

WELCOME
TO
FRANKLIN
ELEMENTARY



“Commitment to Excellence”

Franklin Elementary Handbook

Franklin Elementary
310 East Fourth Street
Delphos, OH 45833

Phone: 419-692-8766
Fax: 419-692-2766

Current revisions and Delphos City School Board approval of this handbook were on June 22, 2020 at their regularly scheduled meeting.

Important Note:

The Building Principal or District Superintendent has the right and authority to assign any discipline or punishment that is deemed appropriate for any issues or situations not directly addressed in this handbook.

Dear Parent/Guardian(s),

Welcome to our 2020-2021 school year.

We have prepared this information handbook concerning the operation of Franklin Elementary. **PLEASE TAKE THE TIME TO LOOK IT OVER AS IT CONTAINS POLICIES THAT WE PLAN TO FOLLOW THROUGHOUT THE YEAR.**

It is the intent of this handbook to help guide your child through his social and academic development year. We are extremely interested in your child achieving success in these areas.

It is always our desire to work closely with the home, so if there are any questions, please feel free to contact the school office at any time.

Sincerely,

Robert Hohlbein
Principal

IMPORTANT CONTACT INFORMATION

Parents are strongly encouraged to enroll in the school text alert system. The school text alert system will be the primary means of communication in case of school emergencies, school closing, delays and extra-curricular activities at Franklin Elementary School.

Parents can sign up for the text alerts on the Delphos City Schools webpage at delphoscityschools.org on the lower left corner of the page under “FIND IT FAST”, Test Alerts Sign Up.

****Also, after reading this handbook, please sign the attached form and return it to the Franklin office no later than August 28, 2020.**

FRANKLIN ELEMENTARY SCHOOL STAFF

Mr. Robert Hohlbein	Principal
Mrs. Kim Antalis	Secretary
Mrs. Abbey Harter	Secretary

FACULTY	GRADE	ROOM
Mrs. Amber Pohlman	Begindergarten	212
Mrs. Cindy Redmon	Kindergarten	108
Mrs. Esther Hittle	Kindergarten	109
Mr. Jon Kroeger	Kindergarten	213
Mrs. Mandy Wrasman	Kindergarten	207
Mrs. Julane Stockwell	First Grade	102
Mrs. Nicole Tobe	First Grade	107
Mrs. Elizabeth Elwer	First Grade	101
Mrs. Sue Barclay	First Grade	105
Mrs. Jill Wisher	Second Grade	103
Mrs. Becky Jackson	Second Grade	104
Mrs. Brenda Gallmeier	Second Grade	205
Ms. Aubrey Fruchey	Third Grade	208
Mrs. Marie Groch	Third Grade	209
Mrs. Kathy Rostorfer	Third Grade	210
Mrs. Amanda Smith	Fourth Grade	201
Mrs. Christina Grothaus	Fourth Grade	202
Mr. Damon Ulm	Fourth Grade	203

Mr. Chad Jostpille	Intervention	216
Mrs. Christine Grothaus	Intervention	211
Mrs. Michelle Kroeger	Intervention	106
Mrs. Jacqueline Deitering	M.H.	116
Mrs. Darci Swick	Title I Reading	206
Mrs. Tamara Wirth	Music	Cafe
Mrs. Megan Ryan	Art	204
Mrs. Jennifer McElroy	Computer Technology	204
Mr. Ryan Strickler	Gym	

SUPPORT STAFF

Mrs. Stacey Ricker	School Nurse
Mr. Dave Ricker	Custodian
Mr. Larry Lindeman	Custodian
Mr. Jeff Rostorfer	Custodian
Mrs. Lisa Roebke	Speech Therapist
Mrs. Abbey Schnell	Speech Therapist
Mrs. Kathy Buettner	Guidance Counselor
Mrs. Shana Stober	School Psychologist
Mrs. Martha Meza	ESL Teacher
Mrs. Teresa Gilden	M.H. Aide
Mrs. Michelle Schuerman	M.H. Aide
Mrs. Kristi Hageman	Librarian

RECESS SCHEDULE

GRADE

MORNING

Beginnergarten

9:15 – 9:30 a.m.

4

9:35 – 9:50 a.m. (M,T,R,F)

3

10:00 – 10:15

LUNCH

RECESS

K

10:20 – 10:55

10:55 – 11:25

1

11:00 – 11:30

11:30 – 12:00

M.H.

11:15 – 11:45

11:45 – 12:15

2

11:20 – 11:50

11:50 – 12:20

3

11:45 – 12:15

12:15 - 12:45

4

12:00 – 12:30

12:30 – 12:55

AFTERNOON

K

1:15 – 1:30

M.H.

1:30 – 1:45

1

1:50– 2:10

2

2:15 – 2:30

STUDENT BEHAVIOR EXPECTATIONS AT FRANKLIN ELEMENTARY SCHOOL

Pupils who do their work, practice proper manners, and behave themselves do not have problems in school. Please discuss the behavioral expectations with your child. Our staff has high expectations for students. We need your support.

1. Students will be expected to respond in a positive and timely manner to the direction or request of all staff members and adults. Common playground and classroom courtesies are expected of all students.
2. Students are expected to complete all class assignments, to the best of their ability, following teacher's directions.
3. Students should respect the personal rights and property of their classmates and others.
4. Profanity or vulgar expressions of any kind are absolutely unacceptable.
5. Care of school property and equipment is of utmost importance. All students are charged with the responsibility of helping maintain a neat and orderly school environment.
6. Classroom and playground rules will be followed at all times. All children must go outside at recess if the students are going out, unless a Doctor's Order or note is sent from home. Please dress according to the weather. At recess students are to remain inside the fenced area at all times. Students are expected to refrain from rough or aggressive play (e.g. pushing, shoving, tripping, play fighting and tag games) which may result in injury to themselves or others. Games are encouraged rather than running and pushing on the playground. No snowball throwing or sliding on the ice is permitted. Students using playground equipment/apparatus should refrain from stunts or activities that have been judged to be dangerous. Hold onto bars with both hands at all times. No baseballs, hard softballs or bats are allowed on the

playground. No tennis rackets. Basketball games should be limited to 5 on a side. No touch football unless in gym class. No soccer unless in gym class.

7. Fighting, provoking a fight or intimidation is prohibited. Students must avail themselves of the resources here at school to resolve conflicts. Students should contact one of the following: recess or playground monitor, classroom teacher, guidance counselor, principal, or office employees.
8. Orderly and otherwise appropriate behavior is expected of all students at all times.

SCHOOL VIOLATIONS

A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized personnel during any period of time when he/she is properly under the authority of school personnel.

The following activities are not acceptable and will be dealt with accordingly:

- a. Insolence or disrespect of any kind.
- b. The possession of inappropriate reading materials or pictorials in school.
- c. Hand-holding and other displays of affection.
- d. Rowdy behavior or running in the building.
- e. Leaving school without permission.
- f. Use of profane or indecent language.
- g. Any conduct contrary to decent, polite, honorable, and honest standards.
- h. A student shall not threaten another person with bodily harm.

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance

(PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or school official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be

tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they

shall be promptly forwarded to the building principal for review, investigation, and action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;

- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety,
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures

based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the Principal.

The Principal is available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyber bullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Principal either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and/or bullying/cyberbullying and the nature of the harassing and/or bullying/cyber bullying incident(s).

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyber bully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyber bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines.

DISCIPLINE PROCEDURES

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning. Discipline should be used for no other reason.

The building principal is charged with the proper enforcement of discipline in the total school setting. He has the discretionary authority to use or to authorize other certificated personnel to use any or all of the following disciplinary measures to correct student behavior:

1. Conferences
 - a. Student-teacher conference
 - b. Student-teacher-administrator conference
 - c. Student-administrator conference
 - d. Parent-teacher conference
 - e. Student-parent-teacher conference
 - f. Parent-teacher-administrator conference
 - g. Student-parent-teacher-administrator conference
 - h. Parent-administrator conference

2. Referral to counselor.
3. Referral to psychologists
4. Referral to social agencies
5. Tasks assigned as disciplinary action for inappropriate actions.
6. Clinical conference (all staff members associated with student).
7. Clinical conference with parent.
8. Temporary removal from a specific class.
9. Detention, or Saturday School, at the discretion of the Principal/Teacher.

Each teacher is expected to maintain firm, understanding and courteous discipline.

- a. The following modes of punishment are regarded as unobjectionable:
 - Reproof, kindly and properly administered in private and only before other students when necessary to the occasion.
 - Deprivation of privileges.
 - Restraint.
- b. These methods of punishment will not be proper:
 - Contemptuous language,
 - Mass punishment.
 - Reproof or any punishment administered in anger.

10. Suspension

11. Expulsion.

It is recommended that the Superintendent and Board of Education give its unqualified authority to the building administrators in enforcing the stated policies. The building administrator, if acting within the guidelines of the stated policy, must have the unqualified support and ratification of the Superintendent and Board of Education.

TABACCO AND TOBACCO PRODUCTS GUIDELINES

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to the users and nonusers, and that most tobacco use begins by the age of 18. Therefore,

the Board adapts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

“Tobacco” is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product and spit tobacco , also known as smokeless, dip, chew and snuff, in any form.

A student shall not knowingly possess, use, or transmit tobacco, tobacco products, or lighters within any school building, on school property, or at any school sponsored function.

Penalties:

First Offense: Out of School suspension of three days and a parent conference, or assignment to Saturday School in lieu of suspension.

Second Offense: Out of school suspension for five days and a parent conference.

Third Offense: Out of school suspension for ten days and a recommendation for expulsion.

Students found in violation of this rule may be given the opportunity to attend highly structured smoking cessation classes in lieu of the full school penalty. This alternative will be afforded to the student contingent upon the following:

1. The classes are offered.
2. Recommendation from the Principal of his/her designee.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY AND PRIVATE PROPERTY

A Student shall not intentionally cause or attempt to cause damage to property or steal or attempt to steal property either on the school grounds or during a school activity, function, or event off school grounds. Damage

or theft involving any property shall be a basis for disciplinary action, including suspension or expulsion from school, and parents or guardian will be required to make restitution. Schools may not be held responsible, legally, for damaged, stolen, or lost property or determine the party or parties responsible for the damage done. Parents will be notified in the case of stealing at school. Students should use all precautionary measures to discourage theft. For students with serious problems in this area, the school psychologist and other proper officials will be informed.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having any explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from possessing a firearm on school property, in a school vehicle, or to any school sponsored activity. If a student possesses a firearm on school property, in a school vehicle, or to any school-sponsored activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students currently on expulsion in another school for Dangerous Weapons violations will be denied admission to the Delphos City Schools where the term of the expulsion has not expired.

Students are also prohibited from possessing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent shall expel the student from school, with the same expulsion implications as noted.

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do bodily injury to any person:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by a school group, or:
3. Off the school grounds at any school activity, function, or event.

PHYSICAL ASSAULT CASES INVOLVING SCHOOL EMPLOYEES

1. When a physical assault occurs, the employee has the right to defend himself and/or obtain assistance.
2. A student shall not threaten bodily harm to any employee.
3. The Principal shall be immediately notified to call the police, parents, and the Superintendent. If the Principal is not available, the employee may call the police.
4. A student who physically assaults a staff member of the Delphos City Schools will be suspended immediately by the Principal. The student may be recommended for expulsion in accordance with law.
5. The Delphos City Schools shall fully support the school employee if assaulted while in the performance of assigned duties when operating with Board policy.

ANTI –HAZING

It is the policy of the Delphos City Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved student shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

SEXUAL HARASSMENT POLICY

Franklin Elementary is committed to eliminating and preventing sexual harassment in any form. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the school. This policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the school.

A. Definition of Sexual Harassment: Ohio and Federal Laws define sexual harassment as unwanted advances, or unwanted visual, verbal, or

physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
6. Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

B. What To Do If You Are Sexually Harassed: When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If it continues, you should notify a school counselor, administrator, or teacher. You will be asked to put your complaint in writing and an investigation will be made into the matter.

POLICE QUESTIONING AND APPREHENSION

Schools should cooperate with law enforcement agencies in the interest of the welfare of all citizens. Concurrently, the school must protect the welfare of the students and parents while the students are at school or a school-sponsored activity.

1. If it is necessary to interrogate in school, parents may be notified prior to questioning, except in cases of suspected child abuse, or where notification may put the student in danger.

2. The Principal or his designee should be present at all times during the questioning of students.

3. Any interrogation should be done in private, in strict confidence, preferably in the privacy of an office.

4. A student shall not be released from school unless a warrant for the student's arrest, or an order signed personally by the Judge of the Children's Court is present.

OTHER SIMILAR TYPES OF CONDUCT NOT SPECIFIED IN SCHOOL RULES

The purpose of this handbook has been to set forth specific kinds of actions that are permitted and not permitted within the Delphos City School System. At certain points in time, cases may arise of which there are not specific rules. With the help of the teachers, administrators, parents, students, and the community, we hope that a feeling of good faith and professional judgment can exist in all non-covered cases. It will be the intent of the school to enforce rules that relate directly to the achievement of a sound educational purpose and program for our schools. Any school regulations must have a reasonable connection with the successful operation of the educational system and with the maintenance of school discipline.

SUSPENSION AND EXPULSION

Suspension and expulsion from school may result from the violation of any school rule. The type of violation and the seriousness of the violation will be determined by the proper school official or officials.

Suspension

1. The Superintendent or Principal must give the pupil 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, Superintendent or Superintendent's designee to challenge the reasons for intended suspension or otherwise to explain his actions.

If the administrator determines as a result of the hearing that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian or custodian of the student must be notified in writing. The notice must include the reasons for a suspension and the right of the pupil, parent, guardian, or custodian to appeal the action to the Superintendent as the Board of Education's designee to hear appeals in suspension cases, the right to be represented in the appeal hearing, and the right to request that the hearing be held privately (that is, with only the parties directly involved, their representatives, and any witnesses in attendance).

The required notice, hearing and right to appeal need be given only where suspension is contemplated. In case of "normal disciplinary procedures" in which a pupil is removed from a curricular or extra-curricular activity for a period of less than twenty-four hours, is not subject to suspension or expulsion, the due process requirements do not apply. Presumably, the administrator can conduct an investigation of a particular incident and give written notice and a hearing when he or she concluded that a suspension or expulsion may be warranted.

Students assigned to in-school suspension shall report no later than 7:50 a.m.

Appeal

Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. The student may be excluded from school during the appeal process.

Emergency Removal

If the student's presence "poses a continuing danger to persons or property or ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises," then:

1. The Superintendent, Principal, or Assistant Principal may remove the student from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular or extra-curricular activities under his supervision but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the Principal as soon as practicable thereafter.
4. If the Superintendent or Principal reinstates a student removed by a teacher prior to the hearing following removal, reasons in writing must be given to the teacher upon request.
5. A hearing must be held as soon as practicable after the removal, but within seventy-two hours after the initial removal is ordered.

Written notice of the hearing must be given to the pupil as soon as practical prior to the hearing. The hearing must be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. An important additional requirement is that the person who ordered, caused, or requested the removal must be present at the hearing.

Expulsion

Since a suspension is a removal of a student for ten days or less, by implication an expulsion is any removal of more than ten days duration but not more than one year. Only a Superintendent of Schools may expel a student. A student cannot be expelled from school solely because of unexcused absences. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of

the expulsion to the following school year. The Superintendent may require a student to perform community service requirements beyond the end of the school year in lieu of applying the expulsion into the following school year. When a Superintendent plans to expel a pupil, the following procedures must be utilized:

1. The Superintendent must give written notice to the pupil and his parent, guardian, or custodian. The notice must include the written reasons for the intended expulsion and that the pupil and his parent, guardian, custodian, or representative has the opportunity to appear before the Superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice must state the time and place to appear which must not be less than three nor later than five days after the notice is given unless the Superintendent grants an extension of time.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

2. The pupil or his parent, guardian, custodian, or representative may request an extension of time and the Superintendent may grant the request. If an extension is granted, the Superintendent is required to notify the pupil and his parent, guardian, custodian, or representative of the new time and place.

3. A hearing is held before the Superintendent or his designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given the opportunity to defend against the charges.

4. Written notification of the decision and the right to appeal to the Board of Education or its designee is required, as it is for a suspension. The notice must include the reasons for the expulsion, the right to be represented in the appeal and to request the hearing to be held in executive session.

Appeal

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be

in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at the public meeting. The student may be excluded from school during the appeal process.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

In expulsion cases, the Board of Education may either review the case itself or appoint a hearing officer to act in its place. As previously noted, the student has the right to "representation" at the hearing. At the request of the pupil, his parent, guardian, custodian, or attorney, the hearing will be held in executive session by the Board of Education or privately by the Superintendent in suspension cases or other designee of the Board of Education in expulsion cases. Formal action by the Board of Education after an appeal hearing which it conducts may only be taken in a public meeting. The Superintendent in the case of suspensions and designee of the Board of Education in expulsion cases may affirm the suspension or expulsion, order the pupil reinstated and/or reverse, vacate, or modify the decision which is appealed. Likewise, the Board of Education in an expulsion case in which it hears the appeal, may by majority vote affirm, reverse, vacate, or modify the decision appealed to it, including reinstatement of the pupil if it deems reinstatement appropriate.

SATURDAY SCHOOL

Philosophy: The Saturday School is an attempt to provide an intermediate disciplinary alternative to suspension and/or expulsion. It is not intended to eliminate the use of suspensions or expulsions when behavioral circumstances warrant a more severe disciplinary action.

Saturday School is a positive attempt to encourage behavioral change without invoking the academic penalties that accompany a suspension or expulsion. This will be used for both MAJOR and MINOR MISCONDUCT.

Governing Rules:

1. Students must be in the room and in their seats by 8:00 a.m. and remain the entire assigned time.
2. Students must bring school books and school work and be prepared to be engaged in constructive educational activities for the entire period of attendance.
3. Students will not be permitted to leave the room for any reason.
4. Students are strictly prohibited access to any other part of the school either prior to the beginning of school or after school.
5. Students may not sleep.
6. Students will not be permitted to socialize and will be encouraged to maintain conditions conducive to good study habits.
7. Radios, Walkmans, and other electronic devices are strictly prohibited.
8. Saturday School sessions not completed in a school year will carry over to the next school year.

SAFE ARRIVALS AND DEPARTURES

The building opens at 7:30 a.m. each morning and closes at 3:30 p.m.

The following behavior helps Franklin School students to be safe before and after school:

1. On their way to and from school, students should use marked crosswalks, obey all traffic regulations, and use caution at all times. Do not walk or play in the streets.
2. Students are to arrive at school **NO EARLIER** than 7:30 a.m. The building doors are not open and the grounds are not supervised before this time. Students are to report to the gym unless eating breakfast once the doors are opened. Breakfast is served in the cafeteria. The playground is not open to students before school.
3. Students are to exit the school grounds immediately after dismissal and go directly home or to their caretaker. There is no after school supervision.
4. Car unloading and pick-up zones. If you drive your child to school or pick him/her up. **PLEASE USE THE DESIGNATED DROP-OFF AND PICK-UP AREAS ON THE PLAYGROUND TO HOPEFULLY FACILITATE IMPROVED TRAFFIC MOVEMENT AND INSURE SAFETY OF ALL STUDENTS.**
5. Please read page fifty two and fifty-three for afternoon dismissal procedures.

PARENT REFERRAL SLIP

When communication is needed between parent and teacher in regard to student performance at school the teacher will use their own individual form of communication to notify the parent of educational or behavior issues at school.

FIELD TRIPS AND SPECIAL EVENTS

Going on Field Trips and participating in special events at school is a privilege. Students that are good school citizens will be participating in these activities. Students who have habitual behavior problems, unexcused absences and inconsistent homework completed will be looked at

individually by a recommendation committee consisting of several teachers and the principal to determine whether they have earned these privileges. If the committee determines that they have not met these qualifications, the parent, guardian or custodian will be notified informing them that their child will not be able to participate in the field trip or special event.

Field trips are intended to be fun, educational trips for the elementary students. They are intended to reinforce some of the lessons learned that year in a fun and different way from the classroom setting. The field trips are not intended to be a family vacation day. Therefore, keeping the safety of our students as a top priority and to comply with new guidelines, we can no longer allow siblings/family members to attend these programs. Chaperones to help supervise during the field trip activity will consist of teachers and school employees.

TEXTBOOK CARE

All student hard cover textbooks are required to be covered. This prolongs the life of our textbooks. Supplying a cover and seeing that the book is covered is the responsibility of the students. Failure to comply with this request may result in a textbook damage fine assessment when textbooks are turned in at the end of the year.

PARENT/TEACHER CONFERENCES

Each grade will hold one conference per year. You will be notified as to the time of each specific day. This is a parent-teacher conference and it is very important for each parent to attend. **PLEASE ATTEND THE CONFERENCES!!**

Your support in your child's education is appreciated. Also, conferences during the year can be arranged by calling the school office.

HEALTH

We have a part time school nurse in the Delphos City Schools. She is here to maintain, improve and promote the health of your child.

Vision and hearing exams are performed on all children in kindergarten and selected grades and on any child referred by the teacher. The parents of a

child who fails the test is notified of such. A periodic health exam for your child is your responsibility.

Teach your child good health habits:

1. To wash their hands after using the rest room and before meals.
2. To cover their mouth and nose when sneezing or coughing.
3. To brush their teeth at least twice a day.
4. To wash their hair.
5. To take baths and use deodorants when necessary.

Right clothes and manners help, clothes should be clean and appropriate for the weather.

A Good Night's Rest: Parents must judge the amount of sleep a child needs and see that he/she is in bed in time for sufficient sleep. The amount of sleep needed decreases with age. The six year old may need 11–12 hours of sleep while the 12 year old generally needs only 9-10 hours of sleep. If your child bounces out of bed in the morning, full of zip, he is probably getting enough sleep. If he/she gets up long before the family rises, he/she may be getting to bed too early. If you have to drag him/her from his/her bed, he/she is probably not getting enough rest.

“Eat A Good Breakfast To Start A Good Day” – Children who eat a good breakfast are more alert and accomplishes more than one who doesn't eat breakfast. The breakfast meal that supplies $\frac{1}{4}$ of the day's calories and protein is superior in maintaining mental and physical efficiency in the late morning hours. An adequate breakfast is as follows:

1. Fruit or fruit juice (preferably one high in Vitamin C).
2. Cereal and milk, and/or other protein rich foods such as eggs, meat, cheese, peanut butter.
3. Bread and butter or margarine.
4. Milk or milk beverage.

Dental Care: Children should visit the dentist at least once a year. Only the dentist can help you protect your child's teeth for life.

Medication at School: Under state regulations, if it is necessary for a child to take medication during school hours, there are forms that need to be signed. For prescription medication, a doctor's signature is required to administer the medication to your child. You may wish to pick up these forms in the school office before any Doctor appointments. Over the counter medications that must be taken in school must also be accompanied by a form stating the correct name of the medication, dosage, time, and administration instructions with parent's signature.

If a child must take medication in school, prescription or over the counter, the medication must be brought to school by a responsible adult. The medication must be in the prescription container or the store container with appropriate directions for medication administration. Baggies and notes with the medication will not be accepted. This is prohibited by state law and school policies.

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:

Heavy cold, fever, pain, rash, diarrhea, vomiting, chicken pox, head lice, bed bugs or other symptoms of communicable disease. Your child must be fever, vomit and diarrhea free for at least 24 hours prior to returning to school. Please do not send your child to school if they have vomited or have had diarrhea within the past 24 hours. Unfortunately, this happens frequently and the children and teachers are put in an awkward situation with the children vomiting shortly after arrival to school or having "accidents". There is also contamination to the other students in the classroom. If your child reports that they have vomited or had diarrhea during the previous 24 hours, you will be called to come pick your child up from school. These policies are enforced to prevent staff and other students from becoming ill.

Chickenpox – The student can return to school when there is no fever, no new lesions and all existing lesions are crusted or scabbed. This usually takes about a week.

Head Lice

Identification/Dismissal

All students are checked at the beginning of school and as there is a need. Once a child is identified as having an infestation of head lice, the guardian shall be notified by phone or letter, depending upon the severity and time the condition is identified. The parent may be asked to pick up their child from school. If the child has siblings in the school district, and time is available, the school nurse will make every attempt to identify siblings with infestations as well. It is important to identify close contacts inside and outside of the school by the parent. The Delphos City School system may allow (2) excused days for treatment of head lice. After the passing of two school days, the student will no longer be excused and any absence will be marked unexcused. Head Lice should be treated and appropriate cleaning measures should take place in a timely manner and are essential to enable the child/children to return to school.

Mass school screenings will be at the school nurse's, local public health authority, or school administrator's discretion.

All new students to the District may be screened for Head Lice.

Re-Admission

The period of communicability for head lice is from initial infestation through the completion of the first treatment and viable nits are removed. Viable nits as defined by, dark in color and close to the scalp and as determined by the school or public health nurse. If treatment measures have been performed, the child may return to school. The school nurse will perform periodic screenings to ensure the child remains lice free. If two active infestations are discovered within a 5 day period, because of the toxicity of treatment, the parent will be asked to contact their healthcare provider for further treatment measures. If the school nurse is not available, it will be at the principal's discretion to allow or not allow a child back into the classroom.

In the event of non-compliance and long term infestations (greater than 1 week, or greater than 2 episodes in one school year), the school may consult with the local Health Department and appropriate Children's Services Agencies as deemed necessary by the School Nurse or Principal. At this time a clearance slip will be required from the Health Department for the child/children to return to school. If additional infestations are identified thereafter by the school nurse, the school may require additional follow up with the local health department.

Follow-up Procedures

The infested child will be examined as deemed necessary by the school nurse. Additional educational material may be provided at parent's request.

Bed Bugs

Bed bugs - Occasionally we have students present to the school clinic with bed bug bites. If bed bugs are suspected and the child lives in a multi-housing unit, the Health Department will be notified. A phone call will also be made to the parent to either request healthcare provider confirmation and/or make sure the infestation is being taken care of in the home. The affected family will be required to follow Health Department recommended guidelines. Depending upon the severity of the case, the student may be required to enclose all personal belongings brought to school. The treatment plan is at the School Principal and School Nurses discretion in collaboration with the local Health Department. Delphos City Schools has a bed bug policy that will be enforced if a student is suspected of having bed bug bites.

EMERGENCY MEDICAL FORMS

An emergency medical form must be filled out each year for every student. In the case of an emergency involving a student, the emergency medical authorization form is followed and efforts are made to contact the parent/guardian. It is vitally important that the information on these forms be kept current. **If any changes need to be made please contact the school secretary immediately.**

DRESS CODE

Franklin School takes pride in our student's appearance. Parents and students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, racerback tops, garments with spaghetti straps, or strapless garments unless a shirt is worn underneath. **Sleeveless tops must cover the shoulder and fit closely under the arms.** Garments that are "see through", cut low, or expose one's midriff are not acceptable. Skirts & shorts must be fingertip length. Students will be permitted to wear shorts all year. Please keep in mind that wearing shorts will not be a reason to keep students in at recess because of cold weather. Unless recess is cancelled due to weather for the entire student body, all students will go outside for recess. **Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. Clothes that are tattered and/or torn ARE NOT permitted to be worn.** This includes pants bought with the "holes or rips" already in them. Clothes should be clean and appropriate for the weather. For safety reasons, students are discouraged from wearing smooth leather soled shoes to school. **NO** roller skates, inline skates, "Heelies" (shoes with roller skates in the bottom of the shoe sole) or "Flip Flops" are permitted to be worn or used at school. If a student chooses to wear sandals to school, the sandals **MUST** have a strap that goes around the back of the heel. We highly recommend tennis shoes be worn on gym days to prevent injury to the foot and/or toes while running, jumping, kicking a ball, etc. No skate boards are permitted at school.

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrates others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission. **Hair dye must be of a natural color. Absolutely no unnatural hair color.**

Tattoos are not permitted to be worn by students. Wearing jewelry is discouraged. As a safety consideration, dangling earrings and other types of body piercing are not permitted. Make-up is not permitted.

ELECTRONIC DEVICES

Students are not allowed to have any electronic devices at school without prior permission from the principal. Students who are caught with an electronic device at school, without prior approval, will have the electronic device confiscated and not given back to them. Their parents will have to come to school to pick it up.

Parents who want their child to have a cell phone at school should contact the principal to arrange permission for it.

MEAL PREPAYMENT

Beginning at registration, the opportunity to prepay your student's meals will be available. Meals can be paid weekly, monthly, or for whatever amount of time you would like. Cash or personal check is the method of payment to use. There are special food service envelopes available in the office. Please be sure to write the student's name (first and last), teacher's name, and the amount you have enclosed plainly on the outside of the envelope. Prepayment ensures that a student has money available on a daily basis and helps to keep our lunch line moving.

Every student has a 4 digit personal ID number that they will enter on a pinpad to access their account as they go through the cashier's station.

BREAKFAST PROGRAM

Franklin Elementary offers a school breakfast to all our students. Breakfast is served every school day in the cafeteria from 7:30 a.m. to 7:50 a.m. except on delay days. Breakfast prices and menus are listed on the monthly school menu put out by the Food Service Director. Students who qualify for a free school lunch can also receive a free school breakfast and students who qualify for a reduced price school lunch can receive a reduced price for their school breakfast.

LUNCH PROGRAM

Lunches served at Franklin Elementary meet or exceed the nutritional standards of the National School Lunch Program. In addition to the traditional school lunch, grab & go lunches are also available. Grab & Go lunches are priced the same as the traditional lunch and include yogurt, fresh fruit & veggies, crackers, and milk.

Children may bring a sack lunch to school and purchase milk to drink at school. No pop should be included with a sack lunch. Pop is not allowed for lunch at school. **No fast food** is allowed to be brought into the school for a child's lunch.

LIBRARY FINES AND LOST BOOKS

If library books are lost or damaged, a replacement fine will be necessary.

GYM

Gym Classes may be conducted both inside and outside the school facilities. All children should have tennis shoes or soft-soled shoes for wearing in the gym. All students should wear appropriate apparel for gym classes. This can be slacks or any other suitable clothing. Each class will be scheduled for 2 gym classes per week. No leather soled shoes will be permitted to be worn during a student's participation in gym class indoors.

LOST AND FOUND

A lost and found table is located in the lobby. Students should check this periodically if they have lost an item. Student's clothing should be marked for identification in some way since much clothing is alike in appearance. Please check for any lost items. At the end of each semester lost articles which haven't been claimed will not be stored.

ATTENDANCE

The importance of regular attendance cannot be over emphasized. A child should be in school every day except when ill or in case of an emergency. Irregular attendance makes it extremely difficult to keep up with class work. At the end of the school year a child will receive a perfect attendance award if he/she had no absences and no tardies during the year.

ABSENCES

If a child is going to be absent from school, or late to school, parents are requested to call the school, 692-8766 between 6:00 a.m. and 8:15 a.m. A message can be left on the answering system before the office is open. If you want to pick up your child's homework, please request it at the time you call. If a child does not arrive at school, we need to be assured that he/she is safe with the parent or guardian. All students who have been absent must report to the office upon returning to school. A written note from the parent must be turned in when the child returns to school, even though you called previously. An excuse slip will be issued at that time. We will be following the attendance guidelines that are outlined in this handbook. Excessive absenteeism soon causes grades to fall below the student's capabilities.

EXCUSED AND UNEXCUSED ABSENCE

Students will receive UNEXCUSABLE ABSENCES for the following:

- a. Truancy for any reason.
- b. Leaving school without permission
- c. Students will be counted tardy in the morning up to 30 minutes after the opening bell. Students arriving after 30 minutes will be counted as unexcused or excused missed instruction time based on documentation provided.

Excused absences may be issued for the following:

1. **Personal Illness** – Physician's certificate may be required.
2. **Doctor's appointment**, dental appointments and court appearances. **Proof of such appointment shall be required.**
3. **Quarantine** of the home.

4. **Death** of a relative. Limited to 5 days unless reasonable cause may be shown by the child for a longer absence.
5. **Illness** in the family.
6. **Vacation** – Students who go on vacation with their parents or guardian during the school year are required to make up all work missed while they are gone. Students and/or their parents or guardians must notify the building principal of their intent to go on vacation in advance of the intended vacation so that assignments can be made and completed in advance when possible. When doing assignments in advance is not possible, students will have the same number of school days as vacation days plus one additional day to submit class work and complete tests, to the satisfaction of the teacher.

To receive an excused absence:

A valid written excuse from the parent, guardian or Doctor will be required as verification. The absence will be considered unexcused until the parent or guardian has contacted the Principal or the Principal's designee. This contact must be made within 48 hours or the unexcused absence will stand. Notes from parents may or may not be accepted at the Principal's discretion. The student may be required to have a medical doctor's excuse for any or all absences in order to have the absence counted as excused.

Absence for funeral—students are excused from school to attend funeral services. To be released from school the student must be picked up by his/her parent and transported to the service. No student will be excused unless accompanied by his/her parent or guardian.

Unexcused absences include:

1. Oversleeping
2. Car trouble
3. Missing the bus
4. Shopping
5. Hair, beauty shop, or tanning appointments
6. Babysitting
7. Suspension from class or school
8. Expulsion from class or school
9. Truancy
10. Other absences not listed as excused.

Franklin Attendance Policy to Comply with HB 410:

Franklin Absence Intervention Steps which are implemented when a student reaches any of the limits set for absence hours by House Bill 410 are:

- **Step One:**
 - a. Franklin Absence Intervention Team Parent/Guardian Notification Letter sent home.
 - b. **Student may receive a 1 hour after school detention.**
 - c. A meeting is held with the student and the school Absence Intervention Team to try to determine the cause for the absences and to develop a plan to improve the student's attendance moving forward.
- **Step Two:**
 - a. Franklin Absence Intervention Team Parent/Guardian Meeting Request sent.
 - b. **Student may receive a 1 hour after school detention.**
 - c. A meeting is held with the parent/guardian, student, and the Absence Intervention Team to determine the cause for the continued absences and to revisit and possibly amend the plan on how to improve the student's attendance.
- **Step Three:**
 - a. Franklin Absence Intervention Team Parent/Guardian Meeting Request sent to schedule a second meeting
 - b. **Student may receive a 1 hour after school detention.**
 - c. A meeting is held with the parent/guardian, student, and the Absence Intervention Team to determine the cause for the continued absences. The parents will be explained the next steps in the attendance procedure, **which includes filing a complaint in the juvenile court** if the student does not make progress on the Absence Intervention Plan.

Chronic Absenteeism, Habitual Truancy, and Excessive Absences as defined by HB 410

****The building Principal also reserves the right to deny student participation in extracurricular events, such as monthly/holiday celebrations, field trips, movies, awards assemblies, etc. due to habitual or excessive absences.****

	Consecutive Hours	Hours per school month	Hours per school year
Habitual Truancy	30 without a legitimate excuse	42 without a legitimate excuse	72 without a legitimate excuse
Excessive Absences	-----	38 <u>with or without</u> legitimate excuse	65 <u>with or without</u> legitimate excuse
Chronic Absenteeism	-----	-----	10% or 92 <u>with or without</u> legitimate excuse

Franklin Elementary Policy for Making up Homework

In the case of excused absences, students will have the same number of days they were absent, plus one day, to make up the work missed. For example, if a student misses two days of school, that student will have three days starting the day he/she returns to school, in which to make up all work. Failure of the student to make up the work in the time allowed will result in zeros for the work. If a test was assigned while the student was absent, the one day for each day absent, plus one day, policy will be in effect. A teacher or principal may grant an extension of time for make-up at his/her discretion if he/she feels there are extenuating circumstances.

REQUEST TO LEAVE SCHOOL EARLY

A request to have a child excused from classes early should be sent in writing with the child on the morning of the dismissal. For proper attendance records, listing the time and reason for leaving should be included in the note when possible. Please make medical and dental appointments outside of school hours if possible. A child will be released only to the parents/guardian unless the school has been notified by the parent that they have granted permission for someone else to pick up their child.

PETS ON THE PLAYGROUND AND SCHOOL PROPERTY

Pets are not permitted to be brought into the school building or onto school property unless specifically invited by the teacher for a project. When children see a dog (or other pet), the first thing many want to do is run up and pet it. Even though your dog (or other pet) may be very docile and well behaved, having a group of strangers, especially children, suddenly surrounding it may cause it to become frightened and lash out at one of the children. In order to prevent this from happening and perhaps injuring one of the children, we ask you to leave your pets at home when bringing or picking up your child(ren) before or after school.

SCHOOL TIME

Children should not arrive at school before 7:30 a.m. If the child arrives at school before 7:50 a.m. the child should report immediately to the school gym or cafeteria if they are eating breakfast.

First Bell 7:50 a.m.

School Starts 8:00 a.m.

Tardy Bell 8:05 a.m. (Considered tardy if you are not in the classroom by the time the bell rings.)

SCHOOL DISMISSAL TIMES

Kindergarten 2:25 p.m. (including Begindergarten)

Grades 1 – 4 2:55 p.m.

STUDENT ATTENDANCE ACCOUNTING (MISSING AND ABSENT CHILDREN)

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A pupil, at the time of his/her initial entry to school, shall present the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. A picture ID (such as a driver's license) of the parent/guardian will also be required. If the student does not present copies of the required documents, the Principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child.

The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Principal or his designee is also

required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent from school. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The Board shall designate the Superintendent to develop Informational Programs for students, parents, and community members relative to missing children issues and matters.

VACATION POLICY FOR STUDENTS IN GRADES K-4

Students must notify the building principal and teacher prior to vacation.

Students will have the same number of school days as days of vacation, plus one additional day, to submit class work and complete tests, to the satisfaction of the teacher.

SCHOOL WEATHER RELATED INFORMATION

Should inclement weather cause school delays, cancellations or early school day dismissal, the following procedure should be followed by each student and his/her family:

1. School weather information will be listed on the following websites: Fun1071.fm and on the WLIO TV station as well as their website Hometownstations.com
2. You may also sign up to have email or text message alerts sent to you. Sign-up is free but text messaging rates according to your plan apply. You can sign up at <http://ohioalerts.org/DelphosCity> or from the Delphos City Schools home page.
3. School delay schedules should be followed, for example, a one hour delay means school starts one hour later than normal posted time.
4. **A family plan should be established for early school dismissal as well as delays. There are no provisions for the students to arrive early at school on delay days. These occurrences are rare but sometimes needed.**

PERSONAL PROPERTY

Students should not bring large sums of money, their own playground equipment, radios, or other items of value to school. The school cannot be responsible for damage or loss. If it is necessary to send money to school for lunch, milk, or any other reason you may wish to put it in an envelope with your child's name on it. A personal check is always a good idea for the sake of record keeping.

PARTY INVITATIONS

A student may pass out invitations in school or on school property if they are giving one to every student in their class or if a boy, to all the boys or a girl, to all the girls. If a student does not want to invite everyone in the class to their party, then we ask that the invitation be mailed. A student bringing invitations to school should make his/her teacher aware that they have them and then pass them out under the teacher's supervision. This policy is in place because we do not want children feeling bad because they did not get a party invitation. If you have any questions, contact your child's teacher or call the office.

BIRTHDAY TREATS

Due to the increasing number of severe food allergies we are experiencing with our students at school, food treats will no longer be allowed to be brought to school for birthdays. If you want to send in a treat for your child's birthday to be passed out to their classmates, please limit it to items such as pencils, small activity books, small toys, stickers, etc.

FLOWER & BALLOON DELIVERIES TO SCHOOL

The delivery of flowers and/or balloons to school on special occasions such as a child's birthday is discouraged. These items cause an unnecessary distraction to the learning environment of a classroom. Any flowers and/or balloons that are delivered during the school day will be held in the office.

Students will be permitted to pick up these items in the office at dismissal time. Balloons and flowers are not allowed on buses. Any student who rides a bus and has flowers/balloons delivered to school must arrange for them to be picked up in the school office. School personnel will not be responsible for the care of flowers and/or balloons while they are in the school office.

BICYCLES

Bicycles may be ridden to and from school with the understanding that they be maintained and operated in a safe manner. Double riding on bicycles is not permitted.

WORKBOOK AND SCHOOL MATERIALS

All workbooks are to be paid for in the office during Registration Week in August. Initial fees are expected to be paid for by the beginning of the school year. Workbooks and materials will be issued the first day of school by the teachers.

WHEN ENTERING THE BUILDING

For the safety of our students and staff at Franklin Elementary, the building will be “locked down” during school hours. All visitors will have to enter the building at the Southwest corner doors off of Franklin Street. There will be a sign on the wall instructing you on the procedure for entering the building. A “call button” with a two-way intercom system will be the communication device between the visitor and office personnel. Simply push the “call button” and the office personnel will respond by asking for identification and purpose for the visit. The office personnel will “buzz” the doors open and then the visitors are to report to the office and sign-in, if need be. Visitors will be given a “Visitors” badge to wear when present throughout the building. When leaving, visitors need to sign-out and return the visitors badge.

ADULT VISITATIONS TO SCHOOL

You are most welcome to visit our school. Please make sure that you have made specific arrangements in advance with the teacher.

Please do not just go to the teacher's room without making plans in advance due to the fact that the teacher will be teaching and/or testing and this can be quite an interruption to the whole class. We want you to always feel welcome and the teachers are more than willing to talk to you about your child at anytime. However, an appointment does need to be scheduled so as to work in harmony with the teacher's daily schedule.

If you wish to eat lunch with your child we ask that you notify us by 8:30 a.m. so that we may include you in our lunch count. You must pick up a meal ticket in the office if you have notified the school before 8:30 a.m. that you will be eating lunch. Anyone not presenting a meal ticket to the cafeteria WILL NOT be served a lunch. This helps our food service staff prepare enough food. You may, however, sit with your child without eating. Send in a note with your child in the morning or call the school office between 8:00-8:30 if you plan to eat lunch.

****We ask that you do not bring in food (i.e. McDonald's, Arby's, etc.) as this is not fair to the other children in the cafeteria.**

TITLE I

Program Description

Franklin Elementary has a supplemental reading intervention program called Title I. It is funded by the Federal Government. Franklin's Title I program is school wide serving students in grades one through four. Students selected for this program receive 30 minutes of additional help in reading each day. This reading instruction is in addition to the instruction given in the regular classroom. Students receive Title I instruction in a reading center located outside their classroom. Should you have any questions regarding this reading intervention program, contact the Franklin School office at 419-692-8766.

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent and family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

Title I Parent Involvement Policy For Delphos Jefferson/Delphos St. John's Schools

The Delphos Jefferson and Delphos St. John's Schools feel that it is important for parents to be involved in their children's education. We encourage all parents(s)/guardian(s) to take an active role in the education of their children. To foster this involvement in our Title I program we shall carry out the following:

1. Parents/Guardians(s) of Title I students will be informed annually of the rights and requirements of the Title I program.
2. Parent/Teacher Conferences will be scheduled at least one time a year.
3. A School-Parent Compact will be reviewed annually with input and involvement of parents.
4. Parents will be involved in reviewing our Title I program through surveys, input of Parent/Teacher Conferences and annual parent meetings.
5. An annual meeting will be convened in the spring for all Title I parent(s)/guardian(s). The purpose of this meeting will be to review the year's program and get input for next year's program.
6. Parent(s)/Guardians are encouraged to become involved in their child's education by:
 - Volunteering in their child's Title I classroom
 - Helping their child with homework
 - Reading with and to their child on a daily basis
 - Contacting their child's Title I teacher frequently to monitor their child's academic progress.

PARENT AND FAMILY INVOLVEMENT

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of the parents and

families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;
3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and
4. offer ways parents and family members or foster caregivers can support classroom learning activities.

NOTICE TO PARENTS

As a parent of a student at Franklin Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal Law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call Robert Hohlbein, Principal of Franklin Elementary, at 419-692-8766. You may also e-mail your request to: rhohlbein@delphoscitieschools.org.

FRANKLIN SCHOOL BUS REGULATIONS

PLEASE DISCUSS THESE REGULATIONS WITH YOUR CHILD IF HE/SHE RIDES THE BUS:

1. If your child must cross the road to get on the bus, have him wait until the bus has stopped and then cross.
2. There is to be NO walking around on the bus while it is moving.
3. Sit in the same seat each day.
4. Keep head, hands, and arms inside the bus.
5. Wait until the bus has stopped before you start walking to the front of the bus; cross to your side of the road (in front of the bus) while it is still stopped.
6. Inform the driver, if possible, when the rider will be absent.
7. A signed, dated note to the teacher is required if your child is going home with a friend or riding on a different bus.
8. Students will not be transported to any location other than their residence without a note to the principal from the parent or guardian, and the bus driver is so notified.
9. Kindergarten and first grade students will be asked to wear a number for bus identification for the first two weeks of school each year.
10. Only the following students are permitted to ride the shuttlebus from Franklin to the Middle School: Any child at Franklin who has a sibling who attends school at the Middle School or High School.

PUPIL PROGRESS REPORT

Regular reports of pupils in scholarship, citizenship, and attendance will be made to parents/guardians each nine week grading period. Grades are based on daily class work, attitude and effort. Interim reports will be issued in the middle of each grading period and at other times as the need arises. The grading scale at Franklin is as follows:

- A – Excellent Outstanding
- B – Very Good, above Average
- C – Average
- D – Below Average
- F – Unsatisfactory Progress
- O – Outstanding (=A)
- S – Satisfactory (=B/C, recognized as a B)
- U – Unsatisfactory
- M – Making Progress
- N – Not Progressing

100 = A+	92 = B+	83 = C+	73 = D+	62 – 0 =F
99-94 = A	91-85=B	82-75=C	72 – 64=D	
93 = A-	84 = B-	74 = C-	63 = D-	

Promotion is based upon a student passing a high percentage of his/her major subjects. He/She can have no more than two (2) F's or unsatisfactories as the yearly average in the major subject areas (this will differ from one grade level to another).

Students will be recognized every nine weeks for their hard work and positive efforts in the classroom. Students can earn either Citizenship Honor Roll, Principal's Honor Roll or Wildcat Honor Roll Awards each nine weeks.

Year-end certificates will be awarded according to the following requirements:

CITIZENSHIP AWARD – This award is given to those students in grades 1 thru 4 whose grades are below A's and B's in their subject areas but have A's and B's (or O's & S's in grades 1 & 2) in **Effort** and **Conduct** for 3 of the 4 quarters of the school year. It is to recognize them for their hard work and positive behavior.

PRINCIPAL’S AWARD – This award is given to those students in grades 1 thru 4 who earn A’s and B’s in all their subject areas **and** A’s and B’s (or O’s & S’s in grades 1 & 2) in Effort and Conduct for 3 out of 4 quarters of the school year.

WILDCAT HONORS – This award will be given to those students in grades 1 thru 4 who have earned all A’s in all academic subjects as well as Effort and Conduct (or O’s in grades 1 & 2) for all 4 quarters during the school year.

Each student will receive only the highest level award they qualify for at the end of the year.

PROGRESSBOOK GRADING SYSTEM & REPORTS - This is an on-line grading system being used by all teachers in grades 1 through 4 at Franklin Elementary. The type of progress reports sent to parents are devised by the certified staff in cooperation with parents. Every parent should have a username and password to monitor their student’s grades at any time. If you do not have access, please contact the Franklin School Office at 419-692-8766.

Grade reports are provided to parents of children in grades 1 through 12 four times per year. Progress reports are sent to parents at the completion of each grading period where required, including but not limited to when required for a student’s individualized education plan. Interim reports are also required for students in danger of failing. Direct notification of parents by telephone is encouraged. Conferences with parents are used as an integral part of the reporting system.

P. M. DISMISSAL PROCEDURES

Concerning school dismissal times:

Grades one through four will dismiss at 2:55 p.m. (1:30 p.m. on early dismissal days.)

Beginnergarten & Kindergarten will dismiss at 2:25 p.m. (1:00 p.m. on early dismissal days.)

Concerning student pick-up by car after school:

Please follow the procedure listed below. Please share this information with anyone who may be picking your child up after school.

1. Kindergarten will dismiss at the West Franklin Street and the South Fourth Street doors at 2:25 p.m. on normal school days and at 1:00 p.m. on early dismissal days. Please pull up along the Franklin Street curb or the Fourth Street curb and the teachers will load one student at a time as you move up to the front of the line. **DO NOT ARRIVE BEFORE 2:20 P.M.** so that we can keep the traffic congestion to a minimum. Mrs. Pohlman, Mrs. Wrasman & Mr. Kroeger's classes will dismiss at the Fourth Street door and Mrs. Redmon's and Mrs. Hittle's classes will dismiss at the Franklin Street door. Please do not block the intersection at Fourth & Franklin so that traffic may move smoothly at dismissal.
2. Students being picked up by car in grades one through five will be dismissed through the playground door exits. The playground gates will not open before 2:30 p.m. Parents pulling onto the playground should approach Franklin going from the North (from 5th street) to the South. When parents travel from the South to turn left into the playground, it causes congestion. Please be courteous to people using our streets.
3. You will notice that the playground has been striped with parking spaces. Please fill each space on the lot as you enter the playground. This will eliminate cars being boxed in as other students are being loaded. **Cars entering the parking lot must pull into a striped, angled parking space. DO NOT PARK IN FRONT OF THE DOORS OR IN UNMARKED SPACE.** You will be asked to move your car.
4. For the safety of our students when entering the playground, please follow the guidelines listed below:
 - a. Fill up each parking space so as to make maximum use of the area.
 - b. Turn off the car engine and place the vehicle in PARK.
 - c. Instruct your child to always walk in front of each vehicle.

d. When your child is picked up, proceed with caution and exit the playground to the right.

With the cooperation from each of you, the above procedure will help resolve part of the traffic congestion around Franklin School during dismissal time.

Please note that the pick-up of students on Fourth Street after 2:55 p.m. is not permitted, this is a BUS LOADING ZONE. Under no circumstances will children be permitted to load or cross between or around the buses – they must use the crosswalks at corners.

SHUTTLE BUS

Students who have a sibling attending the Middle School or High School are permitted to ride the shuttle bus from Franklin School to the Middle School to meet them. A bus transportation form needs to be completed by the parent with the student's and sibling's name so a bus number can be assigned. Only students with prior authorization and bus form on file may ride the shuttle bus.

DELPHOS CITY SCHOOLS
School Calendar 2020-2021

Tuesday, August 18, 2020	Staff Work Day
Wednesday, Thursday, Aug. 19 & 20	KRA Testing for Kdgn and Begindergarten (by appt)
Wednesday, August 19, 2020	School Begins (grades 1 thru 4)
Friday, August 21, 2020	School Begins for Kindergarten and Begindergarten
Monday, September 7, 2020	NO SCHOOL – Labor Day
Wednesday, September 23, 2020	2-Hour Delay-Staff In-Service
Friday, October 9, 2020	2-Hour Delay-Staff In-Service
Thursday & Friday, November 5 & 6, 2020	NO SCHOOL Parent/Teacher Conferences
Wednesday, Thursday & Friday November 25, 26 & 27, 2020	NO SCHOOL –Thanksgiving Break
Monday, December 21, 2020 through Friday, January 1, 2021	NO SCHOOL – Christmas Break
Monday, January 4, 2021	School Resumes
Monday, January 18, 2021	NO SCHOOL – Martin Luther King
Monday, February 1, 2021	2-Hour Delay – Staff In-Service
Monday, February 15, 2021	NO SCHOOL – President’s Day
Monday, March 15, 2021	2-Hour Delay-Staff In-Service
Friday, April 2, 2021 through Monday, April 5, 2021	NO SCHOOL – Easter Break
Thursday, May 20, 2021	Last day of School
Friday, May 21, 2021	Staff Work Day

(Feb. 15, Apr. 5, May 21, 22, etc. as needed: Possible make-up days in case of bad weather.)

2020-2021
Franklin Handbook

Dear Parents/Guardians:

Thank you for taking the time to read and familiarize yourself with our school handbook which outlines our school rules, expectations and policies. The Franklin Student Handbook is made available to answer questions you may have and also to provide a clear picture of how many decisions are made. You can access the Franklin Handbook at any time by logging in to the Delphos City Schools webpage, selecting the “Schools” Tab, then selecting, “Franklin Elementary”, then “Franklin Handbook”.

I have read and understand the terms and conditions of this student/parent handbook.

Print Student(s) Name: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____

This form must be returned to the Franklin Office no later than Friday, August 28, 2020.