

# Student Handbook

**DUNCAN FALLS ELEMENTARY**

2023-2024



Franklin Local  
School District

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## District Information

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### 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  
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 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

<u>Grading</u>						
<u>Period</u>	<u>Begins</u>	<u>Ends</u>	<u># Days</u>	<u>Interim Report</u>	<u>Report Card</u>	
1	August 23	October 13	37	September 22	October 19	Total Days in Session
2	October 16	December 20	40	November 17	January 5	Professional Days
3	January 4	March 15	50	February 9	March 22	Professional Development Days
4	March 18	May 30	47	April 19	May 30	Parent-Teacher Conference Days
						Teacher Work Day
						Total Days in School Term
						Student Instruction Hours
						(174FD+2PT+2PD) 6 hrs = 1,068 hours

**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: March 27, March 28 and at the end of the 2023-2024 school year, starting on May 31 continuing on successive school days. The last Professional Day for staff will be the first weekday following the last day for students.

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

# Duncan Falls Elementary Information

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## PRINCIPAL MESSAGE

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

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

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

Mrs. Hartman

## MISSION

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

## CHAIN OF COMMAND

Duncan Falls Elementary takes pride in its communication efforts with all stakeholders of the school. To ensure that parental concerns or issues are heard by the appropriate individual who can resolve the issue at the point of origin and provide a direct response, we ask that parents follow the school's Chain of Command outlined below. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns.



Step 1) In the event of a concern, a parent or community member should contact the teacher or staff member who is directly involved with the concern or situation.

Step 2) If a parent or community member has completed Step 1 and feels that the issue/concern was not remedied, they should contact the building Principal.

Step 3) If a parent or community member has completed Steps 1 and 2 and feels that the issue/concern warrants yet further discussion, the parent or community member should then contact the Board of Education office to speak with a central office administrator.

Also, in compliance with the Ohio Student Records Act and privacy laws, information regarding the discipline or educational process of another student will not be shared with others. Only birth parents/legal guardians/school guardians are permitted to receive such information regarding their child as protected by the Ohio School Code.

### **DAILY SCHEDULE/PARENT PICK UP**

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

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

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

Parent pick-up students will be dismissed at 3:15 p.m. A note must be given to the office in the morning to indicate that your child will be picked up.

Walkers will be dismissed at 3:25 p.m.. **AT NO TIME SHOULD STUDENTS OR PARENTS WALK BETWEEN BUSES.**

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



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

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

#### Parent Drop off procedures:

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

#### Parent afternoon pick up procedures:

##### **Afternoon Pick-Up**

PreK- 3:00- More information to come



Kindergarten 3:15 pm  
1st and 2nd grade 3:20 pm  
3rd, 4th, 5th grade 3:25 pm

- You will be lining up by grade level for pick up. There are FOUR parent pick-up lines located in the back of the building. The line closest to the school will be for Kindergarten parents only, the middle two line will be for parents in grades 1 & 2 and the 4th line will be parents from grades 3,4,5. If you have more than one child, enter the lane for your youngest child. Example, if you have a first grader and a 5th grader you will choose the first grade line.
- Please use the second driveway and form 4 lines when you arrive. The first cars in each line will need to pull up and park parallel to the yellow shed.
- A teacher will be outside to gather names and direct you. Please do not pull forward at any time unless a teacher directs you.
- Teachers will line children up according to your place in line and dismiss 1 lane at a time to load into cars. *Parents, please do not get out of your car to assist children getting into cars unless children are preschool age or have a special need.*
- Always call the office or send a note if your child is going home a different way than he/she normally does. Please call the office with transportation changes early in the day **before 2:00** p.m. so we can have time to notify your child and teacher of the change.
- Parent pick up closes at 3:35. At that time, all students will be sent to the office.
- Students need to follow appropriate behavior expectations while waiting in line and while walking to/from cars.
- Please do not pass another car or pull around another car that is stopped to load. Please wait until the line moves to exit. Safety is our #1 priority!

## SCHOOL VISITOR INFORMATION

### District Policy: 8.05 - School Visitors

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

## DUNCAN FALLS 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

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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>

### DUNCAN FALLS ELEMENTARY GRADING SCALE

#### Kindergarten

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

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

#### Grades 1-2

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

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





U = Below 60 Unsatisfactory Achievement

### **Grades 3-5**

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

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

### **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>

## **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 8:00 and 9:15 a.m. to report your child absent for the day. The phone number is 740-674-5211.
- b. If a call is not received, we will call you at home or work following the start of school.





- c. Please send a note with your child the day he/she returns to school if either a or b have not been accomplished.

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

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

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

#### EARLY DISMISSAL AND RETURNING TO SCHOOL

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



## HABITUAL TRUANCY INTERVENTION STRATEGIES

District Policy: 6.13 - Habitual Truancy Intervention Strategies

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

## Child Custody

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### 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's custody. If appropriate, the parent should review the custody situation with the child's new teacher 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>

### DISCIPLINE INFORMATION

District Policy: 6.22 – Student Conduct and Disciplinary Procedures

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



**BEHAVIOR MATRIX**

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

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





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

IN ORDER TO PROVIDE AN ATMOSPHERE CONDUCIVE TO LEARNING, STUDENTS MUST DEMONSTRATE THE FOLLOWING TRAITS: **SAFE, HONEST, AMBITIOUS, RESPECTFUL, AND POLITE**. IT IS THE SCHOOL'S RESPONSIBILITY TO CREATE AN ENVIRONMENT WHICH ENCOURAGES SUCH BEHAVIORAL TRAITS, PROVIDES PREDETERMINED CONSEQUENCES FOR FAILING TO MEET THESE ESTABLISHED GUIDELINES, AND TO REWARD THOSE WHO DO FULFILL THESE EXPECTATIONS. IT IS ALSO EVERY ADULT'S RESPONSIBILITY TO MODEL ALL FIVE DESIRED TRAITS AT ALL TIMES. CHILDREN CANNOT, AND SHOULD NOT, BE EXPECTED TO CONDUCT THEMSELVES IN A MANNER WHICH ADULTS CANNOT THEMSELVES ATTAIN.

S.H.A.R.P. STUDENTS WILL BE REWARDED ON A MONTHLY BASIS.

### **DRESS CODE**

**District Policy: 6.31 – Dress and Appearance**

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

### **DUNCAN FALLS ELEMENTARY DRESS CODE INFORMATION**

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

- A. To ensure an educational atmosphere that will be conducive to learning.
- B. To ensure the health, safety, and welfare of all students.
- C. To reinforce the importance of proper dress and grooming for the attainment of life goals and career success.
  - 1. No article of clothing shall be worn which defames any person, the school, the community, or the nation.

2. No article of clothing shall be worn that distracts from the educational process.
3. No articles of clothing or jewelry associated with tobacco, alcoholic beverages, or drugs will be worn.
4. Immodest, obscene or suggestive wording or symbols on any clothing will not be permitted at school.
5. 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.
6. Footwear must be worn at all times.
9. Clothing should be worn in the manner in which it was designed (i.e., shoes tied, shirt right side out, etc.)

## **ALCOHOL AND DRUG USE BY STUDENTS**

**District Policy: 6.26 Alcohol and Drug Use by Students**

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

## **CONTROLLED AND COUNTERFEIT OR LOOK-ALIKE SUBSTANCES**

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

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



## **USE OF TOBACCO BY STUDENTS**

District Policy: 6.28 Use of Tobacco by Students

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

## **HARASSMENT, INTIMIDATION, AND BULLYING**

District Policy: 10.07 – Harassment, Intimidation, and Bullying

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

## **INTERROGATIONS AND SEARCHES**

District Policy: 6.35 - Interrogations And Searches

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

## **SEXUAL HARASSMENT AND DISCRIMINATION**

District Policy: 10.06 - Sexual Harassment And Discrimination

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

## **WEAPONS**

**WEAPONS (DEADLY):** Students shall not convey, possess, transmit, conceal, handle or sell any kind of firearm, knife, razor, club, chain, pepper spray, mace, or other look-alike (replica) object or any item that could be considered a weapon or used as a weapon. This includes bringing such items into the school for another person, to a school-sponsored activity, having such items at one's desk or placing them in a locker or a hiding place on school property (including buses). It will make no difference whether or not the weapon belongs to someone else, unless the student

can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. A student charged with any of these behaviors shall be subject to removal from school immediately and subject to suspension with recommendation for expulsion from Franklin Local School District. The proper law enforcement agency will be notified and criminal charges may be filed.

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

### **Duncan Falls Elementary Procedures**

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

### **Recording Inappropriate/Violent Events**

Which includes limited to (without staff permission): recording staff/students texting, face-book, 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

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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>

# 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>

**\*ENERGY DRINKS ARE NOT PERMITTED\***

## 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>

## INTERNET SAFETY POLICY

District Policy: 10.25 - Internet Safety Policy

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

## IPAD AND EMAIL AGREEMENT

iPad and Email Agreement

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

## SURVEILLANCE NOTIFICATION

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

# Transportation

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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>

## **BUS ROUTE INFORMATION**

### **Bus Routes**

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

## **DISTRICT BOUNDARY INFORMATION**

### **District Boundary Map**

<https://goo.gl/MfBqAG>

## **FIELD TRIPS**

Board Policy 7.30 FIELD AND OTHER DISTRICT-SPONSORED TRIPS

## **STUDENT PLACEMENT/TEACHER REQUEST**

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

choose to do so. Only letters that have followed the guidelines below will be considered.

## **Duncan Falls Elementary School Student Placement Policy**

Student placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered. Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. While keeping services for students in mind, we strive for classrooms that are heterogeneously grouped to mirror our society. In order to create balanced classes of students, the following factors are considered: gender, ability levels, student needs, behavior concerns and special program needs. Please note that the final decision on all student placements rests with the administration. In order for letters to be considered, please submit to Ms. Hartman by April 1st of the previous school year. Students will be notified in the summer about class placement.

### **ACCEPTABLE LETTERS INCLUDE:**

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





## **LETTERS WHICH WILL NOT BE CONSIDERED:**

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

