of Tobacco	3 ISS	3 DAY OSS	10 Days OSS or Reduced to 5 if counseling	10 DAY OSS + EXP	
Use/Possession/Distribution of Vaping Items	3 ISS	3 DAY OSS	10 Days OSS or Reduced to 5 if counseling	10 DAY OSS + EXP	
Use/Possession/Distribution of Weapons/Dangerous Instruments	10 DAY OSS + EXP				
Vandalism	RJ+FS	2 DAYS OSS	4 DAYS OSS + CNF	6 DAYS OSS	8 DAYS OSS

* Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.
The Discipline Matrix may be altered or changed anytime during the school year based on the need of students and frequently observed behaviors.

DRESS CODE



District Policy: 6.31 – Dress and Appearance

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



FRANKLIN LOCAL COMMUNITY SCHOOL DRESS CODE

It is the contention of the Franklin Local Board of Education that the primary responsibility for student dress and appearance rests with the parents. It is also their feeling that students should develop good grooming habits and are encouraged to use moderation and good taste in dress and appearance.

In establishing this dress policy, it is impossible to cover every situation that develops and it is the hope of the Board of Education that there will be a spirit of cooperation among those affected by this policy. As a last resort, in questionable situations and after consultation between the school authorities and the parent, the final decision must be with school authorities.

The Franklin Local Board of Education has the responsibility of providing an orderly learning environment and student dress and grooming must be of a nature that will not be disruptive to the school program and not create a health or safety problem for the student or others in the school. In order to provide an adequate learning environment and to promote the health and safety of all students, the following dress restrictions are in effect:

1. Immodest, obscene, or suggestive clothing that may include wording or symbols, body art, or possessions will not be permitted. Clothing or possessions that glorify or refer directly or indirectly to beer, wine, alcohol, illegal drugs, tobacco, discrimination, violence, sex or cults are not permissible.
2. Proper footwear will be required at all times. No slippers may be worn.
3. Students are not permitted to wear pajamas to school unless a special event is previously approved by the principal. Pajama pants that resemble sweatpants are permitted.
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 straps over shoulders, 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. Shirts must have sleeves.
5. No hats, head coverings, bandanas or headbands shall be worn in the building (except for medical or religious reasons approved by the principal). Hats may be worn during fundraisers with prior approval given by the principal.
6. Shorts, shirts, and dresses must be of reasonable length, Mid-thigh or fingertip length.
7. Jeans and pants must not show skin or undergarments above the knee. Leggings or gym shorts must be worn to prevent skin exposure.
8. Belts with adornments, studs or other decorations will not be permitted, wallets with chains are not permissible.
9. Blankets are not permitted in school. Special permission may be given by administrators if the circumstances are justified.
10. See-through materials must not allow other dress code violations to be visible.



11. Clothing, attire, and grooming must not detract from or interfere with the educational process.

- a. In the event dress code has been violated, the student will be asked to change his or her clothing item that is in violation, or call home to have a new article of clothing brought to change into. If these listed measures cannot be done or are refused the student will serve the remainder of the day completing their work in the office.
- b. Students that leave school because of a dress code violation will result in an unexcused absence for the remainder of the school day.
- c. All dress code violations will be documented in the student behavior management system.

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>

DRUG DOGS

Franklin Local Community School is concerned about the safety and well-being of its employees and students. There may be times that will require the services of Law enforcement agencies and drug dogs to detect and take possession of illegal drugs and/or weapons. Searches will be random in nature and will cover lockers, vehicles, and containers. Drug dogs will not be used on human beings. If drug dogs discover contraband, school administration will conduct a more thorough search with the help of the Law Enforcement agencies.

DISCIPLINE STEPS FOR VIOLATION OF DRUG AND ALCOHOL POLICY

- 1) Possession, purchase, use, being under the influence, showing signs of consumption, possession of paraphernalia, instruments of use, or “look-a-like” substance.
 - a. First Offense
 - i. Parent/Guardian notification of event and will be directed to remove the student pending a suspension.
 - ii. Principal or designee will notify student and parent in writing of an intent to suspend and will arrange a suspension hearing.
 - iii. Principal or designee will notify the appropriate law enforcement officials.



- iv. Principal will suspend student for 10 days. This suspension may be reduced to 5 days if the student enrolls in and completes a certified drug intervention program from a district approved agency at the parent's expense.
- b. Second Offense
 - i. A parent of the student will be notified of the incident and will be directed to remove the student from school pending an expulsion hearing, which shall be held 3-5 days after receipt of Notice of Intended Expulsion.
 - ii. The principal will suspend the student for 10 days with a recommendation that the superintendent expel the student up to the maximum permitted within all requirements of the law.
 - iii. Principal or designee will notify the appropriate law enforcement officials.
 - iv. The superintendent will notify the student and student's parent in writing of an intent to expel and will arrange an expulsion hearing among the student, the parent, and the principal.
 - v. The superintendent may expel the student up to the maximum permitted within all requirements of law.
- 2) Selling, Supplying, or Transmitting: The first incident of selling, supplying, or transmitting alcoholic beverages, illegal drugs and controlled substances shall be treated as a second offense.

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 that particular student. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. 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 refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol use unrefuted, thus leading to disciplinary action. The student will then be given a second opportunity to take the test.

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>

CONTROLLED AND COUNTERFEIT OR LOOK-ALIKE SUBSTANCES

"Counterfeit controlled substance" is defined in the following ways

- 1) 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.
- 2) 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.
- 3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
- 4) 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.

* Discipline steps refer to drug and alcohol consequences *

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_9.20.18.pdf

Franklin Local Community School Policy on Tobacco

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 students 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, snuff, vape pen, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of

electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

CONSEQUENCES FOR VAPING AND TOBACCO

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

1st Offense: 3 Days of Out of School Suspension

2nd Offense: 10 Days of Out of School Suspension

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

- a. The student 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 be limited to required attendance at support groups; and
- c. The professional satisfactorily notifies the principal of the foregoing.
- d. Notwithstanding the above provisions, an initial, self-referred violation of section A shall not be deemed a first offense under part 1 (A) if the following occur:
- e. The student proceeds to be evaluated by a chemical dependency professional approved by the Franklin Local School District;
- f. The student agrees to follow any appropriate treatment, which may include but not be limited to required attendance at support groups;
- g. The professional satisfactorily notifies the principal of the foregoing. For any offense after a self-referral, it will be treated as a second offense.

3rd Offense: 10 Days of Out of School Suspension with Recommendation for Expulsion.

* Any student found in possession, distribution, or using any form of synthetic drug within a vape or electronic device will result in an immediate drug policy violation. The drug policy for FLCS can be found on page of the Student Handbook.

** All violations of the FLCS Vaping and Tobacco Policy will be considered cumulative for individual students in grade 9 - 12.

*** Any student that is found selling, supplying, or transmitting vapes or tobacco products containing nicotine shall be treated as a second offense.

**** Please read the "District Board Policies 6.26 and 6.28" for more information.

HARASSMENT, INTIMIDATION, AND BULLYING



District Policy: 10.07 – Harassment, Intimidation, and Bullying

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

INTERROGATIONS AND SEARCHES



District Policy: 6.35 - Interrogations And Searches

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

SEXUAL HARASSMENT AND DISCRIMINATION



District Policy: 10.06 - Sexual Harassment And Discrimination

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

STUDENT AUTOMOBILE USE

Driving to school is a privilege. Students are permitted to park in the spots closest to W. Athens Road. Any vehicle parked on school grounds is subject to search with reasonable suspicion, and may be conducted with or without a student's consent. Anything found in the course of a search that may be evidence of a violation of school rules of the law may be taken and held, or turned over to police. The school reserves the right not to return items that have been confiscated.

Student vehicle use may be suspended if student violate school vehicle use policy. These violations include, but are not limited to: No vehicle may be operated on school property in a careless, reckless, or noisy manner. This shall include, but is not limited to: excessive "revving" of engines, racing with another vehicle, failure to yield to pedestrians, "squealing" of tires, excessive loudness of radios, and excessive noise created by the operator or occupants of a vehicle. Your cooperation in following the rules will be required. Improperly parked vehicles may be towed away at the owner's expense. In case of an emergency, permission to use your car may be granted by the office



WEAPONS

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

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

Franklin Local Community School Procedures

Students are issued a school iPad for educational purposes only. Music should not be played on school issued iPads unless instructed by a teacher. All other electronic devices must be turned off and put out of sight during school hours (7:40-2:15). Cell phones are permitted to be used by the students during the student's assigned lunch period, **only** while they are in the cafeteria. Students using personal electronic devices (this also includes all technology accessories such as earbuds, headphones, speakers, watches, etc.) anywhere in the school, other than in the cafeteria during lunch are violating school policy.

Franklin Local Community School is not responsible for lost or stolen electronic devices. Consequences for electronic device violations are as follows:

1 st Violation	Confiscated, taken to office, and returned at the end of the school day, lunch detention
2 nd Violation	Confiscated, parent contact, Friday School
3 rd Violation	Confiscated, parent conference, Loss of Privilege agreement
4 th Violation	Confiscated, parent contact, 2-days in Learning Center (I.S.S).
5 th Violation	Confiscated, parent contact, 3-days O.S.S.

This also includes all technology accessories such as earbuds, headphones, speakers, watches, etc.

*In the classroom and based on teacher discretion, individual teachers may choose to use the Franklin Local Community School Red, Yellow, Green Technology Policy. If the student agrees to use a personal electronic device in the classroom they must follow the policy.

Recording Inappropriate/Violent Events

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

Franklin Local Community School Issued iPad's

It is the student's responsibility to return/maintain/charge their school issued iPad each school day. iPads are property of the Franklin Local School and issued to students for use throughout the school year. If there is damage done to the issues iPad it is the responsibility of the student to pay for its damages.

Student are expected to have in their possession each class period their issued iPad. Failure to have their iPad in class in operating fashion will result in the following consequences:

1 st Violation	Warning issued and documented by classroom teacher
2 nd Violation	Lunch Detention
3 rd Violation	After School Detention (2:15 – 3:00)
4 th Violation	Friday School (2:15 – 4:15)



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.

- 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

CAFETERIA

Franklin Local Community School will observe a closed lunch. This means all students will remain on the school grounds during their lunch period. Lunches purchased at school or brought from home must be eaten in the cafeteria. No food may be taken from the cafeteria without permission from a staff member.

Breakfast will be available free to all students and will be served in student’s homeroom classes each morning.



OUTSIDE FOOD AND DRINK

Students are permitted to bring purchased food and drinks to school. All drinks and food items must be factory sealed when brought into the building. They may not be opened prior to the arrival at school.

VENDING MACHINES

Students may use the vending machine at their own risk. If money is lost, no refunds will be issued. Inappropriate use of the machine will result in disciplinary action.

Students may not leave class to use the machine. They will have access to the machine before school, during class change, and prior to lunch.

Health Services

IMMUNIZATION



District Policy: 6.37 – Immunization

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

CONTROL OF HEAD LICE



District Policy: 6.39 - Control Of Head Lice

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

ADMINISTERING MEDICATION TO STUDENTS



District Policy: 6.40 - Administering Medication To Students

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

ASTHMA MEDICATION





District Policy: 6.41 - Asthma Medication

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

EMERGENCY MEDICAL AUTHORIZATION



District Policy: 6.42 - Emergency Medical Authorization

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

Technology

ACCEPTABLE USE POLICY



District Policy: 6.54 - Technology Acceptable Use Policy For Students

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

INTERNET SAFETY POLICY



District Policy: 10.25 - Internet Safety Policy

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

IPAD AND EMAIL AGREEMENT



iPad and Email Agreement

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

SURVEILLANCE NOTIFICATION

Students, staff, parents, and visitors should be aware that 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.

Transportation

STUDENT CODE OF CONDUCT INFORMATION



Student Conduct Code for Transportation

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

BUS CODE OF CONDUCT

Student Behavior- the following behavior will not be tolerated and may lead to loss of bus riding privileges.

- a. No eating or drinking
- b. Not sitting in assigned seat
- c. Excessive noise or disruptions
- d. Not following drivers signal to cross a road, or not cross a road.
- e. Standing while bus is in motion
- f. Fighting
- g. Throwing objects
- h. Foul language towards driver or other students to others
- i. Horseplay which causes a safety hazard
- j. Intimidation, harassing, sexual harassing, or being rude

*If a student is denied bus privileges due to any of the above reasons or those determined by the administration it will be the parent's responsibility to provide transportation to school. If a student cannot attend school these days will be counted as unexcused absences.

BUS ROUTE INFORMATION



Bus Routes

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



DISTRICT BOUNDARY INFORMATION



District Boundary Map
<https://goo.gl/MfBqAG>

FIELD TRIPS

Teachers are encouraged to take field trips to utilize community resources and provide students with experiences that enhance learning. Field trips are often used to motivate students at the beginning of a unit of study, or as a culminating activity once the unit is complete. Supervision is provided by the teacher usually with the assistance of other staff or parent volunteers. Emergency care cards and first aid kits are taken on the trip in case of accidents. No 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.

