



# *Franklin Monroe*

## *Student Handbook*

*2021-2022*

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**FRANKLIN MONROE LOCAL SCHOOL DISTRICT  
2021-2022 SCHOOL CALENDAR**

<b>MONTH</b>	<b>DATE</b>	<b>DAY</b>	<b>EVENT</b>
August	26	Thursday	Open House
August	30	Monday	First Day/Students
September	6	Monday	NO SCHOOL - Labor Day
	10	Friday	Early Dismissal
	24	Friday	Early Dismissal
October	29	Friday	End of 1 <sup>st</sup> Grading Period - Early Dismissal
November	1	Monday	Begin 2 <sup>nd</sup> Grading Period
	10	Wednesday	Parent/Teacher Conferences (Early Dismissal)
	11	Thursday	NO SCHOOL - Parent/Teacher Conferences
	12	Friday	NO SCHOOL
	24-26	Wed/Thurs/Fri	NO SCHOOL - Thanksgiving Break
December	21	Tuesday	Last School Day Before Winter Break(Early Dismissal)
	22	Wednesday	CHRISTMAS VACATION BEGINS
January	3	Monday	School Resumes from Christmas Vacation
	17	Monday	NO SCHOOL – Martin Luther King Jr. Day
	21	Friday	End of 2 <sup>nd</sup> Grading Period (Early Dismissal)
	24	Monday	Begin 3 <sup>rd</sup> Grading Period
February	17	Thursday	Parent/Teacher Conferences (Early Dismissal)
	18	Friday	**NO SCHOOL – Teacher In-Service
	21	Monday	**NO SCHOOL - President’s Day
April	1	Thursday	End of 3 <sup>rd</sup> Grading Period (Early Dismissal)
	14	Thursday	(Early Dismissal)
	15	Friday	NO SCHOOL – Good Friday
	18	Monday	Begin 4 <sup>th</sup> Grading Period
	18	Monday	**NO SCHOOL - Spring Break
May	28	Saturday	Graduation
	30	Monday	NO SCHOOL - Memorial Day
June	1	Wednesday	End of 4 <sup>th</sup> Grading Period (Early Dismissal)
	2	Thursday	Teacher Work Day

If calamity days are exceeded, they must be made up and an attempt will be made to give an advanced notice. Possible Make-Up Days: 02/18/22, 02/21/22, 04/18/22, 06/02/22, 06/03/22

**SCHOOL CLOSING - BAD WEATHER**

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

The One Call Now phone service automates messages to parents and students regarding attendance, academic, extra-curricular and weather-related information. Your caller ID will reflect the superintendent's office phone number (947-1212). You may also dial the toll free number 877-698-3261 from any touch-tone phone to retrieve messages from the One Call Now system including dropped calls due to poor cell phone coverage. At the greeting press 1, and then enter the phone number that One Call Now normally calls. Be sure to enter the number that you gave the school to use for One Call Now. If your message requires that you enter a touchtone reply, press the appropriate key for your answer. To opt out or change contact numbers, please call 937-947-1328.

## PRINCIPAL'S MESSAGE

Welcome Franklin Monroe Students & Family!

The Board of Education, faculty, staff, and administration of Franklin Monroe Middle and High School welcome you to the 2021-2022 school year. Franklin Monroe is a community of great pride and rich in tradition. The staff and administration will do everything in our power to make this year a special one for you. We at Franklin Monroe Middle and High School promise you a safe, friendly, caring, and personalized learning environment.

As a school we are in continual pursuit of excellence. The staff has dedicated an incredible amount of time in preparation for this school year. There are many changes in education and the expectations have never been greater. As a student at Franklin Monroe, you will face many challenges and numerous opportunities for personal growth. We encourage you to view these challenges as opportunities to develop your abilities and strive for your personal best. Your attitude and effort towards your education will ultimately define you. Henry Ford said, "Whether you think you can or you think you can't, you're usually right."

This Handbook will help ensure that you have the best year possible. Take the time to sit down with your parents and/or guardians and read through our expectations. If you have any questions please ask. Best Wishes for a Great School Year in your pursuit of excellence!

## MISSION STATEMENT

The mission of the Franklin Monroe Local School District is to provide an educational environment, which assures that all students become productive, life-long learners and citizens with integrity.

## FRANKLIN MONROE HS CLASS and STUDENT COUNCIL OFFICERS for the 2021-2022 SCHOOL YEAR

### CLASS OFFICERS

<u>Class of 2022</u>	<u>Class of 2023</u>	<u>Class of 2024</u>	<u>Class of 2025</u>
Olivia Graves	Sadie Bowser	Hallie Aslinger	Allie Muhlenkamp
Lydia Mikesell	Avery Hosler	Elli Earwood	Ashley Saylor
Lexi Olson	Layni Norris	Natalie Suter	Kyra Barnes
Kerri Miller	Stephanie Dong	Jocelyn Gray	Abigail Fourman
Grace Beeson	Blake Addis	Abby Kraus	
Chloe Wolf		Emma Miller	
		Libby Fox	
		Keihl Johnson	

### STUDENT COUNCIL OFFICERS

### NATIONAL HONOR SOCIETY OFFICERS

Kerri Miller - President	Chloe Wolf – Reporter
Olivia Graves – Vice President	– Historian
Gracie Beeson - Secretary	- Advisor
Aaron Crist - Treasurer	

**FRANKLIN MONROE LOCAL SCHOOL DISTRICT  
UNIFORM STUDENT WORKBOOK / TECHNOLOGY FEE**

A uniform fee adopted annually by the Franklin Monroe Board of Education in grades 1 - 12 improves district operations. Said student/technology fee does not include materials used for student class projects or student handheld calculators.

For 2021-2022 School Year: Grades 7 - 12 --\$50.00

**STAFF-STUDENT RELATIONS**

Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be seen as resource persons, aides and guides in the learning processes. Staff members shall provide for the fullest self-determination by each student in regard to his or her learning program, consistent with District goals and with optimum consideration. Positive reinforcement should be used as much as possible in public and private communications with students to encourage compliance with staff member's requirements or expectations.

Each student is urged to regard staff members as people with special knowledge and capabilities, which can be well utilized to advance the student's own knowledge and development. Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all staff members (and other students, as well) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities of other students.

**ATTENDANCE**

**Policy:**

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

It is the policy of Franklin Monroe High School to promote good attendance by **accounting for every student every day**. This goal is best accomplished by parents making sure that their child/children **attend school every day** and by establishing direct communication between the home and school office. The parent should call the school office each day it is absolutely necessary for their child to be absent before 9:00 AM. The school has answering machines to take care of calls before 7:15 AM. This will replace the need to send in a note with the student upon return. It is the responsibility of the student to present a written excuse by 7:40 AM on the day he/she returns to school assuming that contact by the parent has not been logged by phone contact. Students not following this procedure will be considered absent without excuse. Make up work can only be permitted for absences that have been verified as excused.

**STUDENTS SHOULD NOT ARRIVE AT SCHOOL PRIOR TO 7:30AM WITHOUT THE EXPRESSED PERMISSION OF A STAFF MEMBER. NO STUDENT MAY REMAIN IN THE BUILDING AFTER 3:00PM UNLESS UNDER SUPERVISION OF A STAFF MEMBER. FAILURE TO FOLLOW THE ABOVE RULES COULD RESULT IN TREATING THIS OFFENSE AS LOITERING (SEE LOITERING, CODE OF CONDUCT).**

**ATTENDANCE RECORDS AND REPORTS**

**Attendance Procedures:**

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

**B. Attendance Definitions:**

1. A **tardy** is charged to students when they come to school after 7:40 a.m.
2. **Perfect attendance** is credited to students when they have no tardies or hours missed for the entire school year.

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

1. When a student is absent 19.5 hours consecutively for illness, the administration may request that a physician's statement be given to the school before the absences will be considered excusable. After a student accumulates 65 hours for the school year all additional absences, other than for religious holidays, will require a doctor's note to be considered excused. All unexcused absences will count towards the 65 hours. Exceptions can be made when the administration is contacted by the parents (in advance when possible).
2. Any student under the age of 18 or who is 18 and not emancipated, and who resides in the same residence as his/her parents or guardian must have a note signed by the parent/guardian in order to sign out early. If the student does not have a note,

then he/she must report to the office, and we will attempt to make contact by phone with the parents, guardians or a person they have designated on the student's medical form. We feel that it's very important that each parent or guardian know where their daughter/son is at all times. Students who leave without following these procedures will face possible disciplinary action. Direct phone contact again serves the same as a note.

3. Students "emancipated" and over 18 years old are faced with a number of differing decisions than students who are considered minors under the law. You are allowed to attend school tuition free until you are 21 years of age. This offers you a chance to complete your high school education under a normal school program. Your age and legal status are two important points for consideration when we evaluate your presence and behavior. The following are representative guidelines for adult students:
    - The rules and procedures for the normal school operation apply to you.
    - Since you are an adult, your attendance is no longer a legal necessity but instead a privilege granted to you by the Board of Education. It is for this reason that you should **clearly** understand that tardiness, absences, and improper behavior will be handled severely.
    - Misbehavior will be dealt with harshly, resulting in possible suspension and/or recommendation for expulsion or your withdrawal from school by the building principal.
  4. Reasons that fall outside of the above guidelines will be submitted to the building principal for review. Final judgement in any such case will rest with the administration.
- D. An excuse for absence from school (only up to 72 hours limit) may be approved on the basis of any one or more of the following conditions:
1. Personal illness- The approving authority may require the certificate of a physician if he/she deems it advisable.
  2. Illness in the family- A student may be excused from school for a maximum of 6.5 hours per semester for illness in the immediate family.
  3. Quarantine of the home- The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
  4. Death of a relative- The definition of immediate relative shall include parents, brothers, sisters, aunts, uncles, and grandparents. Students may be excused from school for a maximum of 19.5 unless reasonable justification is provided by the student (or parent) for a longer absence.
  5. School-sponsored activities requiring absence- These occur very seldom and are usually less than a full day. Field trips, for example, or trips out of town by a particular department, may cause the student to miss class. Students are responsible for checking with teachers of classes that are missed prior to departure and must be prepared to turn in all required work on the day of their return including the taking of any tests or quizzes. This policy would be the same for any missed school other than illness.
  6. Emergencies in which a parent can work out no other solution.
  7. Vacations and trips- Every attempt should be made by students and parents to schedule trips and vacations during periods of time when school is not in session. If it is impossible for the trip to be taken at any other period of time than during the period in which school is in session, the parent is to contact the school a minimum of three days prior to the trip. A vacation form must be completed and on file in the principal's office before the student leaves on vacation. No student is permitted to be excused for more than 45.5 hours for trips or vacations during the school year, and work must be completed and turned in to the teacher within the number of days missed upon returning to school. Students are responsible for any assignments missed (homework, projects, reports, tests, etc.). Unexcused days will result in zeros (0) for all work in which a grade is taken. **Vacations should not be scheduled for the first or last two weeks of the school year**. Requests that fall outside of the above guidelines will be submitted to the building principal for review. Final judgment in such cases will rest with administration.
  8. Emergency work at home-
    - a. Upon special permission and with the purpose of performing a necessary and essential task of work directly for the parents or legal guardian, a student may be excused from school for a period not to exceed 32.5 hours. This may be renewed once if deemed necessary by the administration.
    - b. The above may be granted only if the absence will not endanger the educational achievement and scholastic achievement of the student and if approved in advance by the principal.
    - c. The above petition may be granted only if the student has been regular in attendance prior to the petition.
    - d. A student who is needed at home in an emergency situation will be granted permission upon request for one of the following: severe illness in the family or death in the immediate family. An excuse stating the student is merely "needed" at home will not be granted.
    - e. Upon returning to school following an excused absence for emergency work at home, a student must complete work missed within a period of school days equal to the number of school days missed except that pre-assigned work/quizzes or tests will be administered upon the day of return.
  9. College Visitations and Applying for Jobs- Juniors and Seniors may be excused 2 times for the purpose of college visitations. Seniors may be excused 3 times to apply for jobs. At the high school level, students may be excused 2 times to take the armed forces exam. In each instance, prior approval of the high school guidance counselor shall be obtained by the students—with said guidance counselor to make the arrangements for the student to do so.

### **Unexcused Absences:**

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

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

Students who are absent an excessive number of days risk both referral to the court system and are jeopardizing their grades and year in school. As absences accumulate, it becomes increasingly more difficult to make up missed work and at the same time stay abreast of current assignments. Students are strongly encouraged to develop good patterns of attendance. No make-up work shall be permitted for an unexcused absence.

### **TARDINESS TO SCHOOL/CLASS**

If a student is not in her/his assigned room when school begins at 7:40 a.m. he/she is considered to be tardy. All students, who arrive at school after first period begins, must report to the attendance office for a tardy admission slip. The policy on tardiness permits students to be considered excused if their lateness in arriving is a result of a doctor's appointment or family emergency providing the school receives parental verification by telephone or a note. After six (6) unexcused tardies, a student will receive a detention for each tardy up to twelve (12). After twelve (12) unexcused tardies, the student will receive a Saturday School for each unexcused tardy from thirteen (13) on. For a class tardy to be excused, a written note from the teacher causing the tardiness is required to enter a succeeding class period. A student who reports to class late, without a staff member's written pass, will be assigned one (1) detention. A student who "CUTS" a class or reports to a class more than 15 minutes tardy (unexcused) will be assigned a Saturday School.

### **TRUANCY**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school. On the request of the Superintendent, their designee or the school attendance officer, the designated official must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

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

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

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

"Excessive absences" refers to a student who is:

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

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

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

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

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

### **Absence Intervention Plan:**

When a student's absences surpass the threshold for a habitual truant, Superintendent, their designee or the school attendance officer, assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team the Superintendent, their designee or the school attendance officer, makes at least three meaningful, good faith attempts to secure

participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

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

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

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

#### **Filing a Complaint with Juvenile Court:**

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

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

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

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

#### **Leaving Class without Permission**

A student must have permission in order to leave a classroom. Leaving the classroom without permission could result in the assignment of two detentions, and a possible office referral. It is the student's responsibility to obtain permission to be in the hall during class times. Teachers should provide verification of permission with some kind of pass.

#### **Illness**

When a student becomes ill during the school day, the procedure below should be followed:

1. Student should ask the teacher to go to the health clinic.
2. Report to the health clinic.
3. If the student needs to go home, his or her parents will be contacted and student will be given an official release from school. If parental contact is made by phone, there will be no need to return a written note. Students must sign out prior to leaving the building and only after parental contact has been made.
4. If the student is injured or is judged seriously ill and attempts to contact the parents are unsuccessful, provisions of the Emergency Medical Form (required of all students) will be followed. If necessary, the Rescue Squad will be called for their assistance in transport and/or applying all necessary first aid.

#### **Early Dismissal**

All students, who for various reasons must leave school prior to the official end of the school day, are required to follow a sign-out procedure in the office. All students who are to be dismissed early from school are to bring a note written and signed by a parent or a phone call to the attendance office in the morning explaining the nature of the early dismissal. This dismissal will be noted on the Daily Attendance Bulletin. The departing student will report to the office at the designated time and sign out on the appropriate sign out sheet.

#### **Withdrawal Procedures**

The student who is withdrawing from Franklin Monroe Middle/High School should follow this procedure:

1. Obtain a withdrawal form from the High School office, which will be taken to his or her homeroom teacher and each class teacher, study hall teacher, guidance counselor, librarian, treasurer, class advisor and principal.
2. Give teachers' textbooks or other school property, which had been issued. If the textbooks, library books etc., are in satisfactory condition, the teachers will sign the withdrawal form indicating the student's record is clear. If the student is



responsible for the loss of school property, the teacher should not sign the withdrawal form, but should notify the principal's office of the student's obligations. The teacher will place a grade, which represents an average as of that date on the form.

3. After turning in the withdrawal form, notice of transfer form and clearing his/her locker of all personal property, the student has completed his/her obligations and may be withdrawn from school.

**\*Certain records will not be sent until the withdrawal process has been completed.**

### **DETENTION HALL**

Detention Hall is held Tuesday and Thursday from 2:35 until 3:05 p.m. in designated teacher rooms. Detentions are to be served within seven school days of the assigned date. Students must be on time and stay for the entire period. Absolute quiet must prevail. If a student is not absolutely quiet in detention hall, no credit for serving the detention will be given. Students must bring work to detention hall and remain busy the entire period to receive credit. Failure to serve these detentions will result in the assignment of a Saturday School based upon 1-2 detentions per hour of Saturday School. Individual classroom teachers may assign detentions to be served in their own rooms to cover individual classroom rules violations (e.g. failure to do homework, talking in class, etc.) and may provide their own stipulations for attendance following district policy.

### **TRUANCIES AND UNEXCUSED ABSENCES**

Due to the legal implications that may be involved for a student who is truant, truantcies and unexcused absences must be clearly documented. (Truancy is absence from school without parental knowledge or consent; unexcused absence is absence by consent of parent or with parental knowledge for a reason not acceptable to the school).

### **DISCIPLINE RELATED TO ATTENDANCE MATTERS**

Students may be instructed to serve detention, Saturday School, complete make-up work assignments, be subject to referral to the Absence Intervention Team and in severe cases of absence, can face legal action and/or possible loss of credit.

### **SATURDAY SCHOOL DATES**

Saturday School starts at 8:00 am and ends at 11:00 am. You cannot be late for Saturday School. You must bring work to Saturday School. You may leave as permitted only on the hour during Saturday School. Failure to serve assigned Saturday School will result in up to a three (3) day suspension from school. Saturday dates will be assigned by building principal.

### **BELL SCHEDULES**

<u>Regular Schedule</u>	<u>2 Hour Delay</u>	<u>2 Hour Dismissal</u>
7:37 - First Bell	9:37 - First Bell	7:37 - First Bell
7:40-8:22 - Period 1	9:40-10:06 - Period 1	7:40-8:07 - Per. 1
8:22-8:25 - Passing	10:06-10:09- Passing	8:07-8:10 - Pass.
8:25-9:07 - Period 2	10:09-10:35-Period 2	8:10-8:37- Per.2
9:07-9:10 - Passing	10:35-10:38- Passing	8:37-8:40 -Pass.
9:10-9:52 - Period 3	10:38-11:04- Period 3	8:40-9:07- Per.3
9:52-9:55 - Passing	11:04-11:07- Passing	9:07-9:10 -Pass.
9:55-10:37 - Period 4	11:07-11:33- Period 4	9:10-9:37- Per.4
10:37-10:40 - Passing	11:33-11:36- Passing	9:37-9:40 -Pass.
10:40-11:22 - Period 5	11:36-12:02- Period 5	9:40-10:07- Per.5
11:22-11:52 - Lunch A	12:02-12:32- Lunch A	10:07-10:10- Pass.
11:25-11:45 - Home. A	12:05-12:25- Home. A	10:10-10:37- Per.6
11:45-12:15 - Lunch B	12:25-12:55- Lunch B	10:37-10:40- Pass.
11:55-12:15 - Home B	12:35-12:55 - Home B	10:40-11:07-Per.7
12:15-12:18 - Passing	12:55-12:58 - Passing	11:07-11:10-Pass.
12:18-1:00 - Period 6	12:58-1:24 - Period 6	11:10-11:37 -Per.8
1:00-1:03 - Passing	1:24-1:27 - Passing	11:37-12:07-Ln.A
1:03-1:45- Period 7	1:27-1:53 - Period 7	11:40-12:00-Hr.A
1:45-1:48 - Passing	1:53-1:56 - Passing	12:00-12:30-Ln. B
1:48-2:30 - Period 8	1:56-2:30 - Period 8	12:10-12:30-Hr. B

## GRADUATION REQUIREMENTS

The District will accept credits earned toward graduation only from those schools chartered by the Ohio Department of Education. The Board assumes that at the time of graduation, each student will have fulfilled all academic, testing and financial obligations.

Students and parents are encouraged to consider carefully the choice of subjects that each student will take. Students are making a commitment when they fill out their schedules to remain in their classes until they have completed the course. However, there may be times when a student realizes that a scheduled course is not right for him/her. Students may add or drop classes, which are scheduled for the full school year or first semester only during the first full week of school. Classes, which run only the second semester, may be dropped during the first full week of the second semester.

The following page is designed to explain all graduation requirements for all students enrolled in the Middle/High School at Franklin Monroe. Please study this page for determining your needs through your graduation date.

### Graduation Requirements

#### General

All students graduating from FM must have completed the following minimum credit requirements:

**English:** 4 credits

**Math:** 4 credits (including Algebra 2)

**Social Studies:** 3 (1 US history, 1 Government, and class of 2021 and on must have ½ credit in World History & Civilizations)

**Science:** 3 (1 physical science, 1 life science {biology} and 1 Advanced Science),

**Health:** ½ credit,

**Physical Education:** ½ credit

**Technology:** 1

**Other:** electives as needed to complete 21 units of credit

Students must have earned a minimum of 16 credits to be considered a senior.

To be eligible for graduation, students in the classes of 2021 and 2022 must accumulate a minimum of 18 points on seven end-of-course tests. A student must earn 4 points in math, 4 points in English and 6 points across science and social studies. If they do not meet the 18 points, students must retest at least once in the tests where they did not score a 3 or above. After retesting at least once, if a student does not have the required 18 points, there are alternative pathways for graduation. Students who do not meet the 18 points will work with their school counselor to create a plan for completing an alternate pathway. These requirements may be changed at any time by legislative action by the State of Ohio.

Students in the Class of 2023 and beyond must earn a proficient (passing) score on the ELA 2 and Algebra End of Course exams. Once they have passed their tests, students must show readiness by earning 2 graduation seals, one of which must be Ohio designed. If a student does not earn a passing score on those tests, they must retest at least once. If they still do not earn a passing score, they can show competency through different means. Students will work with the school counselor to create a plan to show competency and earn their 2 seals. These requirements may be changed at any time by legislative action by the State of Ohio.

Students who are planning on attending a 4 year college after high school should take at least 2 years of a foreign language and 1 fine arts credit in addition to the graduation requirements listed above. **See Guidance Counselor for additional NCAA Division I and II requirements.**

#### Academic Honors Diploma

To be eligible for an honors diploma from the state of Ohio, students must meet all but one of the following criteria (unless it is a minimum graduation requirement):

#### FM

English – 4 credits

Math - 4 credits (Algebra I and above)

Social Studies - 4 credits

Science – 4 credits (including 2 units of advanced science)

Fine Arts – 1 credit

Foreign Lang. – 3 credits (or 2 and 2 different)

GPA: 3.5 on a 4.0 scale

ACT/SAT: ACT 27 or higher

SAT 1280 or higher

#### Career Tech Honors Diploma

To be eligible for a Career-Tech Honors Diploma, a student must meet all but one of the following criteria (unless it is a minimum graduation requirement):

English – 4 credits

Math - 4 credits (Algebra I and beyond)

Science – 4 credits, including 2 units of advanced science

Social Studies - 4 credits

Electives: 4 units of career-technical courses. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit

GPA: 3.5 on a 4.0 scale

ACT/SAT: ACT 27 or higher, SAT 1210 or higher

Additional Assessments: Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

### **MVCTC Admission**

English - 2      Math - 2      Social Studies - 2(US History & Government) Science-2(must be a physical and a life science)  
**Technology:** 1      Health - 1/2      P.E - 1/2

Other Tech Prep:

- At least a “C” average in Algebra (or Math 1 & 2)
- 2.5 GPA
- Excellent Attendance (95% or above)

### **EARLY GRADUATION**

Any student requesting permission to graduate early must submit such request in writing to the guidance counselor or principal no later than the end of the fourth week of school of the school year for which the early graduation is desired. The written request must bear the signature of at least one parent and the student submitting the request. Special situations outside of the desired window will be reviewed by the principal.

### **VALEDICTORIAN/SALUTATORIAN REQUIREMENTS**

The Valedictorian and Salutatorian at Franklin Monroe High School will be determined using the following criteria:

1. The Senior student must have been enrolled in the school district from the opening day of school their senior year. A student moving into the district after the opening day of school will not be considered. This provision would eliminate junior students who have chosen to graduate early.
2. In addition, a student attending Franklin Monroe Schools through “open enrollment” must also have been enrolled as a student of the district for at least one full semester during grades 9-11. This will eliminate the possibility of a student entering their senior year only, through open-enrollment that could potentially keep a resident student from receiving one of these honors.
3. The Valedictorian will be the student with the highest grade point average at the completion of the seventh semester (unless a tie in the Accumulative Grade Point Averages occurs).
4. The Salutatorian will be the student with the second highest grade point average at the completion of the seventh semester (unless a tie in the Accumulative Grade Point Averages occurs).
5. If a tie exists, then Co-Valedictorians will be named and there will be no Salutatorians.
6. All graduating Franklin Monroe High School seniors that meet the above specifications will be considered for this honor regardless of attendance at Franklin Monroe High School, the Miami Valley Career Tech Center or through involvement with the College Credit Plus program.

### **COMMENCEMENT EXERCISES**

In order to participate in commencement exercises, students must abide by the dress regulations and attendance rules, which have been established by the school. They must also attend the mandatory graduation practice(s) and make the Senior Class Advisor aware of their intentions to participate by the end of the school day the Friday prior to the ceremony, in order to go through graduation ceremony. A graduate will not have completed all requirements for graduation until after the ceremony. Diplomas may be passed out following the ceremony provided that all stipulations have been met. Variance from expected behavior could result in disciplinary actions. Obligations resulting from these actions must be met before the issuance of the diploma.

### **GRADING PROCEDURE**

Grades shall be put on the cards as a percentage grade using the adopted scale. In middle school the semester grade will be awarded on the basis of 45% per nine weeks grade and 10% for the semester exam. In high school the semester grade will be awarded on the basis of 40% per nine weeks grade and 20% for the semester exam.

### **WEIGHTED SUBJECT AREAS**

College Prep (CP) English 9-10; Physics; Chemistry; Calculus, Algebra 1, CP Algebra 2; CP Pre-Calculus; Spanish I-II-III-IV, and all College Credit Plus (CCP) courses.

**COMPUTATION OF SUBJECT  
GRADE POINT AVERAGE (G.P.A.)**

Beginning with 9th grade (and including middle school students taking high school or CCP courses) each student at Franklin Monroe starts to accumulate credits toward fulfilling graduation requirements. At the same time, a record is begun on each student's accumulated grade point average. For grades 9, 10, 11, and 12, GPA's are computed at the end of each semester. Student GPA's are computed using semester grade averages for each subject the student attempts by assigning a point value to each grade according to the following system:

GRADE	%	REGULAR CLASS	WEIGHTED CLASS
A	100-96	4.000 points	4.72 points
A-	95-90	3.666 points	4.33 points
B+	89-87	3.333 points	3.939 points
B	86-85	3.000 points	3.545 points
B-	84-80	2.666 points	3.151 points
C+	79-77	2.333 points	2.757 points
C	76-75	2.000 points	2.364 points
C-	74-70	1.666 points	1.969 points
D+	69-67	1.333 points	1.575 points
D	66-65	1.000 point	1.182 points
D-	64-60	0.666 point	0.787 point
F	59-0	0.000 point	0.000 point

Under the adopted weighted system, a designated college preparatory course would receive a slightly higher point value. The G.P.A. is figured by totaling the points earned for the semesters completed and dividing that total by the total number of credits attempted by the student. The G.P.A. is used to determine class rank order. Honor & merit rolls will be computed each grading period for all students in grades 7-12. Merits roll GPA's range from 3.255-3.654. Honor roll GPA's range from 3.655-4.727.

The National Honor Society sponsors the annual FMHS Awards Ceremony honoring those high school students who have a GPA that qualifies for Merit or Honor roll at the end of the first semester of the current school year. Calculation for CCP students will be based upon the most current available date from the institutions attended. MVCTC grades are converted to the FM grading scale.

**ALTERNATIVE GRADING SYSTEM**

Any students on an Individualized Education Plan who is in mainstreamed classes may be graded on a pass-fail basis. Also, teachers may grade students entering the district from home instruction on a pass/fail basis during their first year of enrollment if agreed upon between the parents, teacher, administration. Students on the pass-fail system must pass three out of the four nine weeks in order to pass the course for the year. Teachers may use the effort box and comments section on the grade card to indicate the amount of effort that the student has put forth in their class. Each mainstream classroom teacher will be encouraged to work closely with the intervention specialists (when applicable) in efforts of allowing each student to have the optimal learning environment.

**EDUCATIONAL OPTIONS PLAN**

**REMEDIAL** - repeating failed classes outside of an FM classroom

Summer School

- No limit on number of credits accepted by FM
- Information available from School Counselor during May of each year

**PRIVATE TUTORING**

- Must be done by state certified teachers
- 40 hours of contact time equals one credit
- Salary arranged between family and the tutor (usually \$15-\$25 per hour)
- No limit to credits accepted by FM

**CORRESPONDENCE**

- Final exams must be completed by April 30th
- Only 3 credits accepted by FM through correspondence and/or enrichment.
- Transcripts from correspondence school must be received by the counselor by April 30th of the current school year. If not, the grade recorded will be an "F".

**ENRICHMENT** - earning credits for classes not yet attempted

College Credit Plus (CCP)

- Open to grades 7-12
- Multiple steps are required for participation

**CREDIT FLEX**

- Credit is available for educational tours, etc.
- Credit must be awarded through the FM Guidance Department.

## GUIDELINES FOR ATHLETICS

Refer to the Franklin Monroe Athletic Handbook.

### ACADEMIC STANDARDS FOR ATHLETIC PARTICIPATION

The Franklin Monroe Board of Education endorses the premise that participation in athletics be contingent upon successful academic achievement while at the same time affording all students the opportunity to participate. The goal of this policy is to promote athletic participation within the context of improved academic standards for all students.

### ATHLETIC ELIGIBILITY

To remain academically eligible for interscholastic competition each student must achieve the following:

#### Grade 7 & 8

- Must pass 5 classes
- All first time incoming 7th graders are eligible for the 1st nine-weeks
- May fail no more than 1 course

#### Grade 9-12

- Must pass at least 5 credits toward graduation per nine weeks. The required phys. ed. course does not count as one of the 5 credits per OHSAA rules.
- May fail no more than 1 course
- CCP requirements set by the OHSAA
- Must hold a quarter GPA of 2.0 or above
- An incomplete "I" is not a passing grade

Students are ineligible for the nine weeks immediately following the substandard grading period. All questions concerning the above should be directed to the athletic director.

Physical Education Exemption: A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

### DANCES AND ACTIVITIES

#### A. Dances

1. Dances must be held at the school (Franklin Monroe), the only exceptions being Prom and/or Homecoming.
2. Any person or persons leaving the building from a dance or other extra-curricular activity without prior permission may not return to the dance or activity.
3. A plan must be approved by the advisor and principal stating: Date, hours, chaperones, place or location, police protection, source of music, price of admission and sale of tickets.
4. Plans must be approved by advisor and principal a minimum of two weeks in advance.
5. All decorating for dances must be done after school.

#### B. Procedures

##### 1. General

- a. All dances and activities must be scheduled with the principal and followed according to schedule.
- b. Curfew- All school-sponsored activities held in the high school shall not extend beyond 11:00 p.m. with the exception of dances held after athletic events. These dances must be terminated by 12:00 p.m. or two hours after the game, whichever occurs first. (All school-sponsored dances shall be restricted to the enrolled students of Franklin Monroe High School and their guests, who are a responsibility of the student who invites the guest.)
- c. All student functions in the name of the District must be supervised by one or more faculty or approved volunteers to be present as chaperones.
  1. A custodian to be on duty.
  2. Clean up after dance by group.
- d. Anyone coming to a dance with evidence of consumption will not be admitted to the dance. Parents will be contacted to pick up the student, if possible and the violation is punishable by handbook guidelines.
- e. Sponsors are to be present at all functions in order to provide proper adult leadership and to set the tone of the activity.
- f. Dances may be restricted by grade level. For example, junior high only dances, Prom – grades 11-12 or as a guest of a junior or senior and Homecoming – grades 9-12.
- g. Student dress at all school activities should not distract from the purpose or process of the event. All decisions regarding dress code appropriateness rest with the event advisor and/or the building administrator(s).
- h. Any style of dancing that is provocative or could endanger the safety of the students or any other individual shall be prohibited.

## 2. Guidelines for Social Events Such as Dances, etc.

**Prior** to committing a calendar date, plans for your activity, including the following data:

- a. At least one (1) sheriff's deputy must be hired; more if a specific activity deems necessary. Their fee is set by the auxiliary. Police must be hired beginning 30 minutes prior to the start of your activity and for at least 30 minutes following your activity. These fees are to be paid to officers directly and immediately following the activity. Purchase orders must be completed prior to the Wednesday preceding the event.
- b. Social events are not to be scheduled on Sunday, Wednesday after 6:00 p.m. or on religious holidays unless otherwise authorized. Activity sponsors should make every effort not to schedule on Saturday nights when possible.
- c. An accurate list of expenses must be compiled. The total figure must be submitted to the treasurer in order for the office to certify that funds are available in the account to meet these immediate obligations. If you must rely upon advance ticket sales in order to cover expenses you must have the total amount activities expenses on deposit with the treasurer no later than one week prior to the event. In essence, you must have all expense money in advance of the function.
- d. Positively no publicity, no advertisement nor any final plans are to be made without having the prior approval from the principal.

\* *Conduct by students at school events including school dances, should remain consistent with all regulations set forth in this handbook and the dance coordinator or building administrator(s) have the right to remove any person from the events if they are not complying with conduct expectations or school regulations.*

### PROM REGULATIONS

The Junior-Senior Prom (and After-Prom) is open to persons enrolled as juniors and seniors at Franklin Monroe with the following exceptions:

1. A guest must be registered by the FM Junior or Senior Class at least ten (10) days before the Prom and must be in grades 9-12 or above.
2. The guest may be assessed a fee to assist in defraying the cost of the Prom at the discretion of the class.
3. The Prom (and After-Prom) must be held within a twenty-five mile radius of Franklin Monroe, except with Board of Education approval.
4. Decorating for the prom shall not be done on school time.
5. Student dress must be appropriate and should not detract from the purpose of the school event.

### DRESS CODE

We believe that a young person's attire affects his/her behavior. We urge parents and teachers to discuss with their children/students the importance of proper dress, good grooming and cleanliness. Our dress code is not intended to create hardship, but is to enhance the learning environment. Students will dress in a manner that is neat, clean and safe. Items of personal attire and accessories that present a substantial likelihood of disruption of school are not permitted.

#### General Guidelines for Appropriate Dress

1. Apparel or items which allude to drugs, alcohol, sex, occults, gangs, profanity or which are offensive to ethnic, religious or racial groups is prohibited.
2. The style of pants that are distressed with holes and tears above the mid-thigh must not be worn.
3. Brief and revealing clothing are not appropriate apparel in school. The following examples include but are not limited to:
  - a. Students shall not wear halter tops, garments with spaghetti straps, or strapless garments. Any top with narrow straps must be worn with another top covering the shoulders. Tank tops must be 3" wide.
  - b. Garments that are see-through, cut low or expose one's midriff are not acceptable.
  - c. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.
  - d. Pajama bottoms are not permitted to be worn.
4. Bottom garment may be trousers, jeans, slacks (Capri pants), skirts, or shorts.
  - a. The bottom hem of skirts or shorts must extend to mid-thigh length and/or not be distracting to the educational process at the discretion of the teaching staff or administration.
  - b. 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.
5. Hats or head coverings are not to be worn in the building.
6. Sunglasses are not to be worn inside the building.
7. Shoes (foot coverings) must be worn at all times. Specific requirements for lab courses will be instituted as classroom rules.
8. The dress code may be varied for certain theme days.

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

- (a) excessive and/or distracting hair styles,
- (b) excessive-sized items in ear piercing,
- (c) any item in a facial or body piercing, that may inhibit student performance or speech, that may cause disruption of the educational environment, that poses a risk of health and/or safety concerns, or that may be indicative of gang or cult-related activities,
- (d) Spiked or studded accessories or long chains of any kind.

**Students not abiding by the dress code will be referred to the office and may be required to change or wear school provided replacements and parents notified. Any time missed from class for this offense will be unexcused. Repeat offenses will result in severe disciplinary action.**

*Clothing styles change often and it should be understood that the dress code may be modified at any time to cover examples that may be deemed inappropriate for the school environment and that such decisions are at the discretion of the school administration.*

### **ELECTRONIC DEVICES**

Students may use electronic devices (computers, audio players, cell phones, or tablets and etc.) during lunch and passing periods. Students are not to use electronic devices during class unless given permission from the classroom teacher. In common areas (hallways, lunchroom, etc.) students must have one ear free to hear announcements, instructions, etc. Students must remove headphones/earbuds during all emergency situations, including drills. Students must log into the school systems wireless network for filtering purposes. Students who elect to bring electronic devices to school are responsible for damaged or stolen devices. If suspected misuse of technology by the teaching staff is warranted the device will be confiscated and will be given to the building principal. They will be returned only after disciplinary measures are administered to the student or to a parent/guardian if warranted. Contents of the electronic devices may be searched if there is a reasonable suspicion that it may have been used in an activity prohibited by the code of conduct.

**First Offense-** Detention/electronic device taken from the student and returned at the end of the day.

**Second Offense-** Detention/electronic device taken from the student. Parents will pick-up electronic device in the high school office.

**Third Offense-** Saturday School/electronic device taken from the student. Parents will pick-up electronic device in the high school office.

**Fourth Offense-** 3 Day Alternate School Suspension/electronic device taken from the student. Parents will pick-up electronic device in the high school office.

### **EMERGENCY PROCEDURES**

The Board acknowledges that the safety and well-being of students and staff are high priorities. Although emergencies cannot be predicted, effective prevention and management strategies are used to minimize the effects of emergency situations arising in the District. To this end, certain practice drills will be conducted to ensure and evaluate the knowledge of safety procedures for all concerned. Specific instructions on how to proceed will be provided to students by administration and their teachers who will oversee the safe, prompt, and orderly implementation in accordance to the Districts' Emergency Management Plan.

### **FUNDRAISING**

All matters of fund raising or collection of money for any charity or other causes that may arise must be cleared through the principal's office in advance. Club advisors, students or organizations should not enter into any contractual agreements or promises (of any kind) prior to such approval. Sale of any product from individuals or groups not associated with the school is prohibited during the school day.

### **LOST AND FOUND**

When you have found something, it is your responsibility to turn it in to the office. Articles are seldom stolen. However, it is always good judgment to never leave items of value (i.e.: purses, money, watches, jewelry) unattended. All items must be claimed in 30 days. Check at the office for items you may have lost. Large amounts of money or valuables should **not** be brought to school.

### **MEDIA CENTER**

#### **Facilities**

The FMHS Media Center is housed on the second floor. There are student/computer workstations available. The book stack areas are divided into fiction, nonfiction, biography, career and reference. Periodicals are divided into two sections: current and back issues.

#### **Materials**

The Media Center contains over 6,000 books and assorted audio visual software.

#### **Circulation of Materials**

**BOOKS:** Most books may be borrowed for a period of ten school days. Reserved books may be borrowed overnight and most reference books may be used only in the media Center.

**PERIODICALS:** All periodicals are limited to use in the Media Center. Current issues are shelved on the browsing racks. Back issues, used for reference, are shelved behind the circulation desk and must be requested. Back issues are kept for a period of five years. Students are requested to handle the issues with care.

**NOTE:** A photocopier is available in the Media Center to copy information from sources that cannot be taken from the room, such as: encyclopedias, other reference books, periodical articles, or vertical file pamphlets. A reasonable amount of photocopying will be done for students free of charge if the materials to be copied are needed to complete assignments.

### **Overdue Materials**

Student will be notified in writing periodically when they have books/materials overdue. If necessary, subsequent overdue notices will be issued. If the overdue books/materials have not been returned within thirty (30) days, grade cards and/or school records will be held until the obligations are resolved.

### **MEDICAL INFORMATION**

Each student is given an Emergency Medical Authorization form to be completed on the first day of school each year. It is imperative that this form be completed and returned immediately to the high school office. The medical form will be used in case of emergency for treatment as well as the person(s) to contact in case of medical conditions that arise during the day. It may be necessary for a student to contact adult relatives who can give permission for students to be released from school for medical reasons. The form is used also by the school to travel with the student on school sponsored field trips. Forms not on file will eliminate student attendance on such trips as well as limit the adults they may call for medical reasons.

Students who must be excused from physical education must secure a written statement, which indicates briefly the reason and the duration of the disability. Further, any student having any medical problem requiring special treatment during the school day should bring a physician's note. This statement is to be presented to the office and a copy will be made for the teacher. The original will be kept on file.

Students who must take any prescription medication at school are to bring the medication to the school nurse who will keep it safely locked until needed. An approved physician's statement shall be provided on the form: *Request for Giving Medication During the School Day*.

If you feel your child requires the use of an over-the-counter (OTC) medicine during the school day you must contact the school nurse to discuss the available options. If it is determined by the school nurse that OTC medication will be made available to your child during the school day, the appropriate permissions/forms will be made available for parental authorization.

**Immunizations:** Students entering school must be properly immunized according to Ohio School Law. Written evidence of immunization status must be on file within 14 days of initial entry into the school or the student will be subject to exclusion from school until the requirements are satisfactorily met. Currently Ohio minimum requirements include:

- |                   |                 |
|-------------------|-----------------|
| 5 - DPT           | 1 - TDAP        |
| 4 - Polio         | 3 - Hepatitis B |
| 2 - MMR           | 1 - Chicken Pox |
| 1 - Meningococcal |                 |

**Health Screenings:** Various health screenings will be conducted to middle and high school students *i.e.* vision 7th and 9th grade, hearing 9th grade, blood pressure 9th grade, and scoliosis 7th and 8th grade. Parents will be notified by mail of any concerns found during the screenings.

**Head Lice:** If found to have head lice, a student will be sent home. Preferably, a parent will pick up the student from school and receive instructions for treatment. The student may return to school only after proper treatment including removal of nits (eggs). This should be accomplished in a prompt manner to avoid absenteeism. Upon returning to school, the student will be inspected by the school nurse before being permitted to return to the classroom.

### **NATIONAL HONOR SOCIETY**

Franklin-Monroe is a member of the National Council of the National Honor Society and is an affiliated chapter of the National Association of Secondary School Principals (NASSP). Under this affiliation, all articles of the National Constitution of the National Honor Society shall apply. A faculty council of five members is appointed each year by the building principal and input is provided to the council via the NHS advisor, the guidance counselor and the building administrator. The council (which shall remain confidential), considers membership based upon the criteria set forth by the National affiliation as well as the local chapter of the National Honor Society. The areas of consideration for membership include ALL of the following: academics, character, leadership and service.

### **CAFETERIUM RULES AND INFORMATION**

The cost for lunch this school year will be \$2.60 for grades 7-8 and \$2.75 for grades 9 -12. The cafeteria also offers breakfast to students for \$2.00. Students are encouraged to add money to their lunch accounts a week in advance so the lunch line moves more efficiently. Money can be given to the cafeteria manager in the morning before school starts to be applied to the Meals Plus Account. Breakfast will be served through the start of 2<sup>nd</sup> period.



## **CHARGES**

Students may, on occasion, need to charge their lunches. Parents are expected to pay for all charges as soon as they are notified. No more than 3 charges will be permitted. Frequent charging may be prohibited at the discretion of the cafeteria manager and building principal.

## **NOON HOUR**

### **LUNCHTIME CONDUCT:**

All students will eat in the cafeteria whether they buy or carry their lunches. Students should report to the cafeteria during the first half of their assigned lunch period. No food or drink is to be taken or consumed outside the cafeteria unless it is an approved activity. Students are not permitted to leave school grounds to purchase or eat lunch off campus.

The following are a few cafeteria procedures for students:

1. Line up in an orderly, single-file line; no line cutting.
2. Always use a tray for food--full lunches or *a la carte*.
3. Have your money ready before reaching the cashier.
4. Clean up after yourself before leaving the table. Place all trash in the containers provided; place silverware in the sudsy water; and place trays on the shelf.
5. Keep food and papers on trays--do not throw food or paper items.
6. Keep aisles clear for safety--including chairs and spilled food/drink.
7. Use chairs to sit on. Push your chair back under the table when you are finished eating. If you move a chair, please return it.
8. Keep conversations respectful--avoid loud, obnoxious talking or laughing; disrespectful or abusive language; profanity, etc.
9. Lunch guests are permitted in the cafeteria, only if they are an immediate relative of a student, a former Franklin Monroe Graduate and the office must be notified in advance. Guests are required to check in upon arrival and when leaving. The building administrator has the final authority over whether or not a lunch guest will be permitted.

## **STUDY HALL RULES**

1. All students should have assigned seats.
2. Attendance is to be taken at the beginning of the period.
3. No one is allowed to leave study hall after sign-outs at the beginning of the period without permission. No one is allowed out of seats except by permission of the person in charge.
4. There should be no talking in study hall after study period has begun.
5. Table football, card playing or other games are not appropriate during school hours.
6. Objects are not to be thrown or littered.
7. Students should have work to do.
8. Librarian should have a sign-in sheet.
9. Do not give student's permission or a pass to any office (counselor or administrative office). If students are needed by someone in an office a note will be sent to the classroom requesting the student to come to the office.
10. Teachers should be restrictive in giving students restroom passes.
11. Students should not be dismissed from class early, but should be held within the classroom until the bell indicating the termination of the period. This is the same as in any curricular class.
12. Teachers should limit locker privileges during the study hall period. Students should come prepared to class.
13. Electronic Devices other than computers are not permitted in study unless approved by the teacher for academic use.
14. Students interested and eligible for work study must contact school guidance counselor.

## **SUBSTITUTE TEACHERS**

Substitute teachers and classified staff, are to be treated with the same respect as any regularly assigned teacher. If discipline problems occur with a substitute teacher, the penalty as outlined in the handbook could be doubled.

## **TELEPHONE USE**

Due to the volume of telephone calls from the various offices, student use of office phones must be kept to a minimum. Please ask for the use only for extremely important reasons or an emergency. The high school office will make calls home for the purposes of sickness and certain messages.

**TRANSPORTATION POLICY**  
**Board of Education Policy Regarding**  
**Student Bus Transportation**  
**Transportation Supervisor – Mrs. Emily Bucholtz**

While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school. Once a child boards the bus - and only at that time - does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the assigned bus stop at the close of the school day. In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in manner consistent with established standards for classroom behavior. In the event of lengthy field trips or travel arrangements, the bus driver at the direction of, and in agreement with the trip sponsor, may make unscheduled stops for food, restroom or emergency purposes. Any such stops that will result in late or delayed returns will result in phone notification by automated calling to each passenger's parent or guardian.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver. O.R.C. 3327.01 governs the district policy on transportation.

**Unauthorized Passengers**

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

**Forbidden Cargo**

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

**Bus Time Schedule - Waiting for Pupils**

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

**School Bus Pupil Load and Assigned Seats**

Pupils shall be assigned seats. Students are required to ride their assigned bus at all times. Exceptions may be permitted upon approval by the building principal. Bus Request forms may be obtained in each administrative office.

**Student Conduct on School Buses**

**STUDENT CONDUCT ON DISTRICT MANAGED TRANSPORTATION** The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles. Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, and refrain from chewing gum or consuming candy, food or drinks on the vehicle at any time (except as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.

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

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation. Discipline The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

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

### **How to File Complaints (or Compliments)**

Complaints in regard to transportation services are to be taken to the following person(s):

1. Bus Driver
2. Transportation Supervisor
3. Principal of building in which your child is in attendance
4. Superintendent
5. Board of Education

Complaints should be taken to the persons in the order listed above. Complaints presented to individuals at steps three-five (3-5) shall be in writing, on forms available from any school office.

### **Student Collection Points or School Bus Stops**

For purposes of efficiency, school buses must be scheduled to make stops or make student pick-ups at designated stops. Where several student residences are located closely together, within a normal two city block distance, only one bus stop will be made and students will be expected to gather and wait for the school bus at the location designated by the school bus driver. Students will be unloaded from the buses at these same bus stops.

### **VEHICLE REGULATIONS**

All licensed student drivers must comply with the following rules and regulations to maintain their driving privileges during the school year.

**LOCATION:** There are two student parking areas on school premises:

1. The student lot is located to the EAST of the building. Students participating in CCP courses and arriving after 1<sup>st</sup> period may park in the front of the building.
2. Other parking for the building will be reserved for student drop off, staff, and visitor parking.

### **REGULATIONS:**

1. There will be no charge to park at school. All students must park in the designated area ONLY. When students arrive at school, they are to immediately park in their assigned areas, lock up their car and come into the building. There shall be no loitering in cars and/or in the parking lot.
2. Students may exit the parking lot prior to buses leaving, but they shall not drive past loading buses, and when buses start to exit the lot, all student vehicles still in the lot must stop to allow the buses a safe and expedient exit.
3. Students having permission to leave the school early shall in no way interfere with normal classroom activities.
4. Students shall observe a 10 M.P.H. speed limit around the school building.
5. Once a car is parked at school, the student shall not move it without permission to do so. (Leaving at regularly designated times constitutes permission. To leave at any other time requires permission from the principal.)
6. Parking in bus loading areas, fire lanes, faculty areas, and clearly marked "NO PARKING" zones is prohibited.
7. Racing, spinning of wheels, speeding or any other careless act of operation is prohibited.
8. Permitting unlicensed and uninsured persons to operate one's vehicle on school property is prohibited.
9. Cars may not be used as an eating place or social area at any time.
10. Removing the car from its parking space prior to an approved dismissal time is not permitted.
11. Parking the car in such a manner as to occupy more than one parking space is prohibited.
12. Leaving the school premises during the school day without permission is strictly prohibited. This regulation includes walking or any other mode of transportation.
13. There shall be no firearms or dangerous ordinances in any vehicle on school property. This is a felony offense according to Ohio law and is punishable by up to one year of expulsion.
14. Unauthorized use of motor vehicle - no person shall endanger life or property as a result of operating a motor vehicle on or about school property.

**Penalties:** Violation of any of the above regulations may result in suspension of or revocation of parking privileges. Such violations and repeat violations may also result in the student's removal, suspension or expulsion from school.

## **VISITORS**

All visitors must make their presence known and receive permission from the principal's office before going to other parts of the building; no unauthorized persons will be allowed in the school. Repeat violators of visiting privileges will be charged with trespassing. All visitors must be issued a visitor's pass and/or badge by the high school office.

Due to the size of our student body enrollment we must limit student visitors within the classrooms. Guests who have been authorized in advance to visit any class are urged to refrain from any kind of activity which is distracting or which tends to interrupt the normal class procedures. All visitors to the school must state their business and show proper identification if requested. (The school is posted - 2917.211 ORC Trespassing Upon School Grounds - and visitors who refuse to observe the law may be charged as trespassers.)

## **WORK PERMITS**

Under Ohio law a student under the age of 18 must have a work permit before they can legally take a job. It is for the student's own protection and also entitles a student to Workman's Compensation if he should be injured on the job. The work permit application will be issued by the secretary in the principal's office. Do not request an application until you have a job offer. Have your driver's license and your birth certificate available upon return of the application.

## **CIVIL RIGHTS GRIEVANCE PROCEDURES**

Students (those who are full time, Franklin Monroe Students) are advised that they might express a complaint of grievance for alleged violations of rules on the basis of race, national origin, sex, and/or handicapping condition. Students should, within five (5) days of the violation, pursue the regular organizational chain of command. The first contact should generally be in an attempt to bring to the attention of a regular classroom teacher. This first step is very informal and is merely on a verbal level. If the student or teacher is unable to correct the situation, the matter should then be brought to the attention of the counselor or principal, within five (5) days after the first contact has been made with the teacher. The next step would lead to the office of the principal who would hear the grievance and develop a written report on the issues. This step is to be taken within ten (10) days following the counselor contact. This step might involve the questioning of various individuals who are implicated in the said issue.

Within ten (10) days following the hearing with the principal, a written grievance (drafted by the student) may be submitted to the principal. This written grievance report, along with a report generated by the principal shall be presented to the superintendent if the grievance is judged by the principal to be both valid and unresolved at any of the previously mentioned steps. The superintendent will provide a written decision within ten (10) days of receipt of these reports, surrounding her/his findings. An additional hearing may be scheduled during this final ten (10) day period, at which time the superintendent may compel witnesses and additional documentation to be presented. Representation may be present at this hearing and the superintendent shall serve as the moderator and is charged with the confidentiality of such testimony and documentation.

## **TITLE IX NONDISCRIMINATION**

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

The Board designates the following individual to serve as the District's compliance officer/civil rights coordinator:

Title: Jeremy Pequignot, Superintendent  
Address: 8591 Oakes Road Arcanum, Ohio 45304  
Phone number: 937-947-1212  
Email: jeremy.pequignot@fmlsd.org

The name, title, and contact information of this individual is annually published in District handbooks and on the District website. The Board has adopted separate policies and procedures for sexual harassment, including the identification of a Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address any inquiries or complaints regarding discrimination/retaliation or denial of equal access in a prompt and equitable manner.

### **Reports and Complaints of Unlawful Discrimination/Harassment**

All persons associated with the District, including, but not limited to, the Board, administration, staff, students and third parties are encouraged to promptly report incidents of unlawful discrimination/harassment.

The Board has developed complaint procedures, which are made available to every member of the school community. The Board also has identified disciplinary penalties, which may be imposed on the offender(s).

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

## **CODE OF STUDENT CONDUCT**

Court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program. The principal is authorized by statute to suspend students for cause. The teacher has the authority to remove students from a class for cause. The following rules, regulations and due process procedures statements are designed to protect all members of the educational community in the exercise of their rights and duties.

This code sets forth the educational responsibilities of students of Franklin-Monroe Middle/High School. The rules and standards set forth in this code apply to conduct of all students on school premises, on school buses, or involving school property. It also applies to student conduct off of school premises and to any student(s) who are in transit to and from school, which directly affects other students of the school; and to conduct at school functions of any kind. This code cannot reasonably be written in such detail as to anticipate every type of misconduct that could possibly occur. While the code does not encompass every situation and/or every action, the Board of Education has attempted to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

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

## **II. STUDENT BEHAVIOR**

This section lists the types of conduct, which are unacceptable and may result in disciplinary action. Not all acts of misconduct can be itemized in this handbook. There is no attempt to rank order these actions in terms of the severity of the offense. The following is a listing of some of the main areas of conduct, which may lead to disciplinary action. The rule violations have been categorized based upon respect. It is felt that respecting yourself, respecting others, respecting the school environment and respecting property are central to the success of all while attending Franklin Monroe schools. **School administration has full discretion as to the application of the code of conduct and may alter the consequences based on the circumstances of each incident pursuant to their reasonable judgment.** The following is a list of major areas that could result in disciplinary action. This list is to be used as a guideline only and is not exhaustive of all misbehaviors that could be addressed by the school's administration.

### **RULES RESPECTING SELF:**

**1. Drugs, Narcotics, Alcoholic Beverages** - A student shall not possess, handle, use, transmit or conceal any of the above mentioned items or any other items, which might cause physical, mental or emotional change at any school activity or on school property, including private vehicles being driven onto school property. This includes any "look alike" drugs or counterfeit substances and any items of paraphernalia used for such illegal activities. It also includes any "over the counter" medication or product. Contact with law enforcement and removal of students from the school premises will take place.

**2. Smoking, Smokeless Tobacco, Tobacco Products, E-cigarettes** - Students are not permitted to possess, transmit, conceal or use any type of tobacco products, including cigarettes, cigars, chewing tobacco, electronic cigarettes/vaping, and smokeless tobacco or paraphernalia (including lighters/matches) on school property or at school activities. This includes school buildings, parking lots, and private vehicles on school property, school buses or at any other location where a school sponsored or supervised event is taking place.

**3. Attendance violations** - Truancy, unexcused absences, excessive absences and tardiness are examples. Attendance procedures are listed previously in the handbook. All forms of disciplinary measures will be used to promote good student attendance pursuant to Ohio's compulsory attendance laws. Students are also not permitted to leave school grounds without proper permission from the office, confirmed with a parent/guardian.

**4. Counterfeit controlled substances** - Possession or sale of counterfeit controlled substances is detrimental to the maintenance of health, safety, and discipline in the school district. A counterfeit controlled substance can be any drug that bears or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner. It can include the rights to such trademarks, trade name or identifying marks; any unmarked or unlabeled substance manufactured, processed, packaged or distributed by a person other than the person that manufactured, processed, packed or distributed it. It can also include any substance that is represented to be a controlled substance but is not; or is a different controlled substance than purported to be. It can include any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in size, shape, coloring or its markings, labeling, packaging, distribution or its price for which it is sold or offered for sale.

- a. No student shall possess any counterfeit controlled substance, nor shall any student make, sell, offer to sell, give, and package or deliver a counterfeit controlled substance.
- b. No student directly or indirectly shall represent a counterfeit or controlled substance by describing either in words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a controlled substance.
- c. No student shall directly or indirectly falsely represent a counterfeit controlled substance.

#### **RULES RESPECTING OTHERS:**

**1. Weapons, "look-alike" weapons and dangerous instruments** - Students shall not possess, handle, transmit use or conceal any instrument which is, or could be considered an instrument to inflict harm upon another person. Examples such as, but not limited to, knives, guns, clubs, chains, brass knuckles, firearms, razor blades, tools, shop equipment or other explosive devices and other instruments of like are forbidden at any school activity or on school property including vehicles driven to school. ORC Sec. 2923.122 makes it a **felony** for any person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordnance into or on any property owned by or controlled by, or to any activity held under the auspices of the school.

**2. Insubordination** - Students must comply with directions of teachers, substitute teachers, teacher's aides, principals or other school personnel during the period of time when a student is under the authority of school personnel. Responding with any form of disrespect towards an adult or staff/faculty member will be considered insubordination as will failing to follow directions or instructions from ANY staff member.

**3. Verbal/Physical Harassment and/or Bullying** - A student shall not use violence, force, coercion, or verbal abuse to be directed at school personnel or other students. Bullying and harassment by verbal, cyber, relational, or physical means will not be tolerated. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered. Cyber bullying includes, but is not limited to instant messaging, chat-room postings, postings on web pages or blogs, text messaging, and distribution of digital media. Examples of bullying and harassment include, but not limited to harassment based upon a student, faculty member, coach, or opposing team member's race, ethnicity, cultural background, sexual orientation, and/or gender.

**4. Obscene Language** - The use of inappropriate, vulgar, or obscene language (written or oral) during a school activity (class, extra-curricular activity, or bus transportation) is prohibited. This rule forbids any obscene gestures.

**5. Threat** - a statement of an intention to inflict pain, injury, damage, or other hostile action to someone.

**6. Fighting** - Students shall not threaten or assault another (adult or student) or behave in such a way as could cause physical injury to other members of the school community. **Any action in which students make physical contact with another student (i.e. pushing, shoving, hitting, spitting and slapping) will be considered as a fighting incident.**

**7. Hazing** - Students shall not conspire to, or engage in any type of 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 injures, frightens, degrades, disgraces or creates a substantial risk of causing mental or physical harm to any person. Section 2307.44 of the Ohio Revised Code allows a person who is subjected to hazing to sue for injury or damages.

**8. Sexual Misconduct/Harassment** - No student shall engage in, be a party to, or intimidate another student for the purpose of sexual interest. No student shall engage in any form of exhibitionism.

**9. Lying and/or deception** - Students shall not falsely report incidents, falsely accuse or give false testimony to school personnel which would/could seriously affect the welfare of others. A student shall not falsely use in writing the name of another person, falsify times, grades, dates, addresses or other data on school forms or correspondence directed to the school.

**10. Public display of affection** - There shall be no embracing or kissing on school grounds or at school activities.

#### **RULES RESPECTING PROPERTY**

**1. Vandalism, Destruction, or Defacement of School and Private Property** - Students shall not cause or attempt to cause damage to school property including building, grounds, equipment, vehicles or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity. This includes any and all willful destruction or defacement of property. Law enforcement may be contacted.

**2. Theft** - No student shall take or attempt to take into his/her possession any property of another person. Law enforcement will be contacted.

**3. Trespassing** - A student or any other visitor shall not trespass or loiter on school property at unauthorized times or in unauthorized locations. Students under suspension are not permitted to be on school property unless permitted by a school administrator. Refusal by any person(s) to leave when ordered to do so will be considered grounds for punishment and/or prosecution.

**4. Extortion, Bribery** - Students shall not take nor attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for his or her personal gain.

**5. Use of computer technology**

- a. A student shall follow the guidelines of the FM computer technology user contract.
- b. A student shall not use or modify any computer technology (hardware, software, peripherals or connections, etc.), provided by the school without authorization from school authorities.
- c. No student shall install, copy, delete, transmit, upload/download or modify in any way files or violate copyright laws or use any software outside the rights granted to him/her. This is to include but not limited to the Internet, software used for class, or software used in the media center.
- d. No student shall use computer technology in ways which violate the law or violate the rights of others: e.g. viewing, copying files, transmitting, deleting, harassing, threatening, degrading, using pornographic, or racist material or using others login/password.
- e. No student shall attempt to access the computer network outside the regular connections, e.g. via modem or by any other unauthorized means.
- f. School officials reserve the right to inspect student's personal computer equipment or other electronic devices if brought/used on campus or at activities under the authorization of the school.

**RESPECT FOR SCHOOL ENVIRONMENT**

**1. False alarms/disruption of school** - Students shall not cause alarms to be set off unless an emergency exists. Nor shall the student initiate a report warning of fire or an impending bombing or other catastrophes without cause. This includes the tampering with any fire extinguisher, fire or other alarm and the AED lifesaving device cabinet. Setting false alarms will be grounds for suspension and possible expulsion as well as contact with local law enforcement officials. A student shall not cause or attempt to cause the disruption of the normal school day by means of violence, coercion, force, demonstration or obstruction of school procedures. Examples would include: unusual dress or appearance, bomb threats, strikes, walk-outs, impeding of free traffic to or within the school, etc.

**2. Cheating and Plagiarizing** - Students are expected to do their own work and evidence of cheating and/or plagiarizing will result in appropriate teacher action as well as referral to the office for further disciplinary action.

**3. Disruption of School** - A student shall not, by use of violence, force, coercion, threat, instigation of fighting, harassment, insubordination or repeated acts of misbehavior cause disruption or obstruction to the educational process, including curricular and extracurricular activities.

**4. Gaming/gambling** - Students are not permitted to gamble or possess gambling devices during school hours, on school property, or at school sponsored events in the building.

**5. Self-identification** - All persons must upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.

**6. Unauthorized sale or distribution** - Students shall not sell or distribute any object or substance, which has not been authorized for sale or distribution by the building principal to any person.

**7. Loitering** - Students shall not be present in the school building or restricted areas at unauthorized times. All students should be under the direct supervision of school personnel if on school property before 7:30AM or after 3:00 PM. Students leaving the building during an extra-curricular activity will not be permitted to re-enter unless under the direct supervision of an authorized person.

**8. Search and seizure** - Students shall not possess, or maintain any item or material; on their person, in a vehicle located on school property, or in a school owned locker and/or desk or carry item, which is of a non educational nature that may cause or tend to cause, a disruption to the educational process or may jeopardize the safety of any other person. **If school administrators have reasonable suspicion to believe that a student may be in possession of any item that could disrupt the educational process, or affect the safety of any other person, they reserve the right to conduct a search. This could include any persons, lockers, desks, purses, handbags, book bags, gym bags, any other item carried onto school property or personal vehicles located on school property.** Students should be mindful that all hallways, classrooms, lockers, desks and the parking lot are the property of Franklin Monroe Board of Education and as such those areas are subject to random searches at any time.

**9. Unauthorized use of water** - There shall be no unauthorized use of water on school grounds or at school activities (this includes water balloons, hoses, spray bottles, water guns etc.)

**10. Individual classroom rules** - Teachers may adopt individual classroom rules. This may include such things as gum chewing, eating/drinking food or pop and rules they wish to maintain order in their rooms. Teachers may also establish reasonable consequences for handling violations of classroom rules.

## **COVID-19**

This section lists the Face Covering Policy in the event that face coverings are mandated at any point in the school year. The Board authorizes the Superintendent to amend these requirements as necessary to meet federal, state and local guidelines.

### **FACE COVERING POLICY**

A mask is a face covering made of any material that covers the wearer's nose, mouth, and chin simultaneously and is secured to the wearer's face by elastic, ties, or other means. Acceptable masks may be homemade, and they may be reusable or disposable. Disposable mask must be disposed of at the end of each day. Reusable cloth face coverings must be washed at the end of each day.

A shield is a face covering made of flexible plastic that originates at the forehead with no gap, wraps around the sides of the face and extends below the chin. Although the Centers for Disease Control and Prevention recommends against using shields as a substitute for masks, under certain circumstances as set out in this policy, or as determined by the Superintendent, a shield may be worn when a mask cannot be worn.

The Superintendent's/designee's interpretation of whether a face covering fits these definitions is final.

#### **Students:**

All students from kindergarten through twelfth (12th) grade must wear masks at all times students are on school property or participating in school related activities, as follows:

1. In any indoor location, including but not limited to classrooms, gymnasiums, offices, locker rooms, hallways, cafeteria, and/or locker bays;
2. Outdoors on school property and unable to consistently maintain a distance of six feet or more from individuals who are not members of a household;
3. Waiting for a school bus outdoors and unable to maintain a distance of six feet or more from individuals who are not members of a household; or
4. Riding a school bus.

#### **Exceptions:**

The face covering requirement does not apply when:

The student has a medical condition including respiratory conditions that restricts breathing, mental health conditions, or a disability that contraindicates the wearing of a facial covering;

1. The student is seated and actively consuming food or beverage;
2. The individual is communicating or seeking to communicate with someone who is hearing impaired or has another disability, where an accommodation is necessary and appropriate;
3. The student is actively participating in outdoor recess and/or physical education class where students are able to maintain physical distancing of six feet or more, or athletic practice, scrimmage, or competition that is permitted under an Ohio Department of Health Order;
4. The student is in a classroom in which all students are able to maintain at least six feet of physical distance and removal of the face covering is necessary for instructional purposes, including instruction in a foreign language, English language for non-native speakers, and other subjects where wearing a face covering would prohibit participation in normal classroom activities, such as playing an instrument;
5. The student is engaging in an activity where wearing a face covering would significantly impair the student's ability to receive necessary services (ex. administration of medication, provision of speech therapy);
6. Students are able to maintain a distance of six feet or more and a mask break is deemed necessary by the educator supervising the educational setting; or
7. When an established sincerely held religious requirement exists that does not permit a mask.

In any situation where a student is unable to wear a mask, increased attention to other measures such as social distancing is imperative.

If a student meets one of the above exceptions to the mask requirement, a shield may be an option.

If a student who is required to wear a face covering does not have one, he or she will be provided an acceptable face covering by a staff member.

Requests for additional exceptions under this section as well as those necessary for students with a medical condition or those requesting exception due to an established sincerely held religious requirement shall be considered by the Superintendent/ designee, who may request documentation justifying the exception.

#### **Consequences:**

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students or staff who harass or bully students with exemptions or engage in behavior that interferes with any student's ability to comply with this policy.

Failure or refusal to wear a face covering by a student will result in discipline in accordance with other District policies, handbooks, and/or codes of conduct, as applicable. In addition, students who fail or refuse to wear a face covering may be removed from school in accordance with the student code of conduct, and may be assigned by the Superintendent to distance learning. Parents may also choose an alternative educational option, such as home schooling, in accordance with Board policy.



## General

The Board authorizes the Superintendent to amend these requirements as necessary to meet federal, state and local guidelines.

### III. STUDENT DISCIPLINE

The following are definitions of the various forms of discipline, which may be incurred from violations of the above named rules. It is the belief of the Franklin-Monroe school board that cooperation among all phases of the school community (student, parents, staff, and administrators) are useful in the resolution of disciplinary problems and it is to this end that the penalties are structured and administered. Violations of any one or more of the rules while a student is on school grounds, at school activities and events, or on school-provided transportation, may result in disciplinary action. **Disciplinary actions are discretionary to the building administrators.**

Some of the disciplinary actions available include the following: teacher/student conferences, counselor/student conferences, teacher/parent conferences, principal/student or principal/student/parent conferences, removal from class or school, detention, office referral, emergency removal, suspension from school, court referral, expulsion from school, and other alternatives. Various definitions of the penalties are defined below and procedures are clarified.

#### Counseling

A student may be referred to guidance counselors, parental conferences or other special services

#### Detention

The required attendance after school hours is mandatory for all detentions assigned. Transportation is the sole responsibility of the parent or student. Unexcused non-attendance at these sessions may result in additional Saturday School assignments or out-of-school suspensions. See "Detention Hall" expectations on page 9 for more information.

#### Removal from Class

A student may be removed from a specific class if they are interfering with or disrupting the educational environment and process. This may result in further disciplinary measures at the discretion of the teacher and/or principal.

#### Saturday School

Saturday School will be scheduled as needed to provide a form of discipline that exceeds those for detention but is less severe than those for suspension.

#### Corrective Work Assignments

Students may be given work tasks to perform as a reprimand for unacceptable behavior.

#### Compensation

Reimbursement will be required when a student is involved in such action, which will cause damage to public property or personal property of other students or employees. This reimbursement is necessary also in case of theft. In the normal act of providing compensation for unacceptable behavior an apology to the offended party is recommended. In addition, any State or Federal offense committed while on school premises and/or during events and functions arranged or supervised by the school district or its' employee, may be prosecuted through the courts.

#### In-School Alternate Placement

The principal has the authority to use in-school suspension based on such factors as the severity of the offense, previous record of the student and best interest of the total school community.

**Suspension** -- is the removal from school and school related activities for a period of one (1) to ten (10) days. During the period of suspension, the student is not allowed in the building or on school grounds. If a student is suspended, the student must request their make-up work from each teacher. Make-up work must be completed within the number of days suspended once the student returns. Before a student can be suspended for ten school days or less:

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

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

**Expulsion** -- is the removal from school and school related activities for a period not to exceed eighty days. **NO MAKE UP PRIVILEGES EXIST.** Expulsion is any removal of more than ten-day duration. A student may be expelled for a maximum of 80 school

days and may be carried over from one semester to the next or one school year to the next. Only the superintendent decides to expel a pupil, the following procedures will be utilized:

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

### **Emergency Removal**

The notice and hearing requirements set forth in the section on suspension and expulsion can be temporarily waived in an emergency. If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises exists, then:

1. The superintendent, principal, or acting administrator may remove the student from curricular or extra-curricular activities or from the school premises.
2. A teacher may remove the pupil from curricular activities under his/her supervision, but not from the school premises altogether.
3. If a teacher makes an emergency removal, the reason(s) for the removal must be submitted in writing to the principal as soon as practical 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. In the case of an emergency removal, a hearing must be held as soon as practical after the removal, but within three (3) school days after the initial removal is ordered. Written notice must be given to the pupil as soon as practical prior to the hearing. The hearing will be held in accordance with either the suspension or expulsion procedure depending on the probable action that will be taken. The person(s) who ordered, caused, or requested the removal must be present at the hearing.

### **Suspension and expulsion from the Miami Valley Career Technology Center**

The suspension or expulsion of a Franklin Monroe student attending the Miami Valley Career Technology Center, shall be suspended or expelled from the local high school.

### **Formal Appeal Procedure:**

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

### **PENALTY GUIDELINES: VIOLATIONS**

The following section is to provide and inform students, parents/guardians, and staff of the probable outcomes of various infractions of the student Code of Conduct. It also is designed to provide consistency for all students. It should be noted that repeated offenses increase the severity of the penalties. Violations that involve criminal acts may involve law enforcement and court action. These guidelines refer to only those actions referred to the administration. The following are only guidelines. A more severe punishment could be imposed.

#### **Violation I**

Students behaving in an inappropriate manner as described may receive a warning, counseling, removal from class, call home, and up to a detention(2) from the staff and/or principal. Examples of such violations include but not limited to:

- Persistent minor school infractions
- Public Display of Affection (PDA)
- Violation of the dress code
- Insubordination
- Misuse of technology or electronic devices
- Use of inappropriate language
- Leaving class without permission
- Persistent tardiness to class
- Abuse of hall pass

- Littering
- Misbehavior on the bus
- Other like inappropriate behaviors

#### **Violation II**

Students behaving in an inappropriate manner as described may be given detention(2), up to a Saturday School(1) from the principal.

Examples of such violations include but not limited to:

- Repeated infractions of the level one Violations
- Lying to school personnel/plagiarism/cheating
- Harassment/hazing
- Skipping class
- Violation of Acceptable Use Policy
- Forgery/falsification of school-related documents
- Leaving school grounds without permission
- Disrespect of school staff or student
- Disruption of school and/or activities
- Obscene Language
- Other like inappropriate behaviors

#### **Violation III**

Students behaving in an inappropriate manner as described may be given an In-school Alternate Placement and/or Out-of-School Suspension (not exceeding 10 days) from the Principal. Upon an Out-of-School Suspension, a recommendation for Expulsion may be forwarded to the Superintendent at the discretion of the Principal. Examples of such violations include but not limited to:

- Repeated infractions of Violation II level
- Theft
- Extortion
- Severe disrespect toward a staff member or student
- Severe misuse of technology or electronic devices and/or Violation of Acceptable Use Policy
- Fighting
- Threats/Severe harassment
- Vandalism/destruction of school, staff, or student property
- Other like inappropriate behaviors

#### **Violation IV**

Students behaving in an inappropriate manner as described may be given an Out-of-School Suspension (not exceeding ten days) from the Principal. A recommendation for Expulsion may be forwarded to the Superintendent at the discretion of the Principal. Examples of such violations include but not limited to:

- Repeated infractions of Violation III level
- Possession of dangerous weapons and look-a-likes
- False alarms/Inducing panic
- Breaking and entering school property and facilities
- Use, possession and/or transmission of tobacco, smokeless tobacco, e-cigarettes/vape, drugs, alcohol, and any other illegal substances/paraphernalia
- Under the influence of illegal substances- i.e. drugs, alcohol, etc.
- Assault/severe threat
- Any other inappropriate behaviors and criminal acts

#### **SEVERE CLAUSE:**

**School administrators have full authority to depart from this Code of Conduct in a reasonably prudent manner and may impose more severe or less severe sanctions than suggested above if the circumstances warrant such.**

#### **NOTE**

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional right shall be stricken without effect to the remainder. This code and any additional rules governing student discipline shall be distributed to students and/or their parents or guardian(s) at the beginning of each school year - and shall be posted in a conspicuous place within the school throughout the school year. Changes in the rules shall not take effect until they are distributed to students and parents.

Adopted by Franklin-Monroe Local School Board of Education on July 27<sup>th</sup>, 2020.