



STUDENT/PARENT HANDBOOK

2023-2024

Alicia Mailhot
Principal

Garrett Luther
Assistant Principal

750 East Fourth Street
FRANKLIN, OHIO 45005
Phone: (937) 743-8630
Fax: (937) 743-8635

Welcome to Franklin Junior High School

It is the hope of the FJHS school staff that students have an enjoyable and educational experience. FJHS strives to meet the needs of our students, to provide a challenging academic curriculum, and opportunities to participate in athletics and clubs.

The school incorporates the middle school concept to attempt to address the needs of students during this important developmental period. Teachers and students are grouped into teams to increase the ability to focus on the individual needs of students and to promote cooperation and interdisciplinary opportunities among staff members. FJHS considers the development of social skills, fostering respect for all people, encouraging diverse viewpoints, and providing a safe, friendly, and productive learning environment as part of its educational mission.

FJHS Parent-Teacher Organization:

The P.T.O. meets as needed and we hold our meetings in the Media Center. We announce the meeting dates on a month-to-month basis. Officers are selected from parents who wish to help our school become a better place for students, parents and teachers alike. Please call 937-743-8630 to help with the PTO or simply attend one of the meetings. All parents are encouraged to join and your assistance is welcome.

Parent-Teacher-Administration Communication at FJHS:

At FJHS, we believe that Parents, Teachers and Administration all play a vital role in the educational process. Keeping this belief in focus, we ask parents to communicate with teachers first if they have questions or concerns regarding their student. If, after communicating with the teacher, the parent does not feel their questions or concerns were satisfactorily addressed, the parent is then encouraged to communicate with building administration.

Table of Contents

- Page 1:
 - FJHS Contact Information
 - FJHS PTO
 - Parent-Teacher-Administration at FJHS
- Page 2: Table of Contents
- Page 3: FJHS Staff Directory
- Page 4: FJHS Bell Schedules
- Page 5: Franklin City Schools 2022-2023 School Calendar
- Page 6: Attendance Policy at a Glance
- Pages 7-8:
 - Emergency Medical Treatment Policy
 - Food Allergy Management
 - Medication and Immunizations Laws and Policies
- Pages 9-15:
 - FJHS Grading Scale and Grading Policy
 - FJHS Attendance Policy, *Including Warren County Common Attendance Regulations*
 - Accident Insurance
- Page 16:
 - Assemblies/Field Trips
 - Student Agenda Planners and Student Handbook
 - Athletics (eligibility and attendance guidelines)
 - Co-Curricular Activities
- Page 17:
 - Bicycles, Skateboards and Mopeds
 - Cafeteria Rules and Procedures
 - Computers
- Page 18:
 - School Dances
 - Emergency Procedures and Drills
 - Conduct in Hallways
 - Homework/Make-Up Policy
 - Grading/Late-Work Policy
- Page 19:
 - Lockers
 - Media Center
 - Cell Phone/Electronic Devices
 - School Closings and Delays
 - School Fees
- Page 20:
 - Project Requests/Sales
 - Textbooks
 - Transportation
 - Visitors/Phone Calls
 - Food and Drink
 - Chewing Gum
 - Loitering in Restroom
- Pages 21-22:
 - Classroom Behavior
 - Harassment, Bullying, Hazing
 - Dress Code
 - Student Searches
- Pages 23-26:
 - Franklin Junior High School Student Code of Conduct

FJHS Staff Directory

All staff email addresses are: first initial plus last name @franklincityschools.com
 Example, Harry Applegate would be **happlegate@franklincityschools.com**

Harry Applegate	8th Science	Katie Kinser	7th Science
Molly Bender	Art	Matt Kinser	8th American History
Chrissie Blevins	7th ELA	Jamie Lafferty	STEM
Brad Childers	Health & Physical Education	Nicole Lamb	8th Math
Kelly Courtney	7th Math	Joe Lewis	7th Social Studies/People and Cultures
Stephanie Credit (Jones)	7th ELA	Shannon Linzie	School Nurse
Holly Daniels	7th Science	Josh Long	Band
Eileen Ebeling	8th Math/Algebra	Garrett Luther	Assistant Principal
Matt Franklin	8th American History/Technology	Alicia Mailhot	Principal
Kristopher Gould	Resource Room Teacher	Amanda Moore	Intervention Specialist
Chris Harris	8th Science	Theronica Oakley	8th ELA
Jennifer Hillard	7th Social Studies	Georgia Rinck	Intervention Specialist
Martha Janik-Landgraf	Foreign Language (Spanish)	Justin Rossi	Intervention Specialist
Chelsea Jewell	Intervention Specialist	Haley Saylor	8th ELA
Tyler Jewell	Intervention Specialist	Leah Sams	7th Math
Carolyn Kennedy	General Music and Choir	Laurie Soehner	Intervention Specialist
Kaitlyn Kibler	Intervention Specialist	Samantha Wandersee	School Counselor

FJHS 2023-2024 Bell Schedules

7th Grade Regular Bell Schedule				8th Grade Regular Bell Schedule			
Per	Start	End	Min	Per	Start	End	Min
1	7:30	8:26	56	1	7:30	8:26	56
2	8:29	9:25	56	2	8:29	9:25	56
3	9:28	10:24	56	3	9:28	10:24	56
ROAR	10:27	10:59	30	LUNCH	10:30	11:00	30
LUNCH	11:05	11:35	30	ROAR	11:04	11:36	30
4	11:39	12:35	56	4	11:39	12:35	56
5	12:38	1:34	56	5	12:38	1:34	56
6	1:37	2:35	58	6	1:37	2:35	58

7th Grade 90 min Early Release Schedule				8th Grade 90 min Early Release Schedule			
Per	Start	End	Min	Per	Start	End	Min
1	7:30	8:12	42	1	7:30	8:12	42
2	8:15	8:57	42	2	8:15	8:57	42
3	9:00	9:42	42	3	9:00	9:42	42
4	9:45	10:27	42	4	9:45	10:27	42
5	10:30	11:12	42	5	10:30	11:12	42
ROAR	11:15	11:44	29	LUNCH	11:18	11:48	30
Lunch	11:50	12:20	30	ROAR	11:51	12:20	29
6	12:23	1:05	42	6	12:23	1:05	42

7th Grade 2 Hour Delay Schedule				8th Grade 2 Hour Delay Schedule			
Per	Start	End	Min	Per	Start	End	Min
1	9:30	10:07	37	1	9:30	10:07	37
2	10:10	10:47	37	2	10:10	10:47	37
3	10:50	11:27	37	3	10:50	11:27	37
ROAR	11:30	11:58	28	LUNCH	11:33	12:03	30
LUNCH	12:04	12:34	30	ROAR	12:06	12:34	28
4	12:37	1:14	37	4	12:37	1:14	37
5	1:17	1:54	37	5	1:17	1:54	37
6	1:57	2:35	38	6	1:57	2:35	38

FRANKLIN CITY SCHOOLS
150 East Sixth Street Franklin, Ohio 45005
2023-2024 SCHOOL CALENDAR

WELCOME BACK/IN-SERVICE DAY	Tuesday	August	15	
WAIVER DAY/PROFESSIONAL DEVELOPMENT	Wed.& Thurs.	August	16 & 17	
INSERVICE/TEACHER WORK DAY	Friday	August	18	
ALL PUPILS REPORT - GRADES 1-12	Monday	August	21	
KINDERGARTEN – Students Last Name A – M Only	Monday	August	21	
KINDERGARTEN – Students Last Name N – Z Only	Tuesday	August	22	
ALL KINDERGARTEN STUDENTS	Wednesday	August	23	
LABOR DAY	Monday	September	4	No
School				
90 MINUTE EARLY RELEASE	Friday	October	13	
IN-SERVICE DAY	Monday	October	16	No School
EVENING PARENT CONFERENCES	Wednesday	October	25	
EVENING PARENT CONFERENCES	Thursday	November	2	
CONFERENCE EXCHANGE DAY	Monday	November	20	No
School				
THANKSGIVING BREAK (Nov 21 – Nov 24)	Tuesday	November	21	No
School				
Return to School	Monday	November	27	
WINTER BREAK (Dec 21– Dec 29)	Thursday	December	21	No School
IN-SERVICE DAY	Tuesday	January	2	No School
Return to School	Wednesday	January	3	
MARTIN LUTHER KING DAY	Monday	January	15	No School
EVENING PARENT CONFERENCES	Wednesday	February	7	
EVENING PARENT CONFERENCES	Thursday	February	15	
WAIVER DAY/PROFESSIONAL DEVELOPMENT	Friday	February	16	No School
PRESIDENTS' DAY	Monday	February	19	No School
90 MINUTE EARLY RELEASE	Friday	March	8	
GOOD FRIDAY	Friday	March	29	No School
CONFERENCE EXCHANGE DAY	Monday	April	1	No School
SPRING BREAK (April 2 – April 5)	Tuesday	April	2	No School
Return to School	Monday	April	8	
LAST DAY FOR STUDENTS - END OF TERM	Friday	May	24	
MEMORIAL DAY	Monday	May	27	
IN-SERVICE DAY	Tuesday	May	28	
.....				
<u>Days Due in Each Grading Period</u>				
First Grading Period	Friday	October	13	41
Second Grading Period	Wednesday	December	20	43
End First Semester	Wednesday	December	20	84
Third Grading Period	Friday	March	8	46
Fourth Grading Period	Friday	May	24	50
End Second Semester	Friday	May	24	96
Total Instructional Days			180	

If calamity days cause our school year to drop below the required minimum, they would be made up as follows: May 29 and continuing thereafter until the school year has been fulfilled.

Teachers Total Days Due: (185)

180 Days of Instruction/Conferences; **5** Days Orientation/In-Service

Adopted: 2/28/2022

Attendance Policy at a Glance

	Attendance Occurrence (s)	It will be counted as		Attendance Occurrence (s)	It will be counted as
1	Vacation Visit	<p>Excused = Written notice submitted to the main office <u>at least one week prior to vacation.</u></p> <hr/> <p>Unexcused = Written notice not submitted prior to vacation or not approved in accordance with attendance policy.</p> <hr/> <p>All vacation absences will count toward a student's 12 total attendance occurrences and may lead to a student being placed on the building's Doctor's Excuse List.</p>	4.	Athletic/Extracurricular Eligibility/Participation	<p>Must attend a full day of school on the day of the event or attend for a full day of school the day prior to a weekend event unless medical or funeral documentation is provided before the contest/event. If a note is not presented to building administration and approved*, the student may not participate. (*Administration's discretion)</p> <p>Certain non-athletic extracurricular events carry both attendance and academic requirements. Students with excessive unexcused absences may be prevented from attending dances, field trips, sporting events, and other school-related events and/or activities.</p>
2	Sign ins/outs	<p>A sign-in or sign-out counts towards hours/minutes missed and will be included in the 12 occurrences.</p> <p><i>Please turn in a note upon returning to school.</i></p>	5.	38 hours in a month or 65 hours in year of excused or Unexcused hours. (Excessive Truancy)	Warning letter.
3	After 12 occurrences (Tardies, partial day absences, full day absences, early dismissals)	Must have a Dr. note & possible disciplinary actions.	6.	30 Consecutive unexcused hours 42 Unexcused hours/month 72 Unexcused hours/year (Habitual Truant)	Team meeting with parent/guardian, student, and Truancy Officer. Meeting may occur via phone and/or virtual means.
			7.	Early Dismissals	All early dismissal documentation must be submitted to the Main Office by 7:30 AM on the date of the occurrence.

EMERGENCY MEDICAL TREATMENT

Section 3313.712 of the Ohio Revised Code mandates that an emergency medical authorization form on file for every student at the beginning of each school year.

Emergency Medical Authorization Forms are sent home with each student during the first week of school. Parents/guardians should use Registration Gateway to complete a form for each student in the family. The authorization form should be returned to the school promptly.

The purpose of the form is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, if parents or guardians cannot be reached.

FOOD ALLERGY MANAGEMENT

Because food allergies can be dangerous, even life threatening in some cases, the Franklin City School District has implemented the following district food allergy management guidelines. Implementing these initiatives will help provide a safe educational environment for food-allergic students and help reduce the risk of accidental exposure to those foods in the school setting.

Family's Responsibility:

- Notify the school of the child's allergies by listing the allergens on the annual emergency forms sent home for parents/guardians to complete.
- If the child has a severe allergy, the family will notify the building's school nurse before the start of school, or when an allergy is identified during the school year.
- If any medication or Epinephrine Pen is needed at school, the family will provide written medical documentation, medication authorizations, instructions, and the needed medications as directed by a medical practitioner to use in case of an allergic exposure.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Encourage the child to wear some form of allergy alert identification while at school.
- Educate the child in the self-management of the food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, signs and symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, if age appropriate, and how to read food labels to identify suspected food allergens.
- Provide up to date emergency contact information throughout the school year.

School's Responsibility:

- The school nurse will be knowledgeable about applicable federal and state laws and district policies regarding food allergies.
- The school nurse will review any health records that are submitted by parents and medical practitioners.
- The school nurse will notify the child's teachers, cafeteria staff, office staff and bus personnel of the child's medical allergies.
- If the child has a severe allergy, the school nurse will develop an emergency health plan for the child in accordance with practitioner and parental directions.
- The school nurse will provide safe storage of all medications.
- The school nurse will train appropriate staff regarding medication administration, including correct technique for using an Epinephrine Pen.
- The School District will ensure that all classrooms and buses have communication devices to be able to call the appropriate authorities in an emergency.
- School personnel will help family/student to monitor any food being provided for treats or special occasions for any potentially life threatening food allergy content.
- The School District will provide nut free tables to students with severe food allergies during lunch times **upon parent request**.
- Custodial staff will clean the nut free tables in accordance with the district annual training.
- The School District will post menus on the district website each month, and/or distribute, and/or make available to parents in the main office.

MEDICATIONS AT SCHOOL

Section 3317.713 of the Ohio Revised Code (Senate Bill 262) requires the Board Of Education of each school district to adopt a policy on the administration of medication to students. This includes both prescription and over-the-counter medications.

Parents are urged to arrange for the administration of medications at times other than during school hours. When this is not possible, school personnel may give medication only when complete documentation of all information as requested from the physician and parent/guardian is received. Parent or guardian must complete a Request for Assistance in the Self-Administration of Medication form and file it in the office in order for school personnel to dispense medication to a student. The medication must be delivered to the school by the parent/guardian in the original labeled container in which it was dispensed. The container needs to have a pharmacist's label with the following information: student's name, physician's name, date, pharmacy's name and telephone number, name of medication, dosage and frequency of medication, and special handling and storage instructions. If a student is required to carry prescription medication (such as an inhaler), this must be stated on the form and signed by the physician. For the safety of all our students it is important that no student have medication (prescription or non-prescription) in their possession at school without school approval. Students violating this policy will be subject to school disciplinary action.

IMMUNIZATION LAW

Sections 3701.13, 3313.671 and 5104(E) of the Ohio Revised Code requires that each student have at least the following immunizations before entry to school:

- Five doses of DPT vaccine-diphtheria, tetanus, and pertussis (whooping cough)
- Four doses of Polio vaccine
- Three doses of Hepatitis B vaccine
- Two Measles vaccines (the first vaccine must be administered on or after the first birthday)
- Two Rubella vaccines (the first vaccine must be administered on or after the first birthday)
- Two Mumps vaccines (the first vaccine must be administered on or after the first birthday)
- Two Varicella vaccine (the first vaccine must be administered on or after the first birthday)
- **Seventh Grade entry requires a Tdap booster and Meningitis vaccine and the student will be excluded from school without this vaccine.**

FJHS Rules, Regulations, and Policies

1. Grading Scale:

Students receive quarterly grade cards and interim progress reports midway through each grading period. The following percentages are used to determine grade averages:

A = 90-100 % B = 80 - 89 % C = 70 - 79 % D = 60 - 69 % F = 59 % and below

FJHS Grading System:

When viewing your child's grades you will see three labels. Those labels are **informative, formative** and **summative**. We are looking at grading all of your child's work with purpose and consistency throughout their classes at Franklin Junior High School. We believe by being united with our grading it will help you better understand what a grade means, the purpose and what it reflects.

- **What a grade means:** a grade means mastery of content, understanding or demonstration of the learning target (material), and what has been achieved at that specific point in the grading period.
- **What should a grade reflect:** student knowledge, master of student objectives or selected standards, accomplishment/progress towards learning targets and day to day progress of academic growth.
- **What is the purpose of the grade given:** to inform students, parents, and teachers where individual students are in their progress towards mastery of content/standards (curriculum), and to provide teachers feedback to analyze students' strengths and weaknesses.

Again, our goal is to bring meaning to the grades your child is given and to be consistent from one subject to the next. It is important to understand why your child receives the grades they do and to identify a purpose for the grade given.

2. Attendance:

The attendance goal for the FJHS student body is 95%. To meet this goal, students are expected to be in all of their assigned classes every day to provide continuity in the educational program and to meet the standards of state law. Any attendance patterns contrary to these expectations will be addressed promptly. Students will be permitted in the building at 7:15 A.M. when the morning bell rings. Students may wait outside the entrance doors until the bell sounds. ~~All students are to go to their lockers and then report immediately to their first academic class.~~ School begins promptly at 7:30 A.M. and dismisses at 2:35 P.M. Students are to leave promptly for home at the end of the school day unless given permission by a school official and under that official's supervision to be in the building. Presence in areas on school property during school hours or after school hours where a student has no legitimate business without permission of the proper school authority is prohibited.

Warren County Schools: Common Attendance Regulations 2021-2022

Attendance

Excellent Attendance = Academic Success

Punctuality and regular attendance are of prime importance if students expect to benefit from and experience success in their school situation. These items become an important part of a student's permanent school record, and potential employers request this information more than any other part of the school record.

We do not expect anything from students that business, industry, or the military service does not demand. We would not be doing our job if we did not teach students to be on the job whenever feasible, and on time. In establishing goals and expectations for acceptable student attendance and punctuality, we strive to attain 95% attendance, which translates to approximately eight (8) days of absence a year for each student.

Absence(s) and Truancy: Legal Requirements

Ohio Revised Code, Section 3321.01:

All children ages six (6) to eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Remember, a parent cannot excuse a student from school. Parents are asked to state the reason for an absence to help the school determine whether or not the absence can be excused.

Additionally, Franklin's attendance policy is aligned with Warren County guidelines. These policy guidelines were communicated to families of students within the Franklin City Schools during the 2021-2022 academic year. Additional information and copies of these policy guidelines are available in the main office at Franklin Junior High School.

Students who miss school are required to have their parent/guardian contact the attendance office on or before 9:30 A.M.

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

The school in compliance with Ohio Truancy laws has established the following interventions and strategies to address excused and unexcused hours, tardies and early dismissals.

If a student acquires 38 hours in one month or 65 hours in a school year of excused and/or unexcused hours, an attendance notification letter will be mailed to the parent/guardian advising them of these hours.

Habitual Truancy 2151.022 (B) Ohio Revised Code The Ohio Revised Code define a student as being habitual truant when a student has:

30 consecutive unexcused hours

42 unexcused hours in a month

72 or more unexcused hours in a school year

If a student acquires 30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a school year, an Absence Intervention team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention plan. The team shall consist of the student, parent/guardian or their designee (a pre-approved FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, teacher or representative of a public or non profit agency designed to assist students and their families in reducing absences, representative of the Juvenile Court, and any other person that may assist the student, family or school in reducing truancy.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention team, the school shall do both of the following:

Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention team to develop a plan for the child notwithstanding the absence of the parent/guardian.

Truancy Charges Filed in Court

If the student and/or parent/guardian fails to comply with the Absence Intervention plan charges may be filed in Juvenile Court.

Student attendance records

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Reporting Student Absences

It is the obligation of the parent/guardian to report the child's absence or tardy each day the student is absent.

- The parent/guardian should phone the student's school building within 2 hours of the start of the school day each day the student is absent. The parent/guardian may be required to provide a password/code to identify themselves as the parent/guardian of the absent student.
- A school logged parent/guardian phone call received by the attendance office on each day of the student's absence for any of the excused absences below, is sufficient to excuse the child's absence. **After the student's twelfth (12th) occurrence, the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and reason for such absence. This written documentation must be received by the school within 5 days of the student's return from an absence. This policy will be extended beyond 12 absences if the student or a member of the household is in quarantine due to COVID-19 or experiencing symptoms of COVID 19. Medical documentation/release shall be required to re-enter school upon release from COVID 19 mandated quarantine.**
- Written documentation from the parent/guardian/non-doctor note may be in the form of an e-mail or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.
- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the parent/guardian fails to contact the school and school personnel have to initiate contact with the parent/guardian via phone call and they DO NOT make direct contact with a parent/guardian the absence will be considered unexcused until a parent/guardian makes direct contact with the attendance office to verify the student's absence.

Reasons for Excused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, excused absences/tardies include (but are not limited to):

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family members or relatives.
- Quarantine.
- Religious holiday (not counted against the twelfth (12th) occurrence rule).
- Appointments for court.
- Pre-approved vacations. Five (5) days per year approved in advance by the administration. These days shall be included in the twelfth (12th) occurrence rule.
- Head lice. Children excluded from school due to head lice are allowed one (1) excused absence (two occurrences per year, maximum.). Days beyond the one (1) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the administration.

Reasons for Unexcused Absences & Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Any absence not covered by a note from parent or guardian.
- Any absence that is not sufficiently explained by the accompanying note. Example: Out of town or personal reasons.
- Any absence not covered by a note from the treating physician for a student who has been placed on the Doctor's Excuse List.
- Any vacation that was not approved by the office prior to leaving on vacation
- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- Car trouble (with or without a note/phone call)
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."

Documentation of Absences & Tardies

A parent/guardian phone call made (ideally before 9:00 AM) on the day of the student's absence may excuse up to twelve (12) occurrences per school year for reasons identified as "Excused Absences". Generally, twelve (12) absences from school, which include full days and partial days may be documented by a parent/guardian phone call.

*Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence is otherwise excused by the Principal due to unusual circumstances.

This Policy will be extended beyond 12 absences if the student or a member of the household is in quarantine due to COVID-19 or experiencing symptoms of COVID-19. Medical documentation/release shall be required to re-enter school upon release from COVID-19 mandated quarantine.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence or partial day absence is excused.

Late Arrivals/Early Dismissals

Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 7:30 A.M. must report directly to the attendance office to obtain a tardy slip.

The tardy slip must be presented to the teacher to be admitted to class. The school attendance officer will track tardies and report to the administration.

When students arrive on school property he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian/custodian to the school attendance office in the morning at the beginning of the school day. If a student finds it necessary to be dismissed from school early for some reason, he/she must bring a note from his/her parent or guardian stating the request. **This note must be brought to the main office before the first period (by 7:30 A.M.) in the morning.** If approved, the student will be called to the main office before leaving school and sign out at the specified time. A parent or guardian of the student signing out must enter the main office at the time of the sign-out. Parents and guardians may be required to provide identification. Administration may make exceptions to this policy.

Students arriving to school less than 90 minutes from the start of the school day (late arrival) will be counted as tardy to school. Students that are signed out of school less than 90 minutes from the end of the school day (early dismissal) will be counted as "left early" for school. All tardies and "left early" releases will be unexcused unless otherwise noted in the school policy.

Students that arrive at school after the first 90 minutes of the school day will be marked as a half-day absence. Students that are signed out more than 90 minutes before the end of the school day will be counted as half-day absence.

No student will be permitted to sign out without the knowledge of a parent or guardian. Any student that leaves school property without signing out is subject to disciplinary action.

Once students are on school property, they must obtain permission from the office to leave. This rule applies even if the school has not yet officially started in the morning.

Tardiness to School

Most cases of tardiness can be avoided with a little planning. Arriving at school on time is a very important responsibility that each student must assume. The student is expected to be in his/her first period class before the tardy bell rings at 7:30 AM.

Tardiness can be excused only for the same reasons, and in the same manner, an absence can be excused. Oversleeping and car trouble are not acceptable excuses, with or without a note.

If a student is late to school in the morning, he/she will report to the main office to sign in and obtain a tardy slip to be admitted to class. The school expects students to be punctual to school on a regular basis.

In the event of inclement weather and school is in session, students are expected to be on time in accordance with the delay schedule. Students must plan accordingly to arrive promptly to school.

If disciplinary consequences do not improve student tardiness, court action by the Franklin City Schools' attendance officer will be taken. A hearing with the court's diversion officer will be held to establish expectations of promptness to school. Continued tardiness will then result in formal charges filed in Warren County Juvenile Court.

Tardies To Class

Students need to be to class on time and it is their responsibility to manage his/her time in the hallway before the bell rings. If a student is tardy the following consequences will occur per each class.

1. Tardy #1 – warning and sign in
2. Tardy #2 – warning and sign in
3. Tardy #3 – 30 minute detention issued by the teacher and sign in
4. Tardy #4 – Office Referral – 2 Hour Detention and sign in
5. Tardy #5 – Office Referral – 2 Hour Detention and sign in
6. Tardy #6 – Office Referral – In School Suspension

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office, or hospital examination by a physician, nurse practitioner, or physician assistant. Physicians may only excuse absences or tardies to school for the specific date(s) the student was under his/her direct medical care - during which the student was medically unable to attend school. Excessive medical excuses may result in the school contacting the physician's office for additional medical documentation.

Requesting Make-Up Work

It is the responsibility of the parent, guardian, or custodian to request make-up work and to pick up the assignments.

Every student at Franklin Junior High School has their own, school-issued, device and an individual Google account. Therefore, after a student has been absent for 3 days, or if there is knowledge that the student will be out for an extended period of time, the student is responsible for emailing their teacher directly to request make-up work and assignments. Make-up work and assignments must be electronically submitted directly to the student's teacher.

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general policy is the length of make-up opportunity is equivalent to the length of the absence. It is the student's responsibility to turn the work into the teachers. If a student does not return their work in a timely manner, it may have a negative impact on their grade.

Please call the Main Office (937-743-8630) if you have any questions.

Procedures Following an Absence

After an absence from school where no parent phone call was received, **the student will need to bring a note** signed by his/her parent or guardian explaining the reason for the absence. **This note is due within 5 days upon the student's return to school.** This note needs to be presented to the main office, which will determine whether the absence is marked "excused" or "unexcused." The student may receive missed work upon their return, but will **not** receive credit for any work missed following an unexcused absence. **It is the expectation that all absences be documented with a parent phone call, parent note, or doctor's note in order to avoid school issued discipline.**

Excused absences and tardies allow students to make-up all missed work, tests, and assignments. The length of the make-up opportunity is equivalent to the length of the absence.

Doctor's Excuse List

In establishing expectations for 95% student attendance, the school also realizes that personal illness, injury, accident, etc. may necessitate more than twelve (12) occurrences per year. However, students who accumulate excessive absences or tardies beyond administrative expectations may be placed on a Doctor's Excuse List, thereby necessitating a Doctor's excuse when absent to obtain an excused absence. Students may be added, removed, or re-installed to the Doctor's Excuse List depending upon their attendance patterns. Placement may carry over to the following school year if the student exhibits excessive truancy, at the discretion of the building administrator.

In order to be removed from the Doctor's Excuse List, a student must show dramatic improvement in their attendance.

Athletic/Extracurricular Eligibility & Attendance

A student must attend a full day of school on the date of an extracurricular activity/athletic contest in order to participate. If the event is held over a weekend or break, the student must attend a full day of school on the last school day prior. If the student has a medical/dental appointment or a funeral, he/she may participate in the athletic contest/extracurricular activity only if he/she presents the school administration with the proper documentation. Other situations may be considered at the administrator's discretion on a case-by-case basis. Students with excessive unexcused absences, as defined by eight or more.

Appointments

Any student signing out for a doctor, dentist, orthodontist, or medical appointment must provide a note stating the doctor's name, time of appointment, doctor's phone number, and release time upon the student's return to school. If this information is not provided, the sign-out will be considered unexcused.

Any student signing in from any type of doctor or medical appointment must provide a note from the doctor's office stating the doctor's name, time of appointment, phone number, and release time from the office. If this information is not provided, the student will be unexcused and considered truant from school.

Illness During the School Day

If a student remains in a restroom during a class period and then reports that he/she is sick, it will be considered truancy from class. In all cases of sickness, the student is to report to the office immediately or have his/her condition reported by another student or teacher.

Vacations/Military Commitments

Students who accompany their parents on vacation or who attend military commitments during the school year must follow the procedures below in order to obtain an excused absence:

1. Students must bring in a note from their parents at least one **(1) week prior** to their absence.
2. The note must state the anticipated length of the vacation or commitment and be signed by the student's parent or legal guardian.
3. This note must be turned in to the assistant principal's secretary.
4. All approved vacation absences will be counted against a student's total occurrences.

A call to the parent/guardian may be made for verification purposes. Homework should be completed upon returning to school. Students vacationing with anyone outside their immediate family, including friends and relatives, may be considered unexcused.

Leaving School Premises/Failure to Report to Class and/or Activity

No student shall leave the school premises during the school day or be absent from a scheduled class or period without permission from his/her teacher or from other school personnel with authority to excuse.

Once a student arrives on school property he/she is expected to remain at school. If a student leaves school without the proper permission they are subject to disciplinary action.

Perfect Attendance

Students who are recognized as having perfect attendance must be in regular attendance at Franklin Junior High School each day. Students in attendance at JDC or other legal/medical facilities will not have perfect attendance. A student who earns the status of perfect attendance cannot be absent, tardy, nor have an early dismissal at any time during the entire semester or school year.

Sign Ins/outs

A sign-in or sign-out that **exceeds 90** minutes in duration will be counted as a **½ days absence**. *Please turn in a note upon returning to school.*

Students that sign "in and out" during the normal course of the school day will be marked as "At other location" and will be excused or unexcused based upon the reason for the leave from school property. Please refer to the policy on attendance to determine if this time out of school is excused or unexcused.

Attendance Recognitions

Outstanding Attendance: is defined as 1 excused day or 2 late arrivals/early dismissals excused per quarter.

Perfect Attendance: is defined as **zero** absences or unexcused tardies.

3. Accident Insurance:

At the beginning of the year an accident insurance policy is made available to interested parents for their children. This policy covers a student during school hours and in all athletic activities. Parents interested in the policy can make payments directly to the insurance company.

4. Assemblies/Field Trips:

Assemblies are held in the gymnasium periodically. Students are assigned to a section and are required to behave appropriately as instructed by the faculty, and may be excluded from assemblies as a result of unacceptable behavior. Field trips are a part of the educational process at Franklin Junior High School. A student may be excluded from these field trips due to ongoing discipline problems. This will be an administrative decision.

5. Student Agenda Planners and Student Handbooks:

Student Agenda Planners will no longer be distributed since all students will be issued a Chromebook. Students will have access to a digital form of the Student Handbook and Code of Conduct.

6. Athletics:

Fall Sports: Football, Girls Volleyball, Girls and Boys Cross Country, Cheerleading

Winter Sports: Boys Basketball, Girls Basketball, Wrestling, and Cheerleading

Spring Sports: Boys Track, Girls Track, Boys Baseball, and Girls Softball

To qualify for participation in the athletic program students must have a satisfactory medical physical on file with the school, as well as a complete Final Forms profile prior to trying out for any team and meet the scholastic eligibility requirements. Participation in athletics is a privilege and students are required to abide by the rules and regulations distributed to students prior to their participation by their coach, advisor, or athletic director.

Athletic Eligibility

- A. Students must maintain a 1.0 GPA, or higher, and meet O.H.S.A.A. requirements to be eligible to participate in any extracurricular activity.
- B. Students who receive two (2) or more "F's" for the nine weeks shall not be permitted to practice or participate in any sport or extracurricular activity for the following nine weeks, regardless of the GPA (grade point average).
- C. Students who receive one "F" and maintain a 1.0 GPA, or higher, the preceding nine weeks may continue to practice in the activity or sport during their period of ineligibility. To become eligible, students must attend three study skill sessions:
 1. In the first session, the student and a parent or guardian will meet with a counselor or administrator to talk about expectations and suggested approaches to academic improvement.
 2. In the second session, the student will meet with a teacher assigned by the principal to review general study skills information. Parents/guardians are welcome to attend these sessions, but not required.
 3. In the third session, the student will meet with the teacher from whom they received the "F". One after school meeting is required, but additional meetings are encouraged to bring the grades up to the acceptable levels.
- D. If a student or parent/guardian fails to comply with any requirement within the three weeks, the student will become immediately ineligible and remain ineligible for the remainder of the quarter.
- E. Students may have three chances per academic year to remain eligible.
- F. When students receive an "F" because they withdrew from a class beyond the established time limits, the "F" will be considered a failing grade for the nine weeks period, and the same eligibility criteria will apply.

Attendance and Athletic Participation

- A. If a student athlete is absent from school, they cannot participate in any after school practices or games until they return to school.
- B. If a student athlete is tardy to school, they cannot participate in after school practices or games unless they submit appropriate paperwork (i.e. doctor's note, court paperwork).
- C. Exceptions to attendance guidelines for athletes can be made at the discretion of building administration only.

7. Co-Curricular Activities:

Co-curricular activities are also provided at FJHS to help students extend learning beyond the classroom. Our goal is to encourage participation by as many students as possible. Activities include but are not limited to: Student Council, School Newspaper, Drama Club, Art Club, Bowling, and etc.... Participation in athletics and co-curricular activities is a privilege and students are required to abide by the rules and regulations distributed to students prior to their participation by their coach, advisor, or athletic director.

- A. If a student participating in a co-curricular activity is absent from school, they cannot participate in any after school meetings or events until they return to school.
- B. Exceptions to attendance guidelines for students participating in co-curricular activities can be made at the discretion of building administration only.

8. Bicycles, Skateboards, and Mopeds:

Students may ride their bicycles to school. Bikes must be parked in the rack located at the main entrance to the high school building and students are encouraged to bring bike chains to secure their bicycle. Motorized bikes may not be ridden to school. **No student may bring or ride a skateboard or inline skates to school (for safety purposes).** Violation of this rule will result in confiscation of the skateboard or other equipment to be returned to parents.

9. Cafeteria Procedures and Rules (currently the back gym of the high school):

Students may purchase a full plate lunch or purchase items *a la carte*. Forms for the free and reduced lunch program are available throughout the school year in the Principal's Office. In order to promote an orderly and timely procedure during lunch - the following practices are to be followed:

- A. Students are escorted to the cafeteria by their teacher.
- B. Upon entering the cafeteria the students will move around the perimeter of the cafeteria as directed.
- C. Students may purchase no more than three snack items.
- D. Students are to pick out their lunch items and sit in the seat assigned by the supervising teacher.
- E. Students are not to leave their seats to socialize.
- F. Students are responsible for cleaning their area before asking permission to leave.
- G. Students must not take food or drink out of the cafeteria.
- H. Students will be dismissed from the cafeteria by the supervising faculty members.
- I. ~~Students should report directly to the gym until they are picked up by their teacher to return to the classroom.~~
- J. Students are permitted to charge lunches if they forget lunch money. It is the school's expectation that the students pay off the charge promptly. If a student continues to accumulate charges the school reserves the right to not permit additional charges.

10. Computers:

Franklin City Schools has recently adopted a 1:1 laptop program for all students in the district in an attempt to provide a unique learning environment and access to a digital learning experience. This program is managed by the department of technology. Our implementation program has been as follows:

Device distribution for Grades 6, 7 & 9. Grades 8, 10, 11 & 12 retain the same device. Elementary receives previous 8th grade year's devices. Seniors can purchase their current device for \$1 upon graduation.

This 1:1 program will allow teachers and students to engage in more meaningful learning experiences and access the curriculum in a variety of ways. With increased collaboration, creativity, and critical thinking for students, learning can move beyond classroom walls. Instructional delivery will shift from teacher-centered to more student-centered and ownership of the learning is transferred. Any unauthorized use of the computers (including personal Email or surfing the web) will be result in disciplinary action as the FJHS technology program depends upon the trust and responsibility of our students in order for the school to offer such technology opportunities. All of our students will have access to the internet with parent permission. Students and parents must sign an internet usage agreement, which will be kept on file for the school year. Students are expected to use the internet and other programs appropriately, or computer use privileges will be revoked.

Misuse of any district-owned devices that result in the destruction of programs, services, and or equipment of any kind will not be tolerated. Unethical use of the devices or violations of the Acceptable Use Policy (AUP) will result in disciplinary action and students can be held financially responsible. Students are permitted to use the devices in school for instructional purposes, but are also permitted to take the Chromebooks home with them. Students will have access to the Internet and a variety of applications while on the FCSD network, but are responsible for their own connectivity outside of the district. The usage and access of the network at FCSD is a privilege, not a right, that can be revoked and/or canceled if utilized in an inappropriate manner. FJHS administration and instructional staff are responsible for making those decisions as to what is *appropriate and inappropriate*, with the guidance of the department of technology's AUP and Chromebook Policy forms. Any disciplinary action as a result from an AUP violation can result in permanent suspension of privileges and closing of all the student's FCSD accounts.

As part of the educational process and a means of ensuring the integrity of the educational environment, devices may be monitored to ensure proper use.

NOTE: Network usage for personal devices is not guaranteed and/or supported by the district.

11. School Dances:

Franklin Junior High School typically has three dances a year. Dances are typically for 90 minutes right after school. Students must arrange to be picked up promptly as the school will be closed and supervision is not available after the dance. Students are reminded that all school rules are in effect at dances held at FJHS.

12. Emergency Procedures and Drills:

During emergency situations it is imperative that everyone knows the correct procedure and that everyone remains absolutely quiet and calm. Emergency plans for Fire and Tornado are posted in each classroom. The building will conduct regular drills and even though students may be aware that it is only a drill it is imperative that students conduct themselves in a serious manner as this is the only way to prepare for an actual emergency.

13. Conduct in the Halls:

Good conduct in the halls is necessary for a smooth and safe operation of the school. Running, scuffling, loud talk, crowding together in a way that blocks the flow of traffic, horseplay and knocking books out of other students' hands is not acceptable behavior. Students must realize that most times when they are in the hallway - other students are in the classroom and this makes it important to behave in such a manner to not disturb the classroom. Students may leave the classroom with teacher permission only.

14. Homework Policy, Make-up Work:

Work assigned to be completed outside of class is an integral part of the requirements of credit in each class. Teachers may give an incomplete or failing grade if homework is not completed as well as assigning disciplinary action (examples include lunch and/or after school detentions). It is the students' responsibility to see that homework is completed in a satisfactory manner. **MAKE-UP WORK:** Make-up work is the student's responsibility. He/she should ask the teacher for missed assignments and make arrangements to take missed quizzes or tests. Students are permitted to make up their work during a period of time equal to the number of days of absence. For example, if a student had an excused absence for 2 days, he/she would be given 2 days, upon return, to complete the missed work. If the student will be absent for **three or more days**, parents may call the school office to make arrangements to pick up assignments. It is the student's responsibility to communicate with their teacher regarding their assignments. If hard copies of assignments need to be picked up at school, then they can be picked up in the Principal's Office with a 24-hour notice, in order to gather assignments.

15. Grading / Late Work Policy:

Late Work: Will be accepted for credit until the final assessment for that particular unit, chapter, project, etc. is completed. Reduction of 10% will occur whenever it is handed in within five days of assignments original due date; and 25% reduction of credit will occur up to administration of Unit Assessment. After the Unit Assessment the student receives a zero. If a student is absent then follow the guidelines for absent work; then apply the late work policy.

Retake / Redo of Assessments / Tests:

- Retakes will be given at teacher discretion, up to 3 per quarter/per subject.
- Teachers may designate assessments that will not be eligible for retakes.
- Students may have to complete retakes before or after school.
- If a teacher permits a student(s) to complete a retake, they may require a student(s) to complete certain tasks including but not limited to: test corrections, turn-in their original assessment with corrections, or attend a teacher help session before/after school.
- Students will receive the highest grade achieved without penalty on Retake / Redo.
- No Retake of Quarterly Assessments
- Building-wide homework percentage to be a maximum of 10% of term grade.

16. Lockers:

~~All lockers are the property of Franklin City Schools and are assigned for the convenience of the students. Students have the right to reasonable privacy, however if there is cause to believe that there are prohibited, illegal or stolen articles in any assigned locker the school officials may search a locker at any time. Since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board of Education to permit such periodic searches. The Board also authorizes the use of canines trained in detecting the presence of drugs to be used when school officials have reasonable suspicion or cause to believe that illegal drugs may be present in school, on school grounds, or at a school sponsored event. This being the case, lewd, suggestive, disruptive, or otherwise inappropriate materials placed in lockers are likely to be confiscated and held by school officials at their discretion. ***There is absolutely no sharing of lockers or locker combinations.**~~

~~Nothing may be put on the outside of the locker. No writing, drawing, use of markers, or stickers is permitted. On the inside, students should use magnets or masking tape to put up appropriate items. Other tape or adhesives may damage the paint surface, and the cost of the repairs will be the responsibility of the student. The school cannot assume responsibility for personal property lost or stolen from lockers.~~

17. Media Center:

The FJHS Media Center offers students access to books, newspapers, magazines, and computer technology. This library provides students with excellent opportunities for conducting research, and guidance in selecting reading materials. Media Center hours are 7:30 A.M. until 2:35 P.M. Books checked out are due on the date marked. Books may be returned any time during the school day. Students should become familiar with the rules and procedures of the library and abide by them. Failure to do so may result in the loss of library privileges.

18. Cell Phones, Radios, CD Players, Toys, and Other Electronic Devices:

Items brought to school that may lead to disruption or inappropriate behavior will be confiscated. Such items may include, but are not limited to Air Pods/Wireless Headphones, smart watches, toys, radios, MP3 players, iPods, CD players, hand held computer games, cell phones, pagers, laser pointers, or other electronic devices. Students bringing personal items that cause disruption of the educational process or are offensive to fellow citizens will have the items confiscated and may face disciplinary consequences.

If cell phones/electronic devices or Air Pods/Wireless Headphones, are brought to school, they must be turned off and remain in the students' bags/backpacks. Phone calls that need to be made should be done so from the office. If a student is sick and/or desires to leave school for any reason and needs to contact home, they are required to do so from the main office – cell phone use for these types of reasons are strictly prohibited and may result in discipline. Students may also use electronic devices in the classroom per administrative approval for that particular teacher. Violations outside of these areas will result in the confiscation and possible search of the item and item sent to the office *(See Section 32 for more information on student searches).*

Progressive discipline will be applied beginning with a ½ hour detention after school for the first offense. Students will have their electronic device returned to them at the end of the day. Any confiscated items, which may be connected to a criminal act, will be turned over to the appropriate law enforcement agency. Not only do these devices interfere with the learning environment, but there is also the risk of these items being stolen.

Picture Devices: a student may not take any pictures or videos on school property (cell phones, cameras) without staff approval.

Note: Neither Franklin Junior High School nor Franklin City Schools are liable for any damage to cell phones or other electronic devices brought to school or left at school by students.

19. School Closing and/or Delays:

In the event of bad weather or other emergency conditions, the Superintendent's Office makes the decision to close or delay the start of school. This information is broadcast on local TV and radio channels, such as the Franklin City Schools access channel 18 and the FCS website. In addition, FCS utilizes Blackboard Connect to notify families so please make sure you have a current phone number on file to receive these updates.

20. School Fees:

Information regarding course fees, lab fees, and workbook fees will be distributed at the beginning of the school year to students/parents. Prompt payment of the fees is greatly appreciated. Students can also be assessed fees for damage to school books and materials as well as vandalism to school property. In order for students to be eligible to participate in the Washington DC trip, all fees must be paid in full, or a payment plan established with the school.

21. Project Requests/Sales:

Concession rights and permission for selling/fundraising campaigns of any kind can only be granted by the building principal. No group or student is permitted to promote a fundraiser without their written request being approved by the principal.

22. Textbooks:

The textbooks furnished to our students represent a major investment by the Board of Education. Unreasonable damage to textbooks will result in fines. Book covers may be made by the students or purchased locally. When books are returned at the end of the school year, the teachers will ascertain if any damage, other than normal wear, has occurred and assess a fine, if necessary. If a book is lost, the student must pay the full replacement price.

23. Transportation:

BUS CONDUCT: All bus riders must be in the designated location at their bus stop at least 5 minutes ahead of their designated pick-up time. When going to and from the buses, walk - do not run. You have approximately 15 minutes to go from the bus to your first class in the morning, and 5-7 minutes at the end of the day to board the bus. Students may ride other buses only by special arrangement, two notes are needed for students to ride with one another (parent of student who wants to ride a different bus and parent of student who is allowing another student to come home with their child), and the request must be put in writing to the building principal. Certain types of children's clothing can create a hazard as your child gets off the school bus. Especially dangerous are: long, dangling jackets or sweatshirt drawstrings, long backpack straps, long scarves, belts or other loose clothing. Such clothing can be caught in the bus handrail, door, or other equipment as the child gets off the bus. **BUS RULES ARE POSTED AND ARE TO BE FOLLOWED.** Students who violate bus rules may lose bus-riding privileges.

PARENTS TRANSPORTING STUDENTS TO SCHOOL: Parents are permitted to bring the students to and from school. Please drop off/pick up students in the lot in front of the high school auditorium and not behind the high school. Parents are asked that **no left turns** be made out of the school drive onto Fourth Street in order to keep traffic moving.

24. Visitors/Phone Calls:

Parents are always welcome at school. Please contact the building administrator, counselor or teacher to make an appointment so that a visit can be conducted without undue delay for you. Upon entering the school all visitors must report directly to the Administrative Office and sign in. A visitor's badge will be given to you. ****Classrooms will not be interrupted for messages except for emergency circumstances.** If you need to give a message to your child, simply call the office and they will relay that message to your child.

When entering the school please check in at the main administration office located in building C closest to the parking lot. This building can be accessed from a sidewalk connected to the parking lot behind the main high school building. We have a camera/security system to monitor visitors coming in or leaving the school.

25. Food and Drink:

Food items and beverages (pop, coffee, and juice) are not permitted in any part of the building except the cafeteria during the school day. No food items or beverages of any kind are permitted in the classrooms or hallways. The only item permitted in the hallway and classrooms is water with teacher approval, which may be necessary during hot weather days. ~~Students that pack their lunches should store their lunches in their lockers until their designated lunch period.~~ We ask that parents, siblings and/or family members do NOT drop off fast food for students to have for lunch. *If your child has a medical reason for a water bottle, it needs to be in a clear water bottle or cup.

26. Chewing Gum:

Chewing gum is permitted in the building as long as students do not misuse the privilege. Teachers and/or administrators can discontinue this privilege for any student(s) that abuse(s) the privilege. Certain classes may not permit gum due to the nature of the activity; i.e. vocal music, physical education, during oral presentations and speeches, etc. Students are expected to abide by the guidelines of their teachers in these situations and to respectfully dispose of their gum if asked.

27. Loitering in Restroom:

Students should use the restrooms for the purpose intended and not loiter in this area. If you are ill, have another student notify a teacher or the office. Loitering is to be interpreted as 2 or more students in the same toilet stall or congregating in the restroom while not using the facility.

28. Classroom Behavior:

The teacher and the student have the primary responsibility for establishing an effective classroom environment. The teacher addresses classroom infractions of rules. It is suggested that student conferences be held, parents called, detentions assigned as well as other measures deemed appropriate. In cases of disciplinary problems requiring immediate actions (truancy, chronic tardiness, acts of defiance, serious or continued breaches of classroom discipline, profanity, insubordination, etc.) students should be sent directly to the principal. The principal may then take unilateral action or may consult with the teacher and/or counselor and/or parents to plan appropriate action. It is not the school's responsibility to provide students with transportation home from an after-school detention. Lastly, being prepared for class is an important factor for student success. Students are asked to have their required school supplies in class with them on a daily basis.

29. Harassment, Bullying, Hazing:

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- A. Physical violence and/or attacks
- B. Threats, taunts and intimidation through words and/or gestures.
- C. Extortion, damage or stealing of money and/or possessions.
- D. Exclusion from the peer group or spreading rumors.
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites; i.e. cyberbullying.
- F. Sexual harassment defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Physically touching, assault, impeding or blocking movement.
- G. Sexual harassment which could include verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- H. Non-verbal conduct: leering, making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.

It is the school's goal for all students to be comfortable and feel safe. Actions such as those listed above should be brought to the attention of the teachers, counselor, or principal for investigation and possible disciplinary action in accordance to the Code of Conduct and FCS Board Policy

30. Dress Code:

Students are advised to use "good taste" in their clothing choices for school. They should follow the standards outlined below, and realize that some items of clothing that students choose to wear "outside of school" may not be appropriate for school. Students are expected to conform to good decency standards. Any student dressing in a manner that does not meet the dress code or in a manner considered disruptive to the educational atmosphere will be asked to change. Repeat incidents will be considered insubordination and disciplined as such. The administration will make the final decision as to what constitutes proper dress and grooming.

- A. Students are not permitted to wear clothing that exposes bare midriffs; such as short or cut-off shirts or halter tops or low cut blouses. Undergarments shall not be showing. No slippers. Shoes must have firm/hard soles for safety purposes. Jeans or slacks are to be worn at the waist.
- B. Shirts—should have material covering at least 2 inches on the top of the shoulder. No undergarments should be exposed.
- C. Hats, coats, bandanas (or other head coverings such as hoods), and sunglasses are not to be worn in the building.
- D. Students are asked to choose their longer shorts and skirts to wear to school. Jeans should not have holes that expose undergarments, or areas that would be above an acceptable length for shorts
- E. No article of clothing shall be worn which promotes hate groups, gangs, cults, violence, or defames any person or group, the school, community or nation.
- F. No extreme makeup or facial body paint that is a disruption to the educational environment.
- G. No body, facial, ear or tongue piercing should be worn that are a distraction to the educational environment. No piercing of any kind or other jewelry may be worn in physical education classes.
- H. No vulgar or sexually suggestive lettering on shirts, pants, or any other article of clothing or jewelry.
- I. No clothing or jewelry promoting the drinking, use, or sale of alcoholic beverages, tobacco, or drugs.
- J. No jewelry (bracelets, rings, spikes, dog collars, chains, etc.) with sharp points which could cause injury to one's self or others will be permitted on one's body or attached to one's clothing.
- K. Sponsors or teachers of some programs (vocational, etc.) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants for safety and/or performance.
- L. Athletic uniforms, which do not meet dress code standards, may not be worn at school during regular school hours.

31. STUDENT SEARCHES:

If a principal or a school official has a reasonable suspicion that a student possesses dangerous, illegal, stolen items, or anything else deemed inappropriate, the principal or his/her designee may search the student or his/her personal property.

Students are permitted to carry book bags and purses to school, but they are subject to search by school officials at any time if there is cause to believe there are prohibited, illegal, or stolen articles in a book bag or purses. Book bags and purses are to be stored in the locker and are not permitted in classrooms. It is therefore important that book bags and purses are of a size that will fit in the student's locker. A student shall not refuse a search or impede a search of his/her person, including but is not limited to the following: his/her briefcase, purse, wallet/pocketbook, book bag, gym bag, locker, desk, cell phone etc. and automobile if that automobile is parked on school grounds or at a school sponsored activity.

Refusal to be searched or impeding a search may result in disciplinary action and/or calling the parent and/or police to assist in the search. When the administration believes a student is concealing evidence of a crime upon his/her person or property, the police may be asked to conduct the search. The police department may use canine units during searches.

- A. Searches and confiscation of prohibited items: When students are suspected of vapor instruments, drug, tobacco, nicotine and/or alcohol possession or use, or when students are suspected of possessing unauthorized, prohibited, or stolen items, they are subject to a search of their possessions and locker. Searches may include searches of students' book bags, pockets, wallets, purses, cell phones, shoes, or any other belongings. Searches may also include the use of a metal detector. Lockers are board property and, as such, are subject to search at any time.
- B. Cellular phones, pagers, and any other communication devices may be brought to school but they are to remain turned off and in students' bags/backpacks during the school day. They are not to be out during class unless being used for education purposes deemed appropriate by teachers and building administration.
- C. By bringing communication devices on school grounds, the student consents that school officials may confiscate the electronic device if the student does not abide by the policy. When the electronic device is confiscated, the student must surrender the entire device to the school official. Any attempt to disassemble or lock the device, including but not limited to removing the battery or Sims card/memory, will be considered insubordination, in violation of school policy.
- D. Confiscated electronic devices, including cellular phones, are subject to search by the administration if the administration has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. By bringing communication devices on school grounds, the student agrees that a school administrator may intercept electronic communications contained in the device, if reasonable grounds to do so are found.

STUDENT CODE OF CONDUCT

Good discipline is necessary to promote a school environment that is conducive to learning and safe for students and school staff members. FJHS strives to promote a school environment, which focuses on learning as an enjoyable experience for students and staff. To achieve such a learning community requires a commitment by our students to respect one's self, fellow students, and school officials. School rules and regulations are needed to ensure this goal is reached. This Code of Conduct is adopted by the Board of Education of the Franklin City School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any pupil, engaging in the types of conduct either specifically or in general like the kinds of conduct listed below is subject to reprimand, parental contact, referral to a guidance counselor, detention, administrative detention, in-school suspension/BIP, emergency removal, suspension, expulsion, denial of school transportation services, removal/suspension of a work permit, referral to law enforcement agencies, or removal from curricular or extracurricular activities pursuant to Ohio Revised Code and will be provided due process per the guidelines set by the Board of Education. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Franklin City Schools. The types of conduct prohibited by this code of regulations are as follows:

Inappropriate Behavior (Rule #1)

- A. Disrespect to a teacher or other school authority (Insubordination).
- B. Disregard of reasonable direction or commands by school authorities including school administrators, teachers, and other school personnel (Failure to comply & insubordination).
- C. Refusing/skipping detention, or other properly administered discipline.
- D. Disruption to the educational environment or process.
- E. Cursing and the use of indecent or obscene language in oral or written forms as well as inappropriate/obscene gestures.
- F. Publication, accessing, possession, and/or distribution of obscene, pornographic, or slanderous/libelous material. This includes "sexting".
- G. Violation of district Acceptable Usage Policy for Technology and technology misuse, this includes cyberbullying, file manipulation, destruction of any computer files, hardware, and/or software, hacking, or failure to use computer networks and/or Internet access according to set procedures.
- H. Placing of signs and slogans on school property without the permission of the proper school authority.
- I. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
- J. Demonstrations by individuals or groups causing disruption to the school program.
- K. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex, or indecent exposure.
- L. Inducing panic to any degree such as turning in false fire, tornado, bomb, disaster or other alarms.
- M. Communicating (in any manner), jokingly or seriously, any message that may be reasonably perceived as threatening to anyone (regardless of the number of individuals)
- N. Any other activity by a pupil that the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity. This also may include the misuse of school property.
- O. Failing to report/withholding the actions or plans of another person to/from a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or not interfere with a school investigation or withhold information in that investigation.
- P. Willfully aiding another person to violate school regulations.
- Q. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
- R. Forgery of school or school-related documents.
- S. Presence on school property with a communicable disease.
- T. Gambling.
- U. Extortion of a student or school personnel.
- V. Theft or possession of stolen goods.
- W. Unsafe behavior, any action that by its nature threatens the safety of the student and or others. This may include but is not limited to general horseplay, running in the hallways, or unwarranted physical contact.
- X. Possession of unreasonable amounts of currency/money without a legitimate school purpose.
- Y. Chronic misbehavior that disrupts or interferes with any school activity or the educational environment.
- Z. Violation of any Board rule, regulation, or policy

Dress Code (Rule #2)

Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by Administration and/or the Board of Education will result in the following actions:

First Offense: warning, phone call home, and fix the dress code issue.

Second Offense: after school detention, a phone call home, and fix the dress code issue.

Third Offense: after school TWO-HOUR detention at HS, phone call home and fix the dress code issue

Fourth and Consecutive Offenses: will result in either In School or Out School Suspension

This includes the prohibition of all clothing, jewelry, signs, etc.that may be considered inappropriate. It is the discretion of the administration to examine/prohibit all clothing that may be deemed inappropriate, gang related, and/or drug related. **See Dress and Grooming guidelines for more details beginning on page 11.

Electronic Devices (Rule #3)

- A. If cell phones/electronic devices are brought to school, they must be turned off and in the students' backpack, unless otherwise decided by administration. Students may also use electronic devices in the classroom per administrative approval for that particular teacher. Violations outside of these areas will result in the confiscation and possible search of the item and item sent to the office. Progressive discipline will be applied beginning with a ½ hour detention after school for first offense. Students will have their electronic device returned to them at the end of the day. Not only do these devices interfere with the learning environment, but there is also the risk of these items being stolen. Picture Devices: a student may not take any pictures or videos on school property (cell phones, cameras) without staff approval.
- B. The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers of otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Note: Franklin Junior High School nor Franklin City Schools are liable for any damage to cell phones or other electronic devices brought to school by students.

Attendance (Rule #4)

- A. Truancy, unexcused failure to attend class or school.
- B. Leaving school premises during school hours without permission of the proper school authority.
- C. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- D. Failure to report to the office or any other area where a student has been directed to go by school authority.
- E. See Attendance policy, which begins on page 8.

Vandalism (Rule #5)

- A. Damage or destruction of school property, property of school employees or property of other students, on or off of school premises. Restitution for damages may be required.
- B. Damage or destruction of private property on school premises or in areas controlled by the student Code of Conduct. Restitution for damages may be required.

Violent Acts/Threatening Behavior (Rule #6)

- A. Assault on a school employee, student, or other person
- B. Harassment/insubordination to school personnel or other students during school and/or non-school hours.
- C. Any type of communication or posturing toward school personnel and/or students that may be reasonably perceived as threatening and/or violent.
- D. Any type of harassment toward school personnel and/or students that may be reasonably perceived as sexual.
- E. Fighting/Unauthorized contact with a school employee, student or other person.
- F. Hazing (to persecute, harass, or humiliate another student and/or employee.
- G. Abuse/Bullying of another, no student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary, and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance, or other reason is prohibited. However, misconduct by one student against another student, will result in appropriate disciplinary consequences for the perpetrator. (Ohio Revised Code 3313.666)
- H. Bullying and Cyberbullying: (Ohio Revised Code 3313.666) Bullying and/or Cyberbullying are prohibited. Acts or forms of harassment, intimidation, coercion, or bullying behavior toward student/school personnel are prohibited. Cyber-bullying perpetrated with computers, cell phones, internet websites, and or any other electronic devices is prohibited. Misconduct by a student that occurs off school district property, from whatever location, but is connected to activities or incidents that have occurred on school district property may result in disciplinary action. This may include dating violence or any such act(s) that disrupt the educational environment.
- I. Arson or other improper use of fire.
- J. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, slingshots, bows, arrows, machetes, brass knuckles, chains, studs, etc.... or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, mace, pepper spray, etc.... Any confiscated item, which may be connected to a criminal act, will be turned over to the school resource officer and/or appropriate law enforcement agency.
- K. Convey, attempt to convey, or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.

Academic Integrity (Cheating) (Rule #7)

Cheating or plagiarizing is prohibited. School officials or administrators will determine if cheating has occurred.

- A. Cheating is any circumstance in which a student may gain an unfair academic advantage or compromise the integrity of class work. Cheating may include but is not limited to copying work from another when the work is not intended to be collaborative, obtaining a copy of an assessment or scoring device, the use of unauthorized materials that are not permitted during a test, allowing another student to copy your work, copyright infringement, putting your name on another person's work and claiming it as your own, talking during an assessment, electronically submitting or receiving information pertaining to an examination or assessment, and/or compromising the integrity of an examinations/assessment.
- B. Plagiarism is any act of submitting or representing another person's work, or ideas, using passages of other people's work, or using another person's information as one's own. Plagiarism may also include using outside sources without appropriate attribution. The specific requirements for each written assignment are explained by individual teachers, and more information on plagiarism is discussed in any class with research requirements.
- C. A school official or administrator will determine if cheating has occurred.
- D. Academic sabotage, knowingly destroying, altering, or taking another student's work. This may include but is not limited to written work, projects, or electronic information

Possession/use/selling of a controlled substance (Rule #8)

- A. Possession of matches or lighters or other similar devices or other items that may be considered paraphernalia, including but not limited to any item altered from its original purpose or intent to be used as paraphernalia.
- B. Buying, selling, transferring, using, or possession of any substance containing tobacco and/or nicotine, including, but not limited to, cigarettes, electronic cigarettes (or their components), cigars, pipes, clove cigarettes, chewing tobacco, (including nicotine-free smokeless alternatives), snuff, and dip, wrapping papers, or using tobacco in any other form.
- C. Buying, selling, transferring, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance. Any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance.
- D. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant, or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substance.
- E. Buying, selling, transferring, using, or possessing any drugs or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc...
- F. Buying, selling, transferring, using, possessing, or being under the influence of any alcoholic beverage or intoxicant of any kind or smelling of drugs or alcohol on school premises or at a school sponsored function.
- G. Drugs, tobacco, alcohol, paraphernalia, or lighters, which are confiscated, will not be returned.

Vapor Instrument Usage/Possession by Students (Nicotine/Tobacco Abuse)

* This does NOT include distribution offenses

1st offense- 3 days BIP and Alternatives Program (Talbert House)

2nd offense- 3 days OSS and Alternatives Program

3rd and subsequent offenses- 5 days OSS, Alternatives Program and charge by police

Alcohol Use by Students/Student Drug Abuse

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal and inappropriate use of alcohol, narcotic drugs, depressants, or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities at school sponsored events, in other situations under the authority of the District or in school-owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, and drug paraphernalia

Possession and Use: First Offense

1. The student will be suspended up to 10 days that may be reduced to a 5 day suspension if the parent and the student agree to the terms of the Alternative to Suspension which includes seeking a chemical evaluation from an approved list of agencies and/or per verification, someone who is trained in chemical dependency.
2. If possession of drugs, drug paraphernalia, or drug-like substances is involved, the incident will be reported to the police, and all items will be turned over to the police.

Possession and Use: Second and/or Subsequent Offenses in a School Year

1. The student will be suspended for 10 days with the recommendation for expulsion.

Selling, Offering to Sell or Dealing of Chemicals (drugs, alcohol, etc....) Supplying, offering to sell, dealing, or selling of chemicals will result in a 10 day suspension with recommendation for expulsion made by the principal to the superintendent in compliance with Student Due Process Procedures.

1. The principal will refer the case to the Franklin Police Department for possible prosecution.

Asbestos Management Plan The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the maintenance office. If you have any questions, please contact the Business Manager at [937-746-1699](tel:937-746-1699), ext. 1443.