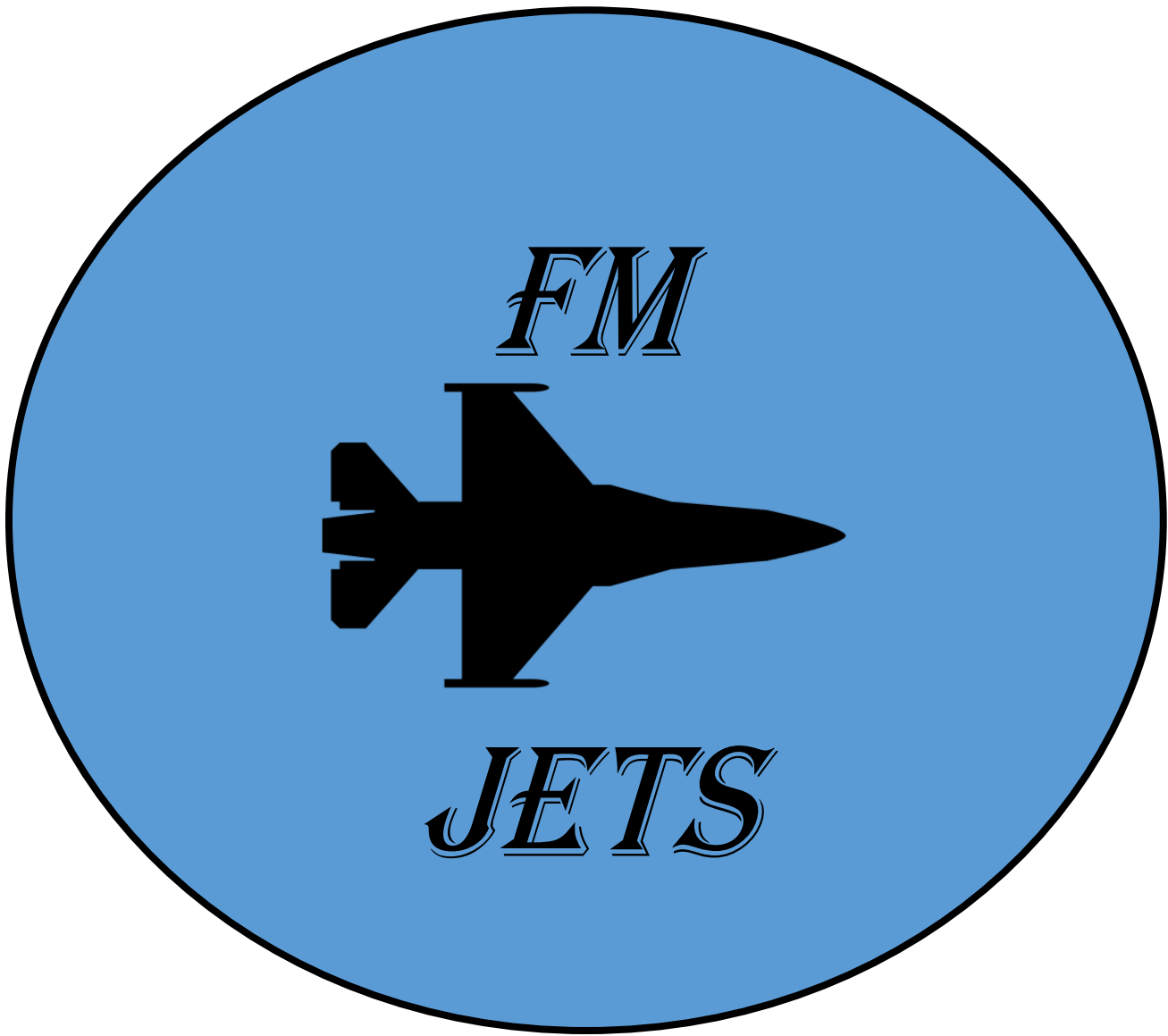


**FRANKLIN MONROE  
ELEMENTARY SCHOOL**

**GRADES K-6**

**2019-2020  
PARENT-STUDENT HANDBOOK**



# **FRANKLIN MONROE ELEMENTARY SCHOOL**

**P.O. BOX 78  
PITTSBURG, OH 45358**

***PHONE:* 937-947-1327  
937-947-1206**

***FAX:* 937-947-1370**

***OFFICE HOURS:* 8:00-4:00**

**[www.fmelementary.com](http://www.fmelementary.com)**

**(Please be aware that all phone calls may be recorded.)**

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## INTRODUCTION

Welcome to the 2019-2020 school year! The teachers and staff at Franklin Monroe Elementary pledge to provide a safe school environment and to work along with you and your parents in offering you a school year full of opportunity. Your teachers are dedicated to affording you the quality of instruction that will permit you to excel academically and which will prepare you for future success.

To help insure student safety and to convey the academic expectations to which Franklin Monroe is committed, we have prepared this handbook for your use. It is intended to set forth the daily operations for each student and to help familiarize each student with the daily procedures and expectations while here at Franklin Monroe.

We urge students to carefully review this handbook with their parents because all students will be responsible for complying with the policies established within this book. Striving to attain academic excellence while helping to produce persons of high moral character and integrity shall continue to be among our top goals at Franklin Monroe.

I wish you success during this school year. If your teachers or I can be of assistance to you in any manner, please do not hesitate to contact us. We look forward to sharing an enjoyable school year with you.

Sincerely,

Megan Linder  
Principal

### FRANKLIN MONROE LOCAL SCHOOL DISTRICT MISSION STATEMENT ELEMENTARY SCHOOL

#### **Mission Statement**

The Franklin Monroe Elementary School has a responsibility along with parents and the community for educating each child to their fullest capacity. It is the school's mission to provide the educational foundation for the child to function in our changing society. The students will be directed in building their future as a positive contributing member of society. They will also be assisted in understanding and appreciating their heritage.

Franklin Monroe Elementary is responsible and accountable to the public for the educational processes. A program will be provided which will meet different and varied needs, at whatever level they occur, on an individual basis for all students within the constraints of the current economic conditions. This will be accomplished by setting goals at all levels, planning courses of action in accordance with those goals and allocating resources toward these ends with regard to the stated priority. A portion of the goals will be long-range. The use of resources will be efficient and effective, and evaluation will be based on stated goals and objectives. The goals need to be directly related to the assessed needs of our students and parents, as well as the general public served. As many materials, facilities and human resources as possible will be supplied to reach our goals.

**FRANKLIN MONROE LOCAL SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR**

| <b>MONTH</b>                       | <b>DATE</b> | <b>DAY</b>    |  |
|------------------------------------|-------------|---------------|--|
| August                             | 26          | Monday        | First Day/Students   |
| September                          | 2           | Monday        | NO SCHOOL - Labor Day  |
|                                    | 13          | Friday        | 2 hr. early dismissal  |
|                                    | 27          | Friday        | 2 hr. early dismissal  |
| October                            | 25          | Friday        | End of 1 <sup>st</sup> Nine Weeks (2hr. early dismissal) (44 days)                     |
|                                    | 28          | Monday        | Begin 2 <sup>nd</sup> Grading Period   |
| November                           | 6           | Wednesday     | Parent/Teacher Conferences (2 hr. early dismissal)                                     |
|                                    | 7           | Thursday      | NO SCHOOL - Parent/Teacher Conferences   |
|                                    | 8           | Friday        | NO SCHOOL  |
| December                           | 27-29       | Wed/Thurs/Fri | NO SCHOOL - Thanksgiving Break   |
|                                    | 20          | Friday        | Last School Day Before Christmas Vacation(2 hr. early dismissal)                       |
| January                            | 6           | Monday        | School Resumes from Christmas Vacation   |
|                                    | 17          | Friday        | End of 2 <sup>nd</sup> Nine Weeks (45 days) (2 hr. early dismissal)                    |
|                                    | 20          | Monday        | NO SCHOOL – Martin Luther King Jr. Day   |
|                                    | 21          | Tuesday       | Begin 3 <sup>rd</sup> Grading Period   |
| February                           | 13          | Thursday      | Parent/Teacher Conferences (2hr. early dismissal)                                      |
|                                    | 14          | Friday        | **NO SCHOOL – Teacher In-Service   |
|                                    | 17          | Monday        | **NO SCHOOL - President's Day  |
| March                              | 27          | Friday        | End of 3 <sup>rd</sup> Nine Weeks (47 days) (2hr. early dismissal)                     |
| April                              | 9           | Thursday      | 2 hr. early dismissal  |
|                                    | 10          | Friday        | NO SCHOOL - Spring Break   |
|                                    | 13          | Monday        | **NO SCHOOL – Spring Break   |
| May                                | 25          | Monday        | NO SCHOOL - Memorial Day   |
|                                    | 29          | Friday        | Last Student Day (End of 4 <sup>th</sup> Nine Weeks) (42 days) (2 hr. early dismissal) |
| June                               | 1           | Monday        | Teacher Work Day   |
| *Total Student Attendance Days     |             | 178           | *Teacher Professional Work Days 2  |
| *Parent/Teacher Conference Days    |             | 2             | *Teacher In-Service Days 2   |
| *In Compliance with O.R.C. 3313.48 |             |               |  |

If calamity days are exceeded, they must be made up and an attempt will be made to give an advanced notice.  
\*\*This symbol indicates possible make-up days.

**SCHOOL CLOSING - BAD WEATHER**

Any time a school closing, delay, or early dismissal is necessitated and announcements will be made on One Call Now, radio and TV stations such as: Channel 7 (WHIO), Channel 2 (WDTN), WONE - FM 102.9, WHIO - AM 1290/99.1 FM, WING - AM 1410, and FM 92.9. We will attempt to make closing and delay decisions by 6:30 a.m. **It is the parent's responsibility to provide an alternate plan in the event of early dismissal! We will use the emergency plan designated on the consistent transportation form completed.**

The One Call Now phone service automates messages to parents and students regarding attendance, academic, extra-curricular and weather-related information. Your caller ID will reflect the superintendent's office phone number (947-1212). You may also dial the toll free number 877-698-3261 from any touch-tone phone to retrieve messages from the One Call Now system including dropped calls due to poor cell phone coverage. At the greeting press 1, and then enter the phone number that One Call Now normally calls. Be sure to enter the number that you gave the school to use for One Call Now. If your message requires that you enter a touchtone reply, press the appropriate key for your answer. To opt out or change contact numbers, please call 937-947-1327.

## STAFF LIST FOR 2019-2020

|  |   |
|--|---|
| Kindergarten   | Mrs. Kim Hackworth<br>Mr. Jesse Warner  |
| 1 <sup>st</sup> Grade  | Mrs. Tonnya Helfrich<br>Mrs. Malinda Quinn  |
| 2 <sup>nd</sup> Grade  | Mrs. Beth Hein<br>Mrs. Mallory Gray   |
| 3 <sup>rd</sup> Grade  | Mrs. Teresa Hartzell<br>Mrs. Erin Riffell   |
| 4 <sup>th</sup> Grade  | Mrs. Amanda Davis<br>Mrs. Kristine Happy  |
| 5 <sup>th</sup> Grade  | Mrs. Brittney Hangen<br>Mr. Clint Sharp<br>Mrs. Lindsey Tauscher  |
| 6 <sup>th</sup> Grade  | Mr. Brian Happy<br>Mrs. Amanda Wackler  |
| Intervention Specialist<br>Intervention Specialist<br>Intervention Specialist<br>Intervention Specialist | Mrs. Cheryl Gray<br>Mrs. Ruth Ragsdale<br>Mrs. Kim House<br>Mrs. Mindy Trick                                |
| Music<br>5 <sup>th</sup> & 6 <sup>th</sup> Grade Band  | Mrs. Natalie Schott<br>Ms. Sara Dodsworth   |
| Physical Education   | Mr. Duane Warvel  |
| Title 1 – Reading Recovery   | Mrs. Sara Fox/Mrs. Mindy Trick  |
| Speech   | Mrs. Jessie Henry   |
| Library  | Mrs. Shannon Ressler  |
| Art, 5 <sup>th</sup> & 6 <sup>th</sup> Grade Math  | Mrs. Kimberly Schulte   |
| Computer Education   | Mrs. Amy O'Dell/Mr. Tim Sargent   |
| Transportation Supervisor  | Mrs. Emily Bucholtz   |
| Food Services  | Mrs. Angee Weaver (Director)  |
| Health Consultant<br>Secretary<br>Classroom Aide<br>Guidance Counselor<br>Instructional Aide             | Mrs. Brenda Chrisman<br>Mrs. Cassie Bixler<br>Mrs. Mary Garber<br>Dr. Lisa Wendel<br>Mrs. Michelle Harrison |
| Maintenance  | Mr. Clay Spencer/Mr. Mike Fox<br>Mr. Chris Morris/Mr. Nathan Heck   |

## **BUILDING POLICIES:**

### **VISITORS**

According to Section 3313.20 of the Ohio Revised Code, the school has the right to request all visitors upon entering the school building to report to the office. For the safety of all students and staff, we require all visitors to first report to our front office and sign in and receive a visitor badge.

Parents are always welcome at Franklin Monroe Elementary school. It is requested that prior arrangements be made with the teacher prior to your arrival. We ask that parents limit the length of their stay to a time agreed upon by/between the parent and the teacher.

### **BUILDING SECURITY**

For security purposes, electronic surveillance equipment is used in all Franklin Monroe Local School District Buildings. Visitors are welcome, but in the interest of safety, all outside entrances will be locked after school begins each day. Visitors will be asked to go to the main entrance and buzz the office, after which office personnel will grant them entry. Visitors are asked to immediately report to the main office to pick up a visitor's badge. Parents who wish to discuss their child's progress with his/her teacher are asked to schedule an appointment.

### **STUDENT SUPERVISION**

The school is responsible for the supervision of students while they are on school property during the regular school day, at bus stops that are being used as pick up or drop off point for school transportation, during school sponsored activities outside the regular school day, or when participating in Franklin Monroe's activities at away-from-school sites. School buses are considered school property.

Supervision is a parental responsibility if a student is on school property outside the regular school day and when a student is traveling to and from school. The school will cooperate with parents in stressing the rules of safety to and from school.

Students remain subject to school discipline for incidents off of school property that are connected to activities or incidents that have occurred on school property or which are directed at a school employee or official or the property of a school district employee or official.

### **PARKING**

#### **Student Drop Off**

Students are allowed in the elementary building **no sooner** than 8:35 am. For safety reasons, **NO** children are permitted to be left outside without adult supervision. Parents will enter the northwest main entrance, pass the staff parking and turn left at the white Franklin Monroe Schools sign. Parents will drop off students at the main entry doors along the curb and exit through the staff parking lot, heading out the main entrance where the parent entered.

**At no time should parents enter or exit through the bus entrances and exits.** Again, **always** use the main entrance at the northwest side of the lot.



## End-of-Day Student Pick Up

Use the northeast entrance, go around the back of the building and start the pick up line at the main entrance. The pick up line should start at the main entrance and go around toward the greenhouse. Students who are regularly picked up will be assigned a vehicle identification number to be displayed on the dashboard of the vehicle. This number will be your assigned number until you no longer pick up your child/children or your child transitions to the middle school/high school. The school will provide as many dashboard numbers as needed by each family and may be picked up in the elementary office.

Without vehicle ID #, the driver **must** appear on the student's emergency medical form or have their name on the daily change of transportation list. Drivers **must** be prepared to show ID, having it out of their wallets before their turn at the loading area.

Please follow the directions of staff members on duty. Pull as far forward along the curb as possible before stopping your vehicle. Parents are to remain in their vehicles. A staff member will accompany students to their car as soon as it is identified and pulled up to the loading area curb.

After stopping, be certain it is safe for your child to enter your vehicle on the passenger side only. Do not pull away until your child is properly secured in seat belts and/or boosters. Parents are **NOT TO EXIT** their vehicles. We are asking that parents refrain from parking their vehicle and picking their child up from the building. Please pick up your child via the Car Rider Pick-up line **ONLY**. This will immensely reduce the congestion of people in the area, which is a safety hazard.

Be cautious and drive slowly when driving out of the parking lot and out of the school zone, observing the 20 mph speed limit. Exit through the staff parking lot and out main entrance where parent entered. If you need to speak with the teacher, please make an appointment with him/her before school starts or after students are released for the day. The car rider pick-up line is not conducive to a parent teacher meeting.

## BUSES

The buses will enter the center drive and release students to enter the elementary building at the side doors by the elementary gymnasium. All bused students will enter and exit through these side doors. The buses will park along the sidewalk and be identified by the number of their bus as well as the animal that has been assigned to them

- Bus #1, Pam Beckner, Red Monkey
- Bus #8, Gene Peters, Grey Elephant
- Bus #9, Amy Sease, Orange Fish
- Bus #10, Emily Bucholtz, Pink Pig
- Bus # 11, Brent Henninger, Blue Dolphin
- Bus # 12, Tawnya Osborne, Green Frog

## SCHOOL PARKING LOT REMINDERS

- Be courteous and considerate of others.
- Stay off your cell phone – the parking lot is a cell phone free zone.
- Have your vehicle identification number on your dashboard.
- Follow the “rules of the road.”
- Allow yourself plenty of extra time to drop off and pick up students.
- Do NOT stop short. Do pull as far forward as possible so as many vehicles as possible can pull in behind you along the curb.
- Do NOT honk your horn.
- Do NOT leave your vehicle unattended. Parents must remain inside their car. It is a surefire way to snarl traffic in the parking lot.

- Do NOT pull into parking stalls to drop off your child. Children are not to walk across or through the parking lot.
- Children are always to walk on the sidewalks and never need to step into the driveway or parking lot. **Student safety is our first priority!**

### **STUDENT WALKERS/BIKERS**

Students living in the village of Pittsburg will have the option of walking to school or riding the bus. If your child will be walking or riding a bike to school, please make sure that the student's transportation form indicates that they can walk or ride their bikes to school. If your child will be walking home from school, they must be accompanied by an adult, or wait until all the pick-up cars and buses have left the parking lot.

Students are permitted to ride their bicycle to school. Parents are asked to carefully consider their child's age and riding experience when deciding if riding a bike to school is appropriate as there are intersections which may present a safety risk for inexperienced riders.

Bicycle riders are encouraged to wear helmets and lock their bikes in the racks provided by the school since the school is not responsible for damaged, lost, or stolen bicycles. Before your child rides his or her bicycle to school, please carefully review the rules of the road he or she should follow. Scooters, roller blades, skateboards, and roller shoes are not permitted at the building.

### **FIRE DRILLS**

Ohio State Law requires that practice fire drills be held in order to assure the student's safety in case of an actual emergency. Directions and instructions are posted in every room and will be explained by the teacher during the first days of school. Fire drills are usually given without notice.

### **TORNADO DRILLS**

Ohio State Law requires that a practice tornado drill be held at least once a month during the tornado season, which is from April through June. Directions and instructions are posted in each room and will be explained by the teacher during the first few days of school. Tornado drills are often given without advance notice.

### **LOST AND FOUND ARTICLES**

The main office maintains a lost and found center. If you should lose any personal possessions, please check at the office or in the lost and found container. Should you find any misplaced articles around the school, please accept the responsibility for bringing them to the office so they might be returned to the owner. When lost and found is full, it is donated to make more room. We will do last calls over the announcements for students to come look at the items.

### **COURT ORDER FOR CHILD CUSTODY**

If there is a court order indicating who has custody of a child, then it is the responsibility of the custodial parent/guardian to provide the school with a copy of the court order. This copy will be placed in the child's permanent file and proper staff members will be notified. Court orders need to indicate visitation schedules.

## PHONE USAGE

Students are permitted to use the phone for emergencies only. Items forgotten at home are not considered emergencies. Students may not use their cell phones to call/text during the school day and on the school bus. If an emergency arises, students can receive permission from school staff to use the phone in their rooms or office.

## ATTENDANCE:

### Policy:

Ohio law relating to school attendance reads as follows: "Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that the school is in session. Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either that bodily or mental condition of the child does not permit its attendance at school."

It is the policy of Franklin Monroe Elementary School to promote good attendance by **accounting for every student every day**. This goal is best accomplished by parents making sure that their child/children **attend school every day** and by establishing direct communication between the home and school office. The parent should call the school office each day it is absolutely necessary for their child to be absent before 9:00 AM. The school has answering machines to take care of calls before 8:00 AM. This will replace the need to send in a note with the student upon return. It is the responsibility of the student to present a written excuse by 9:00 AM on the day he/she returns to school assuming that contact by the parent has not been logged by phone contact. Students not following this procedure will be considered absent without excuse.

**STUDENTS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 8:35 A.M. WITHOUT THE EXPRESSED PERMISSION OF A STAFF MEMBER. NO STUDENT MAY REMAIN IN THE BUILDING AFTER 3:35 P.M. UNLESS UNDER SUPERVISION OF A STAFF MEMBER. FAILURE TO FOLLOW THE ABOVE RULES COULD RESULT IN TREATING THIS OFFENSE AS LOITERING (SEE LOITERING, CODE OF CONDUCT).**

## ATTENDANCE RECORDS AND REPORTS

### Attendance Procedures:

A. The building principal or designated representative will be responsible for the maintenance of individual student attendance records.

### B. Attendance Definitions:

1. **Perfect attendance** is credited to students when they have no tardies or hours missed for the entire school year.

### C. Absence Notes/Absence Limits without Doctor's Excuse:

1. When a student is absent 18 hours consecutively for illness, the administration may request that a physician's statement be given to the school before the absences will be considered excusable. After a student accumulates 65 hours for the school year all additional absences, other than for religious holidays, will require a doctor's to be considered excused. All unexcused absences will count as 6 hours toward the 65 hours. If the nurse sends a child home ill after 65 hours a doctor's note is not required for that day they are sent home. Exceptions can be made when the administration is contacted by the parents (in advance when possible).

2. Reasons that fall outside of the above guidelines will be submitted to the building principal for review. Final judgement in any such case will rest with the administration.
- D. An excused absences from school (only up to 65 hour limit) may be approved on the basis of any one or more of the following conditions:
1. Personal illness- The approving authority may require the certificate of a physician if he/she deems it advisable.
  2. Illness in the family- A student may be excused from school for a maximum of 6 hours per semester for illness in the immediate family.
  3. Quarantine of the home- The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  4. Death of a relative- The definition of immediate relative shall include parents, brothers, sisters, aunts, uncles, and grandparents. Students may be excused from school for a maximum of 18 hours unless reasonable justification is provided by the student (or parent) for a longer absence.
  5. School-sponsored activities requiring absence- These occur very seldom and are usually less than a full day. Field trips, for example, or trips out of town by a particular department, may cause the student to miss class. Students are responsible for checking with teachers of classes that are missed prior to departure and must be prepared to turn in all required work on the day of their return including the taking of any tests or quizzes. This policy would be the same for any missed school other than illness.
  6. Emergencies in which a parent can work out no other solution.
  7. Vacations and trips- Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of five days prior to the trip. A vacation form must be completed and on file in the principal's office before the student leaves on vacation. No student is permitted to be excused for more than 42 hours for trips or vacations during the school year. Homework will only be given to those students who submit their vacation form five days in advance and send a request to their child's teachers. ***If homework is given in advance, it will be due when the student returns to school. If the school work is not collected in advance, then makeup work shall be completed and turned in to the teacher within the number of days missed upon returning to school. If approved, students are responsible for any assignments missed (homework, projects, reports, tests, etc.).*** Vacations should not be scheduled for the first or last two weeks of the school year. Requests that fall outside of the above guidelines will be submitted to the building principal for review. Final judgment in such cases will rest with administration. Vacation forms can be found on the website at [www.franklin-monroe.k12.oh.us](http://www.franklin-monroe.k12.oh.us) or [www.fmelementary.com](http://www.fmelementary.com).

### **Unexcused Absences:**

An unexcused absence shall be issued to a student who is out of school for reasons other than those stated for an excused absence with his parents' knowledge and permission. Examples of absences for which no excuses shall be given are:

- Moving, shopping, visiting, oversleeping, missing the bus or ride, haircuts or hair appointments, suspension and expulsions, working without prior approval from the principal, or transportation problems by students who drive or ride to school, who do not use school provided transportation.

As absences accumulate, it becomes increasingly more difficult to make up missed work and at the same time stay abreast of current assignments. Students are strongly encouraged to develop good patterns of attendance.

**Blizzard Bag Day:**

- If a Blizzard Bag is used as a make-up for calamity days, the student will be required to complete the work in order to count as a day of attendance. Failure to complete the work will result in an unexcused absence.

**TRUANCY**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence, and use of strict guidelines in regard to tardiness and unexcused absence. When the Board determines a student has been truant and the parent, guardian, or other person having care of a child has failed to ensure the child's attendance at school, the district will comply with the State's requirements for habitually truant or excessively absent students.

A "habitual truant" student is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.

When a student meets the criteria for habitually truant the district will take the following steps in accordance with state law:

- Within 7 days of the triggering absence the school will select members of the absence intervention team and make three meaningful attempts to secure the participation of the student's parents or guardians on the absence intervention team.
- Within 10 days of the triggering absence the student will be assigned to the selected absence intervention team.
- Within 14 days of the assignment of the team the district will develop the student's absence intervention plan.
- If the student does not make progress after 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

"Excessive absences" refers to a student who is:

- Absent 38 or more hours in one school month with or without a legitimate excuse.
- Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student meets the criteria for excessively absent the district will take the following steps in accordance with state law:

- The district will notify parents in writing within seven days of the triggering absence.
- The student will follow the district's plan for absence intervention.
- The student and family may be referred to community resources.

Additional actions that may be taken by the district include, but are not limited to:

- Providing counseling for students who are habitually truant or excessively absent.
- Requesting a parent to attend a parental involvement program.
- Notification to the Department of Motor Vehicles.
- Taking appropriate legal action.

**Absence Intervention Plan:**

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, Superintendent, their designee or the school attendance officer, assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team the Superintendent, their designee or the school attendance officer, makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent or designee to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

**Filing a Complaint with Juvenile Court:**

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. The student's absences have surpassed the threshold for a habitual truant;
2. The District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

## **SOCIAL FUNCTIONS**

Various social functions are held throughout the year. These may include holiday or birthday celebrations. It is the responsibility of the parent to notify the classroom teacher of any parental wishes pertaining to social functions. During building-wide functions, alternate activities will be planned so that all students may remain in school.

## **ACADEMICS:**

### **REPORT CARDS**

Report cards will be issued within one week following the end of the nine-week grading period. They are an evaluation of progress. Parents may view their child's progress on-line using Progress Book. For information on how to log on to Progress Book, please call the elementary office. If a written copy of your student's midterm is needed, please send us a note requesting so. Students who have not paid their school fees will have their report card kept at the school until fees have been paid. Parents who wish to see their child's grade card may also come to the school office to do so.

### **GRADES**

The following grade scale will be used.

|               |              |                |
|---------------|--------------|----------------|
| 100 - 97 = A+ | 83 - 80 = B- | 69 - 67 = D+   |
| 96 - 94 = A   | 79 - 77 = C+ | 66 - 64 = D    |
| 93 - 90 = A-  | 76 - 74 = C  | 63 - 60 = D-   |
| 89 - 87 = B+  | 73 - 70 = C- | 59 - below = F |
| 86 - 84 = B   |              |                |

### **HONOR ROLL**

Academic Honor Roll begins in the fourth grade. To be eligible for the Honor Roll, the following criteria must be met:

1. Straight A- Students must have all "A's" in all classes, including special area classes. (Art, Band, Music, and Physical Education).
2. Honor Roll - Students must have all "A's" and "B's" in all classes, including special area classes. (Art, Band, Music, and Physical Education).
3. Students must not receive a "C", "D", or "F" in any class during the school year.

### **Honor Roll Field Trip**

Honor Roll field trip is something that can be earned by any 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> grade student. To be eligible for the Honor Roll Field Trip, the following criteria must be met:

1. The student must not receive a "C", "D", or "F" in any class including special area classes during any point of the school year, including the last nine weeks.

2. The student must remain eligible when the field trip forms are sent out during the 4<sup>th</sup> nine weeks.
3. The student cannot have any Saturday Detentions or In School/Out of School Suspensions.

### **E.A.G.L.E. PROGRAM**

The EAGLE program rewards students for their effort in school. Students in grades 4, 5 & 6 will be rewarded at the end of the grading period if they qualify. E.A.G.L.E. stands for "Exceptional Attendance, Grades, Listening and Effort." In order to be eligible for the EAGLE program, the following criteria must be met:

1. ATTENDANCE: Students may no absences or early dismissals throughout the grading period.
2. GRADES: Students must have an "A", "B" or "C" in all classes (no "D's" or "F's").
3. EFFORT: Students cannot have any detentions, or supervised lunch studies.
4. BEHAVIOR: Students cannot have any office referral for severe disciplinary actions.

### **PROMOTION AND RETENTION**

A student will be promoted to the following grade level when he/she has demonstrated proficiency in language arts and math, which will permit him/her to handle the level of work expected at the next grade level. The student must also demonstrate the degree of social, emotional and physical maturation necessary for a successful learning experience of the next grade.

As consistent with school board policy, the building principal shall make the final decision on promotion or retention. Parents not accepting the school's decision of retention are provided the option of having their child tutored during the summer following specified guidelines identified in the school's tutoring policy. All tutoring expenses incurred will be the responsibility of the parents.

### **PLACEMENT**

Placement in the next grade level shall be made for those students where promotion is not possible and retention is not in the best interest of the child. Placement is not a promotion and should not be considered such.

### **HOMEWORK**

All assignments shall be completed and turned in at the appropriate assigned times. Homework is assigned to reinforce skills, help in reviewing material and as practice/rehearsal for learning. Students failing to complete homework (on time) will be dealt with as per the schools discipline code.

Students who develop a continuous pattern of not completing their homework may be assigned lunch time detention or after-school detention. For students in grades 2-6. Saturday school may also be assigned for incomplete work.

### **TEXTBOOKS**

Textbooks are provided by the Board of Education for student use. As soon as the books are assigned to a student, it becomes his/her responsibility to care for them. Students and/or parents are responsible for the replacement costs of any books that are lost, stolen or damaged.



## **Technology FEES**

The school technology fee is used to defray the cost of technology items or programs that the students use throughout the year. A fee statement will go out at the beginning of school indicating the fee for the upcoming school year. Grades K-6 = \$50.00

## **ASSEMBLIES**

Periodically throughout the school year, enrichment and entertainment programs will be held. Some are chosen as a regular part of the curriculum and others for fellowship and enjoyment. Students will be expected to display proper behavior and respect for the performers and guests, and to allow others at the assembly to enjoy the program. Students that exhibit any rudeness (such as whistling, booing or yelling) will lose the privilege of attending assemblies.

## **Field Trips**

All students will have an opportunity to participate in field trips throughout the school year. Students attending will need to have a permission slip signed by their parents/guardians prior to attending the field trip. Failure to have a signed permission slip on the due date will result in the student not participating in the field trip. Students may also stay at school during field trips due to behavior expectations at school. If your child is not participating in a field trip, then they are expected to attend school or it will be considered an unexcused absence, and their work will still need to be made up.

## **PARENT-TEACHER CONFERENCES**

Each fall and each spring, time will be set aside to give parents the opportunity to come to the school and confer with their child's teacher. The conferences will be scheduled in fifteen-minute sessions. If additional time or conferences are necessary, parents should feel free to call their child's teacher to arrange a conference.

## **STUDENT COUNCIL**

The Elementary Student Council has been established to promote proper school spirits; to promote democracy; citizenship, and unity among students and to work in cooperation with the teachers and administration to initiate measures for the welfare of the student body. Those students in grades 4 through 6 will be represented on the student council. There will be 4 members per grade level selected to serve. The council will meet during the regular school day approximately once a month. Members will sign an agreement and if not followed can be dismissed from student council for not fulfilling the duties or behaviors they were elected for.

## **WITHDRAWAL FROM SCHOOL**

Students who are going to withdraw from the Franklin Monroe Elementary School and transfer to another school must follow the procedures outlined:

- (A) Parents are requested to notify the principal's office with the date of withdrawal.
- (B) On or before the last day the students will attend Franklin Monroe Elementary, the parents must sign a withdraw form which will withdraw the children.
- (C) All bills, if any, are to be paid.
- (D) All books and magazines must be returned to the library. If they are lost, they must be paid for.

- (E) No records will be released unless students are withdrawn through the principal's office and all fees are paid.

## **MOVING WITHIN THE DISTRICT**

- (A) Students who move but stay inside the FM district must notify the office regarding the new address and telephone number. A change of information form is available on the website at [www.franklin-monroe.k12.oh.us](http://www.franklin-monroe.k12.oh.us).
- (B) Parents should contact the Transportation Supervisor regarding bus service changes at 937-459-7783 or 937-947-1212 ext: 3013

## **DISCIPLINE:**

### **CODE OF STUDENT CONDUCT DISCIPLINE POLICY**

#### **I. Preamble**

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized by statute to suspend students for cause. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

This code sets forth the educational responsibilities of students of Franklin-Monroe Elementary School. The rules and standards set forth in this code apply to conduct on school premises, on school buses, or involving school property. They also apply to student conduct off school premises while in transit to and from school, which directly affects other students of the school, and to conduct at school functions of any kind. This code cannot reasonably be written in such detail as to anticipate every type of misconduct that could possibly occur. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

This code attempts to protect individual rights by insuring that; each student has the right to an education; and the commensurate responsibility not to interfere with or threaten the education of others by personal actions.

Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school.

#### **II. Student Behavior**

This section enumerates the types of conduct, which are unacceptable and may result in disciplinary action. Not all acts of misconduct can be itemized in this handbook. There is no attempt to rank order of these actions in terms of the severity of the offense. The following is an enumeration of some of the main areas of conduct, which may lead to disciplinary action:

1. Weapons and dangerous instruments - a student shall not possess, handle, transmit, or conceal any instrument which is or could be considered an instrument to inflict harm upon another person. Knives, guns, clubs, chains, brass knuckles, and other instruments of like are forbidden at any school activity or on school property including vehicles driven to school. This includes look-alike toy weapons.

2. Verbal abuse or physical insolence - a student shall not direct or use disrespectful language, violence, force, coercion, or threats toward any school personnel or other students. The use of inappropriate language is forbidden.
3. Narcotics, alcoholic beverages, and stimulant drugs - a student shall not possess, use, transmit, conceal or be under the influence of the above mentioned items at any school activity. The school will immediately remove any student from the school premises under the above stated conditions.
4. Assault and or Fighting - a student shall not assault another person (adult or student) or behave in such a way as could cause physical injury to any member of the school community.
5. Bullying/Hazing – Students shall not conspire to or engage in bullying and/or hazing. Committing an act that injures, frightens, degrades, disgraces or tends to injure other persons. Under Ohio law, a student may be liable for damages or injury, including mental and physical pain and suffering on and off campus that disrupts the educational environment. This includes racial slurs, cyber bullying (social media sites, blogs and e-mails) and inappropriate and/or offensive texting. All complaints or reports must be made to the building principal and an investigation will ensue in accordance with the Ohio Revised Code and the “Jessica Logan Act.”
6. Tobacco and tobacco products or smoking paraphernalia - school rules prohibit the possession or use of tobacco by students upon school property. This rule specifically forbids smoking or using tobacco upon buses, in restrooms, in the building and upon all school grounds and property.
7. Setting false alarms - a student shall not cause alarms to be set off unless an emergency exists. Nor shall the student initiate a report warning of fire or an impending bomb or explosive threat or any other catastrophe without cause. Suspension will be imposed for any student found guilty of putting hands on; or knowingly setting off a fire alarm.
8. Willful destruction or defacement of school and private property - a student shall not cause or attempt to cause damage to school property including building, grounds, equipment or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity.
9. Theft - no student shall take or attempt to take into his/her possession any property of any other student or employee. No student should be in possession of any property belonging to another member of the school community.
10. Truancy and unexcused absences - continued truancy and tardiness will result in a student being assigned detentions or being removed from school. Repeated efforts will be made to cause the student to attend school and/or be on time. But continued offenses of the attendance policy will result in further disciplinary action. Failure to serve assigned detention within the current nine-week grading period could result in suspension.
11. Violation of the dress code - students should take note of the published dress code in the student handbook and abide by these standards.
12. Following direction/Insubordination - a student shall comply with directions of teachers, substitute teachers, teachers' aides, principals or other school personnel during any period of time when the student is under the authority of school personnel.
13. Repeat violations are subject to progressive discipline.
14. Disruption of school - a student shall not cause or attempt to cause the disruption of the normal school day by means of violence, threat, coercion, force, demonstration or obstruction of school procedures. A non-exhausting list would include: violations of the dress code, bomb threats, strikes, walk-outs, impeding of free traffic to or within the school, etc.
15. Violation of bus riding regulations - students shall obey the rules regarding bus riding. Failure to abide by these rules may result in the removal of the riding privilege and /or removal from school.

16. Obscene language - students are not to use vulgar or obscene language (written or oral) during a school activity (class or extra-curriculum). This rule forbids any obscene gestures.
17. Cheating and plagiarizing - students are expected to do their own work. Any evidence of cheating and/plagiarizing will result in referral to the office for further disciplinary action.
18. Hazing - hazing is not permitted. To conspire to, or engage in hazing or committing an act that injures, frightens, degrades, disgraces or tends to injure other persons. Under Ohio Revised Code 2901.20 such person may be fined not more than two hundred dollars (\$200.00) or imprisoned not more than six (6) months, or both.
19. Gambling - students are not permitted to gamble or possess gambling devices on school premises or at school events.
20. Gum Chewing - students are not permitted to chew gum at school without teacher permission.
21. Sexual misconduct - no student shall engage in, be a party to or intimidate another student for the purpose of sexual interests. No student shall engage in any form of exhibitionism.
22. Refusal to identify self - all persons must, upon request, identify themselves to proper school authorities in the school building, or on school grounds or at school-sponsored events.
23. Trespass - students are not to be present in an authorized area and refusal to leave when ordered to do so will be considered grounds for punishment and/or prosecution.
24. Unauthorized sale or distribution - a student shall not sell or distribute any item or substance which has not been authorized for sale or distribution by the building principal to any person.
25. Lying - a student shall not falsely report incidents, or falsely accuse, or give false testimony, to school personnel which would/could seriously affect the welfare of others.
26. Extortion, bribery or forgery; a person shall not take nor attempt to take money or valuable possession from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for his or her personal gain. A student shall not falsely use in writing, the name of another person, or falsify grades, homework, tests, times, dates, addresses, or other data on school forms or correspondence direct to or from the school.
27. Loitering: a student shall not be present in a school building or restricted areas at unauthorized times.
28. Unauthorized use of a motor vehicle - no person shall endanger life or property as a result of operating a motor vehicle on or about school property. A student wishing to drive a vehicle on school property must register their cars and agree to regulations involving operation of registered vehicles.
29. Search and Seizure - a student shall not place, keep or maintain any article or material in school-owned locker and/or desk which is of a non-school nature that shall cause or tend to cause a disruptive activity on any school property and/or at any school-sponsored function.

NOTE: Lockers, as provided by the school district, are purchased, furnished, and maintained by the school district and remain the property of the school district.

A specific search of an individual locker or desk will be made at any time when there is reason to suspect the possession of illegal materials or unauthorized possession of school or personal property or the unauthorized possession of another persons personal property. These materials will be confiscated and disciplinary action may occur.

### III. Penalty Guidelines

The following are definitions of the various forms of discipline, which may be incurred from violations of the above named rules. It is expected that cooperation among all persons of the school community, (student, parents, staff, and administrators) are useful in the resolution of disciplinary problems and it is to this end that the following penalties are structured and administered.

Each of the penalties is defined and procedures are clarified.

A. **Expulsion** - is the removal from school and school related activities for up to 80 days. **NO MAKE UP PRIVILEGES EXIST.** Expulsion is any removal of more than a ten-day duration. Only the superintendent of schools may expel a student. When the superintendent decides to expel a pupil, the following procedures will be utilized:

1. The superintendent will give due process rights by providing a written notice to the pupil and his/her parents(s), guardian(s), or custodian(s) which will include the reasons for the intended expulsion. Also, the pupil and his/her parent(s), guardian(s) or custodian(s) have the opportunity to appear to challenge the expulsion or explain the pupil's action(s). The notice will state the time and place to appear which will be not less than three nor later than five days after the notice is given unless the superintendent grants an extension of time.
2. The pupil or his/her parents(s), guardian(s) or custodian(s) may request an extension of time and the superintendent may grant the request. If an extension is granted, the superintendent will notify the pupil, parents(s), guardian(s) or custodian(s) of the new time and place.
3. A hearing will be held before the superintendent at the appointed time and place, and the pupil, his/her parents(s), guardian(s) or custodian(s) or representative, will be given the opportunity to present a defense. At the conclusion of the hearing and after consideration of the evidence presented, the superintendent will render a decision.
4. The superintendent shall issue written notification of the decision to the parents(s), guardian(s) or custodian(s), representative of the pupil, and the clerk of the board. This notification shall include the reasons for the expulsion, the notification of right to appeal to the Board of Education, the right to be represented in the appeal, and to request that the hearing be held in executive session.

B. **Suspension** - is the removal from school and school related activities for a period of one (1) to ten (10) days. During the period of suspension, the student is not allowed in the building or on school grounds. (If a student is suspended, make-up privileges do not exist.) Before a student can be suspended for ten school days or less:

1. The superintendent or principal must give actual written notice of the intention to suspend; and
2. The pupil must have the opportunity to appear at an informal hearing before the principal or designee to challenge the reasons(s) for the intended suspension or otherwise to explain his/her actions. If the administrator determines as a result of the hearing that the pupil should be suspended, then the parents(s), guardian(s) or custodian(s) of the student and clerk of the board will be notified in writing. The notice will include the reason(s) for the suspension and the right of the pupil, parents(s), guardian(s) or custodian(s) to appeal the action to the superintendent. If not satisfied with the decision, the appellant may file an appeal with the Board of Education, have the right to be represented in the appeal, and the right to request that the hearing be held in executive session.

Expulsion and suspension punishments are subject to a formal appeal procedure, which is outlined below:

**Formal Appeal Procedure:**

A student, his/her parents(s), guardian(s) or custodian(s) may ask to appeal a suspension or expulsion to the Board of Education or its designee. Thus, the board may either review the case itself, or appoint a hearing officer to act in its place. The student has the right to "representation" at the hearing. At the request of the pupil, his/her parents(s), guardian(s) or custodian(s) or attorney, the board or its designee may hold the hearing in executive session. Formal action on the appeal will be taken in a public meeting. By a majority vote of the board or by action of the board's designee, the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified. In the case of an appeal directed to the Board of Education or its designee, a verbatim record of the hearing will be made. The decision of the Board of Education or its designee can be appealed to the Common Pleas Court as provided for in 2506.03 Ohio Revised Code.

- C. **Classroom Discipline:** Each teacher establishes 4-5 basic rules of classroom conduct for students. Each teacher then establishes a series of progressive rewards for following these rules and progressive consequences for violations of the basic rules. The consequences vary from teacher to teacher and from one grade level to the next.
- D. **Detention:** A teacher may assign detention to a student for a violation of classroom or school rules. It is the responsibility of the student to notify their parents of the detention and arrange for transportation home. The school's responsibility for student supervision ends at the conclusion of the detention. The school is not obligated to furnish transportation to students who have been assigned detention. Detention will take precedence over all extra-curricular activities and after school employment.
- E. **Emergency Removal:** The term emergency removal shall be understood to mean the removal of a student from a curricular or extra-curricular activities or from the school premises because the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic/extra curricular process.

### **Methods of Discipline**

Students who are attending school, a school sponsored activity, or are under the discretionary jurisdiction of the school are expected to abide by the rules and regulations of the school. The methods of discipline used by school employees to correct improper student behavior is not limited to, but may consist of any of the following or a combination:

1. Verbal reprimand by the staff to improve student behavior
2. Counseling by teachers, administrators and members of the guidance staff
3. Denial of privileges
4. Lunch Detention
5. Parental Contact
6. After School Detentions- are determined by the teachers and/or administrators and can be up to one hour in duration. Students are to remain quiet and bring enough schoolwork to stay busy for the entire period. Failure to attend an assigned detention may result in the assignment of a Saturday school. Parents are responsible for all transportation after the detention is over.
7. Removal from class or activity
8. Referral to a member of the guidance staff or outside organization
9. Saturday School
10. Filing of unruliness charges in Juvenile Court
11. Emergency Removal
12. Suspension (in-school or out-of-school)
13. Expulsion by the superintendent

## **SUBSTANCE ABUSE**

### **Illegal Use of Drugs Including Counterfeit**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implication so for the whole school community. The Ohio legislators have enacted sections 2929.01 and 2925.37 of the Ohio Revised Code of prohibit the making, selling, and possessing of drugs and counterfeit drugs being punishable by law. For the purpose of this policy "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio Statute.
2. Any over the counter drug not properly handled in conjunction with the schools policy on medications.
3. All chemicals which release toxic vapors.

4. All alcoholic beverages.
5. Tobacco and tobacco products or smoking paraphernalia.
6. Any unauthorized or seemingly unauthorized drug or item and also any marked or unlabeled substance that is manufactured, processed, or distributed by a person without legal rights to manufacture, process or distribute it. This is commonly referred to as counterfeit drugs.

Students who violate the school or building policy on the use of drugs shall be subject to appropriate disciplinary action and/or criminal prosecution. The state has established penalties for making, selling, or possessing counterfeit drugs, which are as follows:

1. Possession of a counterfeit controlled substance - misdemeanor of the first degree, if second offense, a felony of the fourth degree.
2. Making, selling, offering to sell or delivering any known counterfeit controlled substance or making, possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) - a felony of the fourth degree, first offense, and a felony of the third degree for subsequent offenses.
3. Selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking)-a felony of the third degree, and a felony of the second degree for subsequent offenses.
4. Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse)-a felony of the third degree, and a felony of the second degree for subsequent offenses.
5. False representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising)-a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

The Board prohibits the use, possession, or distribution of any drug on school property unless expressly granted permission by a physician and/or administrator. The administration shall prepare rules for the regulation of drug abuse in the school, which shall establish procedures for the discipline, instruction and readmission to school by students convicted of drug offenses. The administration shall take such steps as may be necessary to notify the student's parents and appropriate law enforcement agency.

## **DRESS CODE**

Franklin Monroe elementary students are expected to dress appropriately at all times for their respective ages and/or grade level. It is believed that a student's attire affects behavior and achievement. We urge parents to discuss with their children the importance of proper dress, good grooming and cleanliness. The school will prohibit dress that presents a clear and present danger to the student's health and safety or to the health and safety of others. The school will also prohibit dress that interferes with schoolwork, is disruptive to the classroom, disruptive to the educational program or the school day. Hats, scarves, sunglasses, sweatbands, spaghetti straps, tank tops, halter tops, spandex shorts, and pajamas are not to be worn. Students wearing tops with straps should have a shirt covering the shoulders. Any clothing that allows exposed midriffs are not permitted. Excessive, unnatural or multicolored hair styles and the wearing of chains on, around or through clothing is prohibited. Extremes in clothing and grooming are not acceptable and all student dress and appearance should promote, not detract from, a learning atmosphere.

No student, while attending school or a school related event, should wear or display:

- (A) Printing or pictures, which display or depict drugs, alcohol, tobacco, vulgarity, obscenity, violence, gang or cult related activities.
- (B) Body piercing other than at the ear.

- (C) Unusually large items, worn at the ear.
- (D) Any items worn or displayed that may inhibit or reduce student performance or speech.
- (E) Spiked or studded accessories.
- (F) Extremely short or tight fitting clothing.

Elementary students are permitted to wear shorts and jogging outfits provided they are not disruptive or objectionable. In all instances school officials will determine when an item of clothing is disruptive or objectionable. Students may be sent home to change, or parents may be required to bring other clothes to school when clothing is found to be unacceptable. Clothing styles change often and it should be understood that the dress code might be modified at any time. **Shorts should be at least mid thigh in length.**

### **DAMAGE TO SCHOOL PROPERTY**

Students who damage school property will be required to pay for the damage. The school office should be notified immediately of such damage. State law is explicit on this point: "No person shall maliciously injure or deface a school house... its fixtures, books or appurtenances or commit a trespass upon the enclosed grounds attached thereto or fixtures placed thereon, or an enclosure or sidewalk about such grounds." **ORC 2909.10**

### **SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at school sponsored activities will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct; due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

### **GENERAL GUIDELINES FOR STUDENTS**

1. There is to be no talking or running in the hallways.
2. When going up or down the stairway, please stay on the right.
3. All students are requested to eat lunch in the cafeteria unless otherwise authorized by the parents or a physician.
4. Students should not leave the school grounds during the school day without permission. Parents desiring early dismissal/tardy for their child are requested to sign a form in the office before departure.
5. A written note should be sent to the teacher if your child will be going home from school in an unusual manner. (Example: Riding different bus than normal or being picked up by car.) A note must be approved by the principal's office. When there is no note, children will be sent home on their regularly assigned bus.
6. Students may use the telephone in the office for **emergencies only** with permission from their teacher. Items forgotten at home are not considered an emergency situation.
7. Excessive talking, horseplay, etc. is not permitted.
8. School days - The normal school day is from 8:55 a.m. to 3:22 p.m. The school assumes the responsibility for your child during these times or once the child is picked up on the bus in the morning and dropped off from the bus in the afternoon. During these set times, the rules, policies



and regulations of this handbook will be in effect. No students should be in the building before 8:35 a.m. unless authorized by the school or accompanied by a parent.

9. All parents and visitors are requested to report to the office upon entering the building.
10. All changes of address or telephone numbers should be reported immediately to the office so that current records may be kept.
11. All students and parents should be aware of our school-wide discipline policy on pages 17-21.
12. Toys and electronic devices: Students are not to bring toys and electronic devices to school without obtaining permission from the teacher, office, or appropriate adult in charge. Students may bring hand held devices to school for reading purposes, but are to remain in the students backpack unless their teacher gives them permission to use them during school. This includes but is not limited to: toys of any kind, mp3 players, cell phones, tablets, and hand held games. Your child will be responsible for all devices brought to school. The school is not responsible for broken, lost, or stolen devices. Items that are out of a student's backpack without permission will be confiscated and may be searched. Confiscated items must be picked up from the office by a parent.
13. Dangerous items such as knives and guns, whether real or for play, will be prohibited. This includes water guns and lighters.
14. Public display of affection - School is not the place to show affection by holding hands, kissing, etc. This is not permitted at school.
15. Rollerblades and skateboarding will not be permitted during recess times. Students are not permitted to wear shoes that convert to roller skates while at school.
16. Students who bring their own things to school for recreational purposes will be responsible for their safe-keeping.
17. Students are not to bring playing or trading cards to school. Any such items may be confiscated by the teacher/administrator.
18. Use of computer technology:
  - a. A student shall follow the guidelines of the FM computer technology user contract.
  - b. A student shall not use or modify any computer technology (hardware, software, peripherals or connections, etc.) provided by the school without authorization from school authorities.
  - c. No student shall install, copy, delete, transmit, upload/download, or modify in any way, files or violate copyright laws or use any software outside the rights granted to him/her. This is to include but not limited to the Internet, software used for computer class, or software used in the media center.
  - d. No student shall use computer technology in ways which violate the law or violate the rights of others: e.g. viewing, copying files, transmitting, deleting, harassing, threatening, degrading, using pornographic, or racist material or using others login/password.
  - e. No student shall attempt to access the computer network outside the regular connections, e.g. via modem or by any other unauthorized means.
  - f. School officials reserve the right to inspect student's personal computer or electronic equipment or if brought/used on campus or at activities under the authorization of the school.

## **STAFF-STUDENT RELATIONS**

Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen, not as dictators or controllers, but as resource persons, aides, and guides in the learning processes. Staff members shall provide for the fullest self-determination by each student in regard to his or her learning program, consistent with District goals and with optimum consideration. Neither insults nor sarcasm shall be used before a student's peers as a way of forcing compliance with a staff member's requirements or expectations.

Each student is urged to regard staff members as people with special knowledge and capabilities, which can be well utilized to advance the student's own knowledge and development.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of staff members (and other students, as well) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivations to learn or the learning activities and effort of other students.

## **TRANSPORTATION:**

### **BOARD OF EDUCATION POLICY REGARDING STUDENT BUS TRANSPORTATION**

While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus - and only at that time - does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the assigned bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver.

In the event of lengthy field trips or travel arrangements, the bus driver at the direction of, and in agreement with the trip sponsor, may make unscheduled stops for food, restroom or emergency purposes. Any such stops that will result in late or delayed returns will result in phone notification being made to each passenger's parent or guardian.

### **TRANSPORTATION GUIDELINES**

#### **Purple Paper Process:**

1. The purple paper comes into the office as a parent request to be changed.
2. The purple paper will then be given to the transportation supervisor for the changes to be made.
3. The transportation supervisor will place the child(ren) on the correct bus route.
4. Transportation supervisor will then send approval of change to Elementary Secretary, Bus Driver, and Teacher of Student.
5. Bus Driver will contact parent/guardian that change is effective and to inform them of pick up/drop off times.
6. The entire process should take no longer than 48 hours but the change will not be effective immediately.

#### **Transportation Changes:**

If there needs to be a change to your child(ren) transportation, the change must be made **before** 2:45 of every day to make it effective. The office will not accept transportation changes after 2:45 unless an emergency situation.

#### **Bus Passes:**

The youngest child in each family will be provided with 10 bus passes for the school year. We encourage parents to fill those out and return when needed instead of a note. The bus passes will be sent to the office and given to the bus drivers at the end of the day. Please fill out the entire bus pass

with correct information of the bus change for that day. For additional bus passes please visit the Franklin Monroe Elementary Website or contact the office.

### **Unauthorized Passengers**

No unauthorized passengers shall be transported on a school bus. (Examples: Preschool age children and adults wanting a ride to work, town or from the MVCTC.)

### **Chaperones**

Parents accompanying their child's classroom or group on field trips or events are not permitted to take any of their other children along on the trip or event. The bus driver should not allow parents to board the school bus during the trip.

### **Forbidden Cargo**

While students are riding the bus, animals, firearms, ammunition, explosives, or dangerous materials or objects, which may interfere with safe operation of the vehicle, shall not be transported.

### **Bus Time Schedule**

Shortly after the school year begins in the fall, a time schedule is established and posted in the school bus. Drivers shall operate the bus on the time schedule and shall wait for pupils only if running ahead of schedule.

### **School Bus Pupils Load and Assigned Seats**

Pupils may be assigned seats. The number of pupils standing shall not exceed 10% of bus capacity. Students are required to ride their assigned bus at all times. Exceptions may be permitted upon approval by the building principal. Request forms may be obtained in each administrative office.

### **Student Conduct on School Buses**

#### **STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION**

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, and refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);

9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

### **Discipline:**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

The driver shall be in charge of the bus at all times and shall be responsible for order. The driver shall report an unmanageable pupil to the principal. Disorderly conduct may be sufficient reason for refusing transportation service to any pupil. (For additional information on student behavior while being transported to and from school, read the policy on student discipline.)

Failure to behave in an acceptable manner may result in one of the following actions: (1) warning, (2) change of seating assignment by the driver, (3) punishment as assigned by the building principal, (4) temporary suspension of bus riding privileges - days, weeks, or months, (5) permanent suspension of bus riding privileges for the remainder of school year. These disciplinary actions may be used in any order based upon the report of the bus driver to the principal and as determined necessary by the principal to maintain order.

Whenever it becomes necessary to decline transportation, the school authorities shall notify the parents of such refusal with a full explanation. Until such time as the school authorities have received assurance from the parents of future good conduct on the part of the pupil and the bus driver has been so advised, the driver shall not permit the pupil to board the bus.

**COMPLAINTS:** complaints regarding transportation services should be taken to the following people, in the order listed: (1) bus driver, (2) transportation supervisor, (3) principal, (4) Superintendent, (5) Board of Education.

## **Transportation Supervisor**

Mrs. Emily Bucholtz is our Transportation Supervisor and can be reached at 937-947-1212 Ext. 3013 or 937-459-2397. If there are questions or concerns in this area, please feel welcome to call Mrs. Bucholtz.

## **HEALTH SERVICES:**

### **ACCIDENT OR ILLNESS PROCEDURES**

In case of accident or illness involving a student, school officials will attempt to notify parents by telephone as listed on school records. In case contact is not established, officials will refer to the emergency medical forms for further contacts. If emergency personnel are contacted, the paramedics determine what hospital they will transport your child to.

### **EMERGENCY MEDICAL FORMS**

All students must have on file in the office an emergency medical form. **This form should be completed and in the office the first week of school.** This form should contain the telephone number of that student's parents, close relatives, friends or neighbors, which we should contact for emergency purposes. It is the responsibility of the parent or guardian to inform the school of their child's specific medical problems. If a student does not have their form on file, specific activities, including field trips, will not be permitted. It is the student's and/or parent's responsibility to make sure all forms are turned in on time.

### **HEAD LICE**

In compliance to Ohio Department of Health guidelines, a student found to have head lice will be sent home. Preferably a parent will pick up the child from school and receive instructions for treatment. The child may return to school only after proper treatment, including removal of nits (eggs). This should be accomplished in a prompt manner to avoid absenteeism. A maximum of one day of excused absence will be permitted. Upon returning to the school, the child will be inspected by school personnel, before being permitted to return to the classroom.

### **ADMINISTRATION OF MEDICATION**

The following regulations shall apply to the administration of medication:

1. No medication that is prescription or non-prescription shall be administered to a student unless:
  - (A) The school receives a written request signed by the parents, guardian, or other person having care or charge of the student, (non-prescription), and a physician that the drug be administered to the student for prescription medication.
  - (B) The signed statement that is presented to the school shall include the following information (the form request for giving medication during the school day is available from the office or on the website at [www.franklin-monroe.k12.oh.us](http://www.franklin-monroe.k12.oh.us)):
    1. The name and address of the student.
    2. The school and class in which the student is enrolled.
    3. The name of the drug and the dosage to be administered.
    4. The times at which the drug is to be administered.
    5. The date the administration of the drug is to begin.
    6. The date the administration of the drug is to cease.
    7. Any severe, adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of emergency.

8. Any special instructions for the administration of the drug, including sterile conditions and storage.

(C) The nurse, or employees authorized to administer medication, shall provide first aid treatment for students as deemed necessary such as cuts, burns, skin irritations, etc. The nurse, or employees authorized to administer medication (if proper medication form is filled out), shall be allowed to provide students with allergy medication with written/verbal permission from parents or guardians.

(D) Students will be permitted to use cough drops as long as they are kept in the nurse's office or with their classroom teacher. Students will not be permitted to carry cough drops with them.

2. The parents, guardian, or person having care of the child must agree to submit a reviewed statement signed by the physician if the previously provided information changes.
3. All medication (prescription and over the counter) must be brought in by an adult. All medication must be received by the person authorized to administer the medication and in the original container.
4. All Dental Disease Prevention Programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of health are exempt from all requirements of this policy. Also exempt are all prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this policy. The policy adopted by the aforementioned Board of Education does not apply to or otherwise regulate conduction of such Dental Disease Prevention Programs sponsored by the Ohio Department of Health.

## IMMUNIZATIONS

Ohio School Law requires that all students entering school must be properly immunized or provide information for the reason of non-compliance. To be eligible to continue education in the Franklin Monroe School District, each student must provide evidence of completion (or make genuine effort to complete) the following requirements within 14 days of initial entry into the school or be subject to exclusion from school until such requirements are satisfactorily met:

The minimum immunization requirements are:

*DPT* - 5 doses -

*Polio* - 4 doses

MMR – 2 doses

*Varicella* – 2 doses

*Hepatitis B* - 3 doses

(Please discuss any concerns with the school's Health Consultant prior to the start of school).

A Physical and Immunizations must be done before the beginning of school. Having a record of immunizations on file is a state law. School Policy mandates Kindergarten students entering school for the first time **MUST** have a health record **BEFORE** being admitted to school. These should be in before the first day of school. All pupils entering the 7<sup>th</sup> grade will be required to have a second dose of Tdap, and 1 does of meningococcal unless otherwise exempt.

## **CAFETORIUM:**

### **CAFETORIUM RULES AND INFORMATION**

The cost for elementary students eating lunch in the cafeteria varies from year to year. For the 19-20 school year, grades K-6 student lunches will cost \$2.60. The cafeteria also offers breakfast to students for \$2.00. Students are encouraged to add money to their lunch accounts a week in advance so the lunch line moves more efficiently. Money can be given to the cafeteria manager in the morning before school starts to be applied to the Meals Plus Account. Information will be sent home the first day of school regarding the cost of student lunches.

### **CHARGES**

Students may, on occasion, need to charge their lunches. Parents are expected to pay for all charges as soon as they are notified. Frequent charging may be prohibited at the discretion of the cafeteria manager and building principal.

### **CAFETORIUM RULES**

1. Follow directions of teacher.
2. Wait quietly in line.
3. Clean up the area around where you eat.
4. No throwing of food.
5. Students are to remain seated and talk in low voices.
6. Eat with classmates.
7. Remove trays and all trash from your area.
8. Students are encouraged not to bring pop for their lunch.
9. No food is permitted outside the cafeteria.
10. Students should not eat or play on or near the stage area or around the stage curtains.
11. Other rules may be developed as necessary.

Consequences:

Students will be subject to the building discipline code listed in the handbook for rule violations.

## **PLAYGROUND:**

### **PLAYGROUND RULES AND INFORMATION**

1. During noon recess, all students will be using the playground if the weather is permissible. If the weather is bad, the gymnasium will be used if **no** physical education classes are being held. As a rule, students are not usually taken outside if the temperature falls below 20° F (temperature or wind chill).
2. To be excused from recess, a student must have a note from the parents (not to exceed two days) or a written excuse from a doctor.
3. Continuous writing of two-day notes by the parent will not be permitted.
4. Students should have jackets, proper shoes, gloves etc. prior to leaving their room for lunch.

### **PLAYGROUND PROCEDURES**

Children are to respect the person on duty. Playground equipment should be used carefully and correctly to prevent accidents. Children should observe safety rules when they use the playground equipment and should be careful when walking or playing around equipment which is being used. If playground equipment (i.e. balls, toys) is checked out by a student, the items should

be returned to their rightful place by that student before recess is concluded. Students violating the playground procedures will be appropriately disciplined.

### **PLAYGROUND RULES**

1. Always listen to and obey the playground supervisors. They are there for your safety.
2. Students will not question the supervisor's authority by arguing, talking back or displaying disrespectful behavior.
3. Students are not permitted in the building during recess, for any reason, without the permission of the supervisor. Passes will be issued to those requesting admission to the building by supervisor during recess.
4. Gym shoes, closed toed and heeled shoes, must be worn on the playground. Shoes must be worn at all times.
5. No fighting, wrestling, spitting, kicking, tripping, pushing, shoving, biting, or any other behavior that may cause injury or harm to yourself or others. No playing tag in the mulch area or on the playground equipment.
6. No throwing objects that could hurt or injure another or which could damage or break something. Examples: snowballs, ice, rocks, stones, mulch, sticks and balls.
7. Stay off the fences. No climbing trees or goal posts (basketball or soccer).
8. Students may not play in areas that are out of the supervisor's line of vision. Students playing at the far extreme areas of the grass may be asked to move closer to the playground.
9. Tripping, shoving, and tackling in games such as soccer and football or other games where students may be thrown to the ground is not allowed.
10. No getting on the roadways.
11. Students must use the playground equipment correctly and safely in accordance with playground rules and the playground supervisor.
12. No standing near the swings when others are swinging. Only one person to a swing. No sideways swinging or jumping from swings.
13. No climbing, running, or walking up slides. No playing with cars, balls, rocks, or other objects on slides.
14. No sliding on the ice.
15. Students shall stop play immediately and begin to line up when the supervisor signals the end of recess.
16. No skateboarding or rollerblading will be permitted.
17. Friendly play is encouraged during recess and at other specified free times.
18. Baseballs (hard ball type) and batons are not considered safe playground equipment; unless used in an organized physical education program under proper supervision.
19. Before entering the building after recess, students should clean their shoes, so that the halls can be kept clean.
20. Unless otherwise specified by the duty teacher or aide, all students are to remain on the blacktop area during inclement weather.
21. Foul language will not be tolerated. Use of foul language will warrant a visit to the principal's office.
22. Children should be playing within their own age groups.
23. No kicking of balls to the roof. This includes all balls even those brought from home.
24. The above rules will be reviewed periodically for additions or clarifications.
25. Students will be responsible for any personal items they bring to play with on the playground.
26. No running in the mulch area. Consequences: Students will be subject to the building discipline code listed in this handbook for violations of rules.
27. The hills in the soccer field will be prohibited to be played on. The students need to stay up towards the playground area utilizing only the soccer field area for play.



## **LIBRARY**

1. We invite students to use the library. They may use the library with a pass from their teacher or with a teacher as a class.
2. Students checking out library books are responsible to return them in the same condition in which they checked them out. Students will be required to pay for any lost or damaged library books.
3. Students who demonstrate proper use of equipment and proper use of the resource area will always be allowed access to it.
  - A. Students should show politeness by talking softly and moving quietly and orderly.
  - B. Careful use of equipment:
    - ...use only what you know how to use.
    - ...ask if you don't understand.
    - ...share the equipment.
    - ...put things away correctly.
4. Students may use the resource area for a specific purpose and topic of study.
5. When finished, please return to your class to allow others to use the equipment.
6. Return all books promptly, others may want them.

## **ASSESSMENT OF FINES FOR BOOK DAMAGES**

The Franklin Monroe Board of Education has set a priority for providing the best instructional programs and materials for the students of the district. In order to fulfill this standard it is necessary to maintain an accurate and complete inventory of texts and materials for student use.

The Board is very much aware of the life expectancy limitations of educational materials and the toll which constant use has upon such materials. It is, therefore necessary to purchase both replacement and new/updated materials from time-to-time so students in the district have the resources necessary to attain a high level of instruction. Under no circumstance shall an entire class be assessed a uniform fee for the normal wear and usage of materials. The administration shall develop a fair and equitable schedule to be used in assessing fines and costs resulting from such damage in accordance with the following:

1. Books receiving damage beyond the regular use or books that are lost shall be valued as a total loss. Replacement cost will equal to the replacement cost of the book plus shipping.
2. Payment of such fines shall be deposited in the elementary office and a receipt shall be given to the student indicating the amount and purpose of payment.
3. Students may be issued a loan copy for use, but full payment is expected as soon as possible. Failure to make payment shall result in the withholding of grades and credits.
4. Defacing cost will be billed at \$2.50 per page, per occurrence (maximum fine not to exceed replacement cost).

**FRANKLIN MONROE  
FAMILY LEAVE/VACATION FORM**

LEAVE/VACATION POLICY:

Every attempt should be made by students and parents to schedule family leave and vacations (religious or educational included) during periods of time when school is not in session. If a vacation or leave is unavoidable during the time in which school is in session, the parent must contact the school a minimum of five (5) school days prior to the absence. Homework will only be given to those students who submit their vacation form five days in advance. **All hours missed will count toward the total permitted by the Franklin Monroe School Board Attendance Policy.**

If approved, parents and students are responsible for any assignments missed (homework, projects, reports, tests, etc). Makeup work shall be completed and turned into the teacher within the number of days missed upon returning to school. It is the responsibility of the student/parent to check with the teachers to ensure all work has been made up.

Unexcused days will result in zeros (0) for all work in which a grade is taken. Outside/private tutoring will be recommended for any unexcused leave/vacation days.

The absence will be approved on the basis of student attendance. Absences during required state testing periods will not be approved. Requests that fall outside of the above guidelines will be submitted to the building principal for review. Final judgment in such cases will rest with the administration.

**A leave/vacation form must be completed and on file in the principal's office before the student's absence.**

STUDENT NAME: \_\_\_\_\_ Grade \_\_\_\_\_ Today's Date \_\_\_\_\_

Date(s) student will be absent from school: \_\_\_\_\_

Please give brief explanation of destination or reason for leave: \_\_\_\_\_

\_\_\_\_\_

Has your child taken vacation or leave hours during this school year? \_\_\_\_\_

How many hours? \_\_\_\_\_

How many hours of school has your child missed during this school year? \_\_\_\_\_

How many school hours will your child miss on this vacation/leave? \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

**All missed hours will count toward the total permitted by the Franklin Monroe School Board Attendance Policy (please see Elementary Student Handbook for Franklin Monroe and State attendance requirements).**

\*\*\*\*\*

*To be completed by the office:*

Hours Excused \_\_\_\_\_ Hours Unexcused \_\_\_\_\_

Reasons for days to be considered unexcused:

\_\_\_\_\_  
\_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT PERMISSION/NON-PRESCRIPTION AND/OR PRESCRIPTION DRUGS**

Date \_\_\_\_\_ Student's Name \_\_\_\_\_

Birthdate \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

Franklin Monroe Elementary Grade \_\_\_\_\_ Teacher \_\_\_\_\_

I hereby request and grant permission for the above named school to supervise the medication routine below prescribed for the above-named child.

We/I hereby release \_\_\_\_\_ (designated medication administrator), Franklin Monroe School, the Board of Education, the Principal, any supervisory personnel, their heirs, executors, administrators, or successors, from any and all liability that may arise out of services rendered in dispensing the below named medication.

I further agree to submit a revised statement signed by the physician who prescribes this drug, if any of the information below changes.

\_\_\_\_\_  
Parent's Signature

**NON-PRESCRIPTION AND/OR PRESCRIPTION DRUGS**

*MEDICATIONS MUST BE IN ORIGINAL MEDICATION OR PRESCRIPTION BOTTLE*

**Medication (name, dosage, route)** \_\_\_\_\_

Reason for use \_\_\_\_\_ Storage Conditions \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to Cease \_\_\_\_\_

Time or intervals dosage of drug is to be administered \_\_\_\_\_

Special instructions and/or adverse effects \_\_\_\_\_

**Medication (name, dosage, route)** \_\_\_\_\_

Reason for use \_\_\_\_\_ Storage Conditions \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to Cease \_\_\_\_\_

Time or intervals dosage of drug is to be administered \_\_\_\_\_

Special instructions and/or adverse effects \_\_\_\_\_

**Medication (name, dosage, route)** \_\_\_\_\_

Reason for use \_\_\_\_\_ Storage Conditions \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to Cease \_\_\_\_\_

Time or intervals dosage of drug is to be administered \_\_\_\_\_

Special instructions and/or adverse effects \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Physician's Phone # (in case of questions or emergency)

# FRANKLIN MONROE LOCAL SCHOOL DISTRICT

## Bus Permit

*This permit is for a student getting on/off the school bus at a residence other than the student's regular stop. Requests will not be approved that require Franklin Monroe buses to make stops which are not part of their regular routes.*

|  |                                |                                      |  |
|--|--------------------------------|--------------------------------------|--|
| <b>Student's Name:</b>   |                                | <b>Grade/Teacher</b>                 |  |
| <b>Will be getting on/off the bus at:</b>  |                                |                                      |  |
| Name:  |                                | Phone number: (   )                  |  |
| Address:   |                                |                                      |  |
| <b>Bus Number and Driver's Name</b>  |                                | <b>Day/Date change is effective:</b> |  |
| <b>This change is effective for (please circle as needed)</b>  |                                |                                      |  |
| <i>circle day(s)</i>   |                                |                                      |  |
| Monday   | Tuesday                        | Wednesday                            | Thursday   |
| Friday   | All week                       | Until further notice                 | All year   |
| <i>circle time</i>   |                                |                                      |  |
| Morning only   | Afternoon only                 | Both morning & afternoon             |  |
| <i>I understand that by signing this permit, I relieve the Franklin Monroe School District and all personnel of any liability as soon as the student gets off the bus.</i> |                                |                                      |  |
| _____  |                                | (   )                                |  |
| Parent/Guardian Signature  |                                | Date                                 | Phone number                                     |
| <i>Office use only:</i>  | <i>Date received in office</i> | <i>By</i>                            | <input type="checkbox"/> <i>Teacher Notified</i> |
| <i>Principal's Signature</i>   |                                | <i>Date</i>                          | <i>Date to transportation</i>                    |