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CALENDAR 2010-11

August 25	First Day of School
September 6	Labor Day
October 22	End of 1 st Quarter
November 2	Waiver Day- No School for Students
November 11 & 16	Parent-Teacher Conferences- 4-7:00 p.m.
November 24	Conference Comp. Day- No School
November 25-26	Thanksgiving Break
Dec. 23-31	Christmas Vacation
January 3	Students return to school
January 7	End of 2 nd Quarter
January 17	Martin Luther King Day- No School
February 3 & 8	Parent- Teacher Conferences- 4-7:00 p.m.
February 18	Conference Comp. Day- No School
February 21	President's Day- No School
March 18	End of 3 rd Quarter
Mar. 28- Apr. 1	Spring Break- No School
April 4	Students return to school
April 22	Good Friday- No school
May 27	Last Day for Students
May 29	Graduation

**FELICITY-FRANKLIN
ELEMENTARY SCHOOL**
School Year 2010-11

Dear Parents and Students:

In order for parents and teachers to work together for the benefit of our students, it is helpful for everyone to be informed of the policies and procedures to be followed. This set of guidelines has been prepared for your information and use and is tailored specifically for elementary students.

If at any time you or your child has a problem concerning school, we strongly urge you to talk with your child's teacher immediately or call me at 876-2113, ext. 305. Many small misunderstandings become large problems if a time lapse occurs. Please give us the opportunity to be aware of the problem and to help solve it if at all possible.

Respectfully,

Mrs. Jennifer Keller
Elementary Principal

P.S. Please SAVE this handbook and refer to it throughout the school year.

All students must sign and return this slip certifying they and their parents or guardian have read and understand the rules and guidelines set forth in this manual.

Parents or guardians are requested to co-sign with the student. Please return of this slip to your student's homeroom teacher tomorrow.

Student Signature

Date

Parent/Guardian Signature

Homeroom Teacher

**FELICITY-FRANKLIN
ELEMENTARY SCHOOL**

School Year: 2010-2011

PHILOSOPHY

Felicity-Franklin Elementary School

WE, the faculty and staff of Felicity-Franklin Elementary School, BELIEVE that children represent our hopes for the future. We are dedicated to making the future better by helping to educate the citizens of tomorrow.

WE BELIEVE that each and every child can learn and therefore must be taught, helped, and guided forward at a pace which enables the child not only to meet daily success but also challenges the individual to continue growing and learning. It is our privilege and duty to help expand the horizons of each child by providing stimulating learning experiences and opportunities.

WE BELIEVE that each child can attain self-satisfaction; the development of a healthy self-concept is of prime importance in the continuous growth--socially, emotionally, and academically--of the individual.

WE BELIEVE that if children are treated with love and kindness, dignity, consideration, and respect, they will learn to treat others in the same manner; more importantly, they will learn self-respect and self-control. Children will be encouraged not to interfere with their own or another's learning or a teacher's teaching. School discipline will be fair, firm, and consistent for all in order to promote the ideal positive working and learning climate.

WE BELIEVE that a child can and should be taught to think in order to understand and to participate in today's world, to reason and solve problems, and to make wise decisions in life. Children must be taught how to learn and how to take an active part in their educational growth, learning by doing whenever possible.

WE BELIEVE that a child's education is a shared responsibility between school, home, and the child. We encourage a friendly, open relationship between parents, students, and teachers. We believe our school should be a happy place where children come eagerly and are encouraged to do their best.

INFORMATION FOR PARENTS AND STUDENTS

ATTENDANCE

It is desirable that every pupil should be at school by 8:25 - ten minutes before the tardy bell rings at 8:35 a.m. Every student is also expected to be in attendance every day school is in session.

Our goal this year is to encourage and to improve the attendance of our students. A student who is to receive a perfect attendance certificate must not be absent or tardy at any time during the school year. Students who go home sick, or are taken out for any reason are not considered in attendance 100%. The only time not counted against the student is a late bus or a bus unable to reach the student to pick him up.

If your child is absent from school, please call or send a note to the principal's office (876-2113, ext. 305) before 10 a.m. that morning. If you know the absence will be for more than one day, please tell us this. When your child returns to school following an absence or tardy, please send a written excuse for the absence(s) to the home room teacher.

The Board believes punctuality and regular attendance is vital to a student's educational progress. Nothing can take the place of a student being in class taught by a professional teacher. The following rules are established concerning student attendance.

1. **Students will be required to make up all work and tests missed for any absence.**

- A. Students are permitted one day for each day absent to complete and turn in make-up work. Individual teachers may give more time to make up work but are not required to do so. It is the student's responsibility to find out what work was missed.

- B. A zero (0) will be given for all work not made up as indicated in 1.A. of this policy.

2. Only three days per quarter will be excused by means of a parent note. These notes must declare one of the seven state approved reasons for absence.
- A. Personal Illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
 - B. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
 - C. 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.
 - D. Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
 - E. Work at home due to absence of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
 - F. Observance of religious holidays. Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
 - G. Emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause of absence from school.

Parents should make student's non-emergency medical and dental appointments outside the school day, and always provide a doctor or dentist excuse for time missed due to these appointments.

3. Family vacations up to a maximum of five days per year will be excused if all of these requirements are fulfilled.
- A. parents must notify the school at least three school days in advance;

- B. parents request and collect advance assignments and books from the student's teacher(s);
 - C. the student completes all assignments and turns them in on the first day back to school and
 - D. the student is prepared to make up tests or other work upon return.
4. All additional days will be considered unexcused unless a doctor's excuse is presented.
5. Referral to Juvenile Court, suspension or expulsion will be used for students with chronic absenteeism.

CONFERENCES

Let's keep our communications open between school and home. Feel free to call the elementary office at 876-2113, ext. 305 or 306, at any time a question or a problem arises. Sometimes a little question becomes a big problem if it goes unanswered. In addition, call the office to make an appointment for a conference with your child's teacher, or call their voice mail.

When visiting, please sign in at the office and put on a visitor's badge, to be returned to the office when you sign out before leaving. Arrival and dismissal times are not good times for conferences, as teachers are busy supervising students.

ARRIVAL

Students are not to be in the building (except for 8:15 breakfast) until the elementary bus arrives at 8:25 a.m. They should be seated in their home room by 8:35. Any student reporting after 8:35 will be considered tardy, and must report to the office. Students arriving before the first bus are to wait in the outside corridor of the school building. Supervision of students begins at 8:25, so please do not allow your child to arrive earlier than 8:25 a.m.

Students arriving on a late bus must report to the elementary office to have their names removed from the absentee list before reporting to their teacher.

Excessive tardiness is a hardship on children. Please make every effort to have them here on time. Students tardy for an unexcused reason will be required to make up the class time missed during recess; repeated unexcused tardiness will cause students to be kept after school.

DISMISSAL

Bus riding students will be dismissed at 3:25 to go directly to their buses. If you wish your child to remain at school to participate in a special scheduled activity or to go anywhere other than home the usual way, please send a note with your child to the home room teacher.

Students who are picked up at the end of the day must be signed out at the pick up area through door # 10 by the parent parking lot. No child will be released to an individual who is not authorized by the parent or guardian in writing. For the safety of the child, identification will be required

to release a child to an individual. Phone calls will not be accepted, as the identity of the caller cannot be confirmed. This is also for the safety of all children. The name of any person who may be picking up/transporting your child must be written on your child's current office card or a note indicating a different person, must be sent to the office. If you must take your child out of school during the school day, please come to the office to sign out your child. Early dismissals will affect your child's attendance record.

Students who walk home will be released after buses are off the school premises through door # 8. Permission for students to walk home must be given by a parent or guardian in writing on the office card or note.

No elementary student shall be permitted to leave school prior to dismissal at the request of or in the company of anyone except a school employee, police officer, attendance officer, parent or guardian unless a written permit from the parent or guardian has been secured.

Parents who take their children from school for doctor or dental appointments are requested to have the doctor or dentist sign a form stating that the pupil was in his office at the appointed time.

BUS ASSIGNMENT

All students who live outside the corporation limit of Felicity, except Walnut Trailer Park and Wayside Court Apartments, are eligible to ride a school bus to and from home. Bus routes are adjusted and established at the beginning of each school year, and since overcrowding is unlawful, students are permitted to use only assigned route and bus stop. Parents/guardians may request the

principal/superintendent to have the student's bus route or bus stop permanently adjusted to meet the needs of work schedules, etc. Such requests may be honored if space is available on the requested bus route. Spontaneous notes, telephone calls, etc., will not be honored. If an extreme emergency, family crisis, etc., should arise where it is not in the child's best interest to be sent home on his/her bus, the parent may call the principal's office and have the child detained at school for a short period of time until the family can make arrangements to pick up the student.

BUS RULES

State Board of Education Regulations (O.R.C. 3301-83-08)

1. Pupils must arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual
4. Pupils must go directly to an available or assigned seat.

5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating, chewing gum, and drinking on the bus except as required for medical reasons.
9. Pupils must not have or use tobacco in any form on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils must leave or board the bus at locations to which they have been assigned unless they have administrative authorization to do otherwise.
13. Pupils may carry on the bus only objects that can be held in their laps.
14. Pupils must not put head or arms out of the bus windows.
15. School bus service is an extension of the school day and under the jurisdiction and control of the school. Violations of above rules or other school rules in the Student Conduct Code of this handbook shall be reason for disciplinary action which may include

suspension/expulsion from school bus/school.

Misbehavior on school buses is reported to the principal and to parents. Bus misbehavior will affect conduct grades on report cards. Serious or repeated misbehavior will result in a suspension from riding the school bus.

* * * * DO NOT BRING TO SCHOOL OR ON SCHOOL BUSES * * * * *

- 1) Radios
- 2) Tape players/headphones/tapes/ipods/mp3 players
- 3) Beepers/cell phones
- 4) Toys
- 5) Money, except for lunch, unless for an announced reason
(Book Fair, school pictures, field trips, etc.)
- 6) Valuable personal items
- 7) Anything that resembles or can be used as a weapon

Warning: The school will not be responsible for replacing any of the above, if lost, broken, or stolen.

CHEWING GUM

Students are often careless with both gum and gum wrappers; these are thrown in such places as to make our building unsanitary and unsightly. Thus, there will be no chewing gum during the school day or on school buses.

DRESS CODE K-12

All students enrolled in the Felicity-Franklin School District are expected to dress in an acceptable fashion. Extremes of any nature that detract from the educational process will not be permitted. Extremes are those forms of dress that cause a disturbing effect on the student body, hinder the normal pattern of the educational atmosphere, or are injurious to the child's safety. If a student's health habits indicate a hazard to other students, remedial action will be taken.

1. Children in kindergarten through grade four may wear slacks, jeans, dresses or skirts. Dresses and skirts are to be no longer than mid-calf; this length is for safety purposes only and no shorter than 3 inches above the knee. Sun suits or swimsuits, halter tops, and bare midriff tops are not permitted. Extremely tight pants or shorts, and extremely baggy shorts or pants will not be permitted. All apparel for students grades kindergarten through fourth must cover the torso from three inches above the knee to top of the armpit evenly across the chest. Socks are to be worn with appropriate footwear. Tank tops, muscle shirts, or any sleeveless shirts may not be worn except in grades K-3.
2. For boys, hair will be neat, clean, well-groomed, and may be worn blocked to the dress shirt collar length in the back (no rat tails, ponytails, or Mohawks,) and must be cut above the eyebrow or fixed to be kept out of the eyes. Hair must be a natural color (no distracting hair dyes or hair paints).
3. Students in kindergarten through grade 12 may wear loose-fitting shorts with a length that extends to no shorter than 3 inches above the knee during the months of August, September, October, April, May and June. During other months of school, wearing such apparel is a violation of the dress code.

4. Activity sponsors and coaches shall, with administrative guidance, set more conservative dress guidelines for their groups as needed.

5. Some general guidelines for all boys and girls (K-12):
 - a. Shirts, blouses, and jackets must be free of all suggestive slogans. Shirts with graphics may be worn as long as the graphics are not suggestive or illustrate anything that would be in violation of school rules, or in bad taste.
 - b. Shirts may be worn that denote a trademark or brand name (Chevy, Nike, etc.), if the product is not against school rules or in bad taste.
 - c. Approved Felicity-Franklin school activity apparel may be worn.
 - d. School activity jackets or shirts of another elementary or high school may not be worn.
 - e. Jackets and shirts of outside public, civic, or church organization may be worn if they are in good taste, i.e., church groups and camps, 4-H clubs, scouts, public, state, and national parks, colleges and universities, professional sports teams, county and state fairs, vacation resorts, etc.
 - f. Shirts must be buttoned; blouses or shirts worn on the outside of the slacks must be tailored.
 - g. No head apparel will be permitted during the school day (unless special events permit such as Right to Read Week, Career Week, etc.)
Patches, headbands, chained billfolds, bandannas, feathers, heel or toe taps, earrings (for boys), earrings in tongue, nose, eyebrows or other exposed parts of the body (for boys and girls), and knife holders are not to be worn. Sunglasses, caps and hats are not to be worn inside the buildings.
 - h. Extremely tight or see-through clothing is not acceptable.

- i. Thermal underwear or other underclothing worn as outer garments is not acceptable for boys and girls.

- j. Shoes will be worn; for safety reasons, rubber thongs, flip-flops, sandals without a back strap, high-heel shoes/boots, platform shoes, heeled shoes (wheeled gym shoes) and wooden shoes may not be worn by elementary students.

- k. Foundation garments will be worn.

- l. Ripped, cut, or torn clothing is not to be worn. Neatly cut-off shorts of appropriate length are acceptable.

Dress code applies not only in school, but extends to school activities. If you are in violation of the dress code, the school may send you home, may provide you with appropriate clothing, and/or may assign any other disciplinary action as determined by the principal.

EMERGENCY SCHOOL CLOSING

In case of emergency school closing, listen to the radio and television stations for information. Please do not call the homes of teachers or administrators.

On rare occasions, school may need to be dismissed early (bad weather, bus problems, etc.). Please be sure to list on the office card if in the event of an emergency closing your child's dismissal procedure should change. Otherwise, in the case of an emergency school closing all students will follow routine dismissal procedures.

EXCUSES AND PARENTAL PERMISSIONS

- 1. All absence excuses from parents must be presented to the home room teacher. These will be marked excused or unexcused and filed for future

reference.

2. A note signed by the parent or guardian is required if the student is to go anywhere other than the usual way home after school. We will not accept phoned requests. Your request for a change must be put in writing in advance or it will not be honored. If a student is a participant in a scheduled after-school activity, only one note granting your permission is necessary for the child to stay for this activity as long as this activity continues.

Students are not to leave the school grounds during the day for any reason without permission. If it is necessary for the student to leave during school hours, parents or guardian must either notify the principal or personally pick up and sign out the student from the elementary office.

EXTRACURRICULAR ACTIVITIES

Students must be in school the entire day in order to participate in or to attend an extracurricular activity after school or in the evening.

The principal may grant permission to attend, and/or participate, in advance of the absence due to special considerations such as for dental or doctor appointments verified by the physician/dentist, court appearance, funerals, etc. However, students (through parents) are reminded to contact the school in advance of the absence.

Students may not stay after school for any activity in which they are not a member. This includes middle school and high school activities as well.

FIRE AND TORNADO DRILLS

Fire and tornado drills are required by state law as a vital phase of the safety program of the school. It is essential that the students learn to leave the building in a prompt, orderly manner when the alarm is given. Each teacher has been asked to help build an intelligent respect for the fire and tornado regulations by discussing the procedures and routes with the students during the first week of school.

GRADE CARDS

1. Kindergarten report cards are issued quarterly. Grades will be given as follows:

S+ = Exceeds Expectation S- = Meets Expectation / = Not Taught this term

√ = Receives additional support N = Needs Improvement

2. Primary reports, grades 1 through 3, will show S+, S, S-, N, and U in areas for writing, health, science, social studies, music, art, physical education, and conduct. In the areas for reading, math, language arts, and spelling the numerical grade will be shown.

A student averaging 69 or below in either reading or math or any two other subjects will be required to repeat the grade level unless age and other factors necessitate transferring the student to the next level. Along with deficiency slips, parents are also contacted, when possible, if it is necessary to retain a student.

In Grade 4, the numerical grade will be shown except in areas of art, writing, physical education, music, and conduct.

Please Note: All charges for lost or damaged books, replacement of damaged equipment, materials, etc., must be paid before a report card is issued.

3. The progress code as indicated below will be helpful in understanding

how your child ranks in his/her school performance.

Value of numerical grades: Explanation of other grades:

95-100	(A = Excellent)	S+ = Excellent
85-94	(B = Very Good)	S =
Satisfactory		
75-84	(C= Average)	S- = Close to
Satisfactory		
70-74	(D = Fair)	N = Needs
Improvement		
69 /below	(F = Failure)	U = Unsatisfactory
* =Adjusted Curriculum		I = Incomplete

- Interim progress reports will be issued on Friday of the fifth week of a grading period to all students. These reports need to be signed by a parent or guardian and returned to the teacher by the end of the next week. Failure to return the signed interim report may cause a student to be assigned after-school detention.
- Honor Roll - Students will be recognized for excellence in their total school performance each nine weeks. Criteria: All A's and B's (85 or above), S in writing, art, music, physical education, conduct, and social studies/science (for grades 1, 2, and 3).

FELICITY ELEMENTARY INTERVENTION PROCESS

What should I do if there are concerns about my child's academic progress or behavior at school?

As you know, conversations among the teacher, you and your child can go a long way to resolving your concerns. Ideas can be shared and tried. However, if concerns persist, a problem-solving meeting can be scheduled for your child. A parent or teacher can request a problem-solving meeting. For many reading concerns, interventions will be automatic.

What are automatic interventions for reading?

Felicity Elementary began using an RTI (Response to Intervention) process for reading concerns during the 2008-09 school year. The RTI process begins with periodic screening (fall, winter, and spring) to identify children who may need intervention. Children who have difficulty with the screening may be screened again to make sure they weren't just having a bad day. They may also receive further assessments to pinpoint their exact area of need. Children in need of intervention will then be placed in intervention groups within their classrooms. Intervention groups will be taught by the classroom teacher. The classroom teacher will also carefully monitor each child's progress. Intervention groups are flexible, which means that a child can be removed from the group when intervention is no longer needed, or added to the group if the need arises during the school year. These intervention groups are called "Tier 2" or automatic interventions because children automatically receive them as needed. (Every child accesses Tier 1 or the "core curriculum")

Children who do not make adequate progress at Tier 2 may be referred for the next level of intervention, "Tier 3". You will be invited to a problem-solving meeting to be a part of the team that designs a Tier 3 intervention for your child.

Tier 3 interventions are considered to be more intense than Tier 2. To increase the intensity of the intervention, the team may decide to increase the amount of intervention your child is receiving, or add additional components.

What should I expect at a problem-solving meeting?

In a problem-solving meeting, parent, teacher and other school staff as needed (such as school psychologist, school counselor, principal, speech language therapist, etc.) work together to develop a plan to help your child. A problem-solving process is used. This process better ensures that successful interventions

will be found and maintained so your child experiences continuous progress. Critical to the success of the process is the belief that the learner is not the “problem.” The team will discuss student strengths, areas of concern, intervention ideas, and progress monitoring. Progress monitoring is using frequent “checks” to determine if the plan is working. The plan will be documented on paper and a follow-up meeting will be scheduled to discuss results and whether changes need to be made to the plan. Additional follow-up meetings are scheduled as needed. Parents are a very important part of this team. Parents know their child best, can provide input on what has worked in the past, and can talk to their child about the plan at home.

How does this relate to special education services?

Children who need a substantial amount of intervention, modification, or accommodation in order to make progress toward their goals may be evaluated for special education services. Special education law requires that interventions are tried before a child is evaluated for special education services.

HEALTH CARE

1. **First Aid:** It is imperative that all injuries be reported promptly to the nurse's office. Parents will be contacted, if possible, even for minor injuries. It is very important that you provide a telephone number where you can be reached in case of illness or emergency.

2. **Illness:** It is important to prevent the rapid spread of colds, viruses, flu, and other communicable diseases. Please keep your child home from school if he/she has:
 - a) fever
 - b) nausea
 - c) vomiting
 - d) rash
 - e) earache
 - f) diarrhea
 - g) sore throat
 - h) swollen glands
 - l) abdominal pains
 - j) red or watering eyes
 - k) head lice or nits
 - l) scabies

Parents will be called and students will be sent home if these symptoms develop during school hours. Please be sure your child knows where you are during the day. Please list an emergency contact where someone can be

reached should your child need to be picked up due to illness or injury. These "temporary sitters" should be registered on the child's record at school as alternate people to notify in case of illness. Emergency telephone numbers are needed for all students; if you do not have a telephone, please list the number of a neighbor who can be called to give you a message concerning your child.

3. **Immunization:** All children entering kindergarten or grade one must have or be in the process of getting immunization for polio, D.P.T., mumps, Hepatitis, two measles, a second dose of varicella (chicken pox) vaccine and a final dose of polio vaccine on or after the 4th birthday. Booster shots are to be kept current and reported to the school to be placed on the health record.

Our school policy regarding pupil immunization is that required by sections 3313.67 and 3313.671 of the Ohio revised Code. At the beginning of each school year or at a pupil's initial entry, a parent has 14 days to present written evidence that the pupil is in compliance with the State School Immunization Law. If, after the end of a 14-day grace period, a parent has not submitted written evidence of compliance, the pupil shall be excluded from school until evidence is submitted.

4. **Medical Authorization:** A form for emergency medical authorization will be given to each student at the beginning of each school year. It should be completed and returned immediately. It is important that any health problem of your child be included on this form. This information will be placed with your child's health records for reference. This is a state requirement, but it also is important in giving aid to your child. Any changes in information should be reported to the elementary office. Local emergency telephone numbers are very important and should be listed on this form.

Administering Medication to Students (O.R.C. 3313.713)

The Felicity-Franklin Board of Education is aware that a student may have an illness that requires medication for relief or care but does not prevent his/her attending school. Therefore, if medication must be administered during school hours, the Board appoints the principal/designee and school nurse to administer medication according to the following guidelines.

The prescription medicine shall be brought to the principal's office and the principal/designee shall direct the student to the school nurse (if available). The medication in a doctor- or pharmacy-labeled container is to be left with the nurse along with:

1. a written request by parent/guardian that the medicine be administered, and
2. a written statement by the physician containing the following information:
 - a. name and address of the student
 - b. school and class in which the student is enrolled
 - c. name of the medicine and the dosage to be administered
 - d. the time or interval which each dosage is to be administered
 - e. the dates the administration of the drug is to begin and end
 - f. any severe reactions that should be reported to the physician
 - g. any special instructions for administering the medication
 - h. an agreement that the parent/guardian will submit a revised statement if any of the above information changes
 - i. a telephone number where the parent/guardian may be reached should it become necessary

The student receiving the medication is to report to the nurse at the time(s) the medication is required. The medication shall remain at the clinic during school hours and may not be kept by the student without the approval of the principal.

A physician's statement for prescription medication must be filled out by the doctor at the time the medication is prescribed IF THE MEDICATION IS TO BE ADMINISTERED WHILE THE STUDENT IS IN SCHOOL. (See sample form on page 29.)

Additional forms are available at the principal's office. Request one or two so that you have them when the need arises.

Due to new regulation students must have a physician's order for any medication, including over the counter medications before the medication will be administered.

A standard physician's order form will need to be completed and returned to the Nurse's office. All medications are to be brought to the nurse's office by a parent/guardian. Students are NEVER permitted to transport medication to school. Over-the counter/ nonprescription medication must be brought in the original unopened container. New forms must be submitted each year.

If a student is on medication or needs to take medication of any kind while involved in an extracurricular activity, he/she must notify the principal.

Students are expected to furnish their own non-prescription medications except on an emergency or first-aid basis. A parental permission form for non-prescription medication must be on file if you wish the nurse to give non-prescription medication to your child.

PEDICULOSIS (HEAD LICE)

Head lice is a common childhood problem, spread from child to child by being in close contact. To prevent this spread, our school has a no-nit policy - a child with head lice is excluded from school till treatment is done and all nits removed. If the nurse sends your child home during the day with head lice, that part of a day is an excused absence. You will then need to treat your child's hair that same day, remove all nits, and bring your child in to school the next morning so the nurse can check to see if all nits have been removed before the child may return to class. Do not send your child in on the bus until the child is checked clear. All absences after the day the child is sent home are unexcused absences; after 5 unexcused absences, Juvenile Court must be notified and families are sent an attendance warning letter. If 10 days of unexcused absence occur, there will be a court hearing held. Board of Health and Children's Services may also be notified to get help with this problem. Non-attendance is extremely damaging to your child's educational progress, so it is imperative to get your child back in school the very next day.

Prevention and early detection of head lice are the most effective methods in fighting this problem. Parents are encouraged to check their child's hair daily and to act immediately if lice or eggs are found. If lice or eggs are found, please notify the school health provider at 876-2113, ext. 312.

INSURANCE

School insurance is available for all students in kindergarten through grade twelve. Information and application forms will be distributed to students after school starts. Insurance application and check should be mailed directly to the insurance company.

Please do not return insurance applications to the school. In case of injury, claim forms should be filed within 60 days. Forms are available in the school office.

LOCKERS AND DESKS

Students are expected to keep desks and lockers clean and neat; desks and lockers are subject to inspection at any time. No money or valuables are to be left in desks or lockers and the use of locks is not permitted.

LOCKER SEARCHES

Pursuant to Section 3313.20(C), Revised Code, the Board of Education has adopted a policy permitting the principals of this school district to:

1. Search any pupil's locker and the contents thereof if the principal reasonably suspects that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule.
2. The Board hereby declares that lockers are the property of the Board of Education and these lockers and the contents thereof are subject to random search at any time without regard to whether there is a reasonable suspicion that any lockers or its contents contains evidence of a violation of a criminal statute or a school rule.

3. The principal of any school may search at any time the school locker and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents thereof is reasonably necessary to avert the threat or apparent threat.

LUNCHES

Purchasing a lunch in advance is a **BIG** help to our educational program. Any amount (paid by cash or check) can be added to a student's account weekly, monthly, etc. Each student will be issued an I.D. card with a student number. This card will be scanned daily and will show the balance remaining in the student's account.

DAILY LUNCH PRICE:	\$2.00
EXTRA MILK	\$0.40
EXTRA SANDWICH OR PIZZA	\$1.25

Students are not permitted to leave the school grounds during the lunch periods.

Students who bring their lunch may purchase milk for \$.40 and eat in the cafetorium with their class. Free and reduced-price lunches are available; forms will be sent home with the children. All free and reduced-price lunch program information is kept confidential.

Charging lunches will NOT be permitted, so please be sure your child comes prepared for lunch each day. Students who forgot money or a lunch will be asked to call for parents to bring either lunch money or a sack lunch to school before the scheduled lunch time. If this is not possible, the student will be served a sandwich and juice. Any abuse of this courtesy could cause it to be withdrawn.

STUDENT ACCOUNTS AND PRICES:

1. A free/reduced-price lunch account is issued to the student upon application and approval. The account is to be used only by the student to whom it is issued; the lunch may not be given to another student after it is purchased.
2. A fully paid lunch account belongs to the student to whom it is issued. A student may not sell, transfer, or otherwise allow another student to use the account at any time. Lunches purchased may not be given to another student; parents intend the meals to be for their child. With administrative approval, two students of the same family may be allowed to use the same account in case of a family emergency. This use involves considerable coordination and should be used only if absolutely necessary.
3. All lunches are \$2.00 each. Second trays are \$2.00 each because they are not partially reimbursed by the state. A la carte prices are posted.

BREAKFAST

Breakfast, generally consisting of cereal, juice, graham crackers, and milk, is served daily from 8:15 to 8:30 a.m. Free and reduced priced breakfasts will be available according to the free and reduced lunch guidelines. Reduced price is \$.30 and full price is \$1.00, to be paid in cash daily (or added to the student's account).

Town students need to come at 8:10 a.m. for breakfast; bus students going to breakfast will be let off buses as soon as the bus arrives. The serving line closes at 8:30, and all students must be back to their home rooms by the 8:35 tardy bell. Students who repeatedly are tardy from breakfast will lose the privilege of going to breakfast. The Felicity-Franklin Board of Education has initiated this program to benefit the parents and children of our school district.

BASIC CAFETORIUM RULES

1. Good manners, consideration, and respect to all are very important.
2. Students are to eat all their own food before accepting untouched food offered to them by others--no trading, begging, or buying each other's food.
3. Students may talk quietly to others near them at their table--no loud laughing, yelling, or vulgar language, please.
4. No soft drinks or candy may be brought into the cafetorium. No cafetorium food is to be taken out of the cafetorium.
5. Students are to pick up any dropped paper or food before returning their empty tray after eating--one trip, please.
6. Students are to keep their hands and feet to themselves--no playing or fighting. No visiting other tables, please.
7. Students are to push their chairs in, be sure their table area is neat, and line up quietly at dismissal time--no pushing and shoving.
8. Students who follow the cafetorium rules may receive recognition, or other rewards from their teachers.
9. Students who refuse to obey promptly the directions of the cafetorium monitor or refuse to obey cafetorium rules will be reported to their teacher.

PLAYGROUND

(Designed for 5-12 year olds)

Play Happily, Play Safely!

Swings

1. One child seated in each swing seat, swinging unassisted.
2. Hold on with both hands, swinging forward and backward only.

3. Stop the swing exiting, do not jump out of swing seat while in swinging motion.
4. Take turns: do not wait behind swinging students, wait at a safe distance in front of swings.

Composite Play Set
and Slides

1. One child going down the slide chute at a time, seated in an upright position, feet first.
2. Exit safely and clear the exit areas around play set immediately.
3. *Fire pole:* one child at a time going down pole, keep area clear at the bottom of pole.
4. One child on the ladders at a time.
5. Do not climb on structure other than area that permits climbing with ladders, steps or nets.
6. Respect others who are playing; *No pulling, shoving, rough play while on the structure.*

Track Ride

1. Hang on glider with hands only, use correct grip and both hands.
2. One child permitted to travel across track at a time.
3. Do not place assist items under track ride to reach glider handhold.
4. Exit ride and clear area for next rider.

Horizontal Ladders and Overhead Bars

1. One child at a time using hands to reach next rung or ring.
2. No climbing, standing or sitting on the top of structure.

3. Form lines at the ladders and keep area below the bars clear.
4. Exit and clear exit areas for safety of next child exiting.

Geodesic Climber and Flippopotamus Climber

1. Adventure climbers permitted.
2. NO pushing or shoving while climbing, respect others, and keep your hands and feet to yourself.
3. No standing while on climbers. Continue moving up or down while on climbing sections.
4. DO NOT jump off climbers.
5. Keep exit areas around climbers clear. Stay a safe distant away from and under climbing areas.

Multi-Pondo

(Standing see-saw)

1. Two children at a time, one standing each side.
2. No riders in the middle of multi-pondo structure.
3. No climbing on or jumping off the structure's rails.
4. Respect others, taking turns to play.

General Safety

1. Run only on the blacktop, being careful not to go through games.
Play only on blacktop or wood chip areas. No playing on steps, ramps, or sidewalk, no digging in the chips.
2. Stay back from all playground equipment; no running through or under it.

3. Only soft rubber balls, tennis balls, nerf balls, and basketballs may be used—no hard bats, softballs, baseballs, or footballs.
4. Balls are not be kicked up into the air. If a ball goes into the street, a teacher will supervise getting it.
5. Rocks, chips, and sticks are to be left on the ground--not thrown.
6. Keep hands and feet to yourself--no fighting or pretend fighting.
7. The fence is there for our protection--keep off of it, please. Do not touch the gates!
8. All litter should be placed in the trash containers; please report broken glass to your teacher.
9. When the whistle blows, stop and get in line immediately.
10. This is your playground--let's all help take care of it!

SCHOOL SUPPLIES

Please bring the following items to school at the beginning of the school year. The student's first and last name MUST be written on each item. Please sharpen pencils at home if possible. Thank you!

KINDERGARTEN

1 school box (preferably plastic), 2 boxes of regular-sized crayons with 8 colors only, 1 box of washable markers with 8 colors, 1 box of 12 colored pencils, 5 regular (not mechanical) pencils, 1 bottle Elmer's glue (8 oz.), 2 large glue sticks, 1 pair of scissors (child's size), 1 backpack for carrying books and papers, 1 large box of tissues, 1 box gallon size and/or sandwich size Ziploc bags, and small blanket or sleeping bag for napping. Items needed but not required: disinfectant wipes, baby wipes, & hand sanitizers.

FIRST GRADE

1 school box (preferably plastic), 2 boxes of regular-sized crayons with 8 colors only, 5 regular (not mechanical) pencils, 1 rectangular eraser, 1 bottle of Elmer's glue (8 oz.) 1 pair of scissors (child's size, sharp, pointed end), 1 backpack for carrying books and papers, 2 large boxes of tissues.

SECOND GRADE

1 school box (preferably plastic), 1 box of crayons (24 colors), 1 box of 15 colored pencils, 5 regular (not mechanical) pencils, 1 bottle of Elmer's glue (4 oz.), 1 pair of scissors (child's size, sharp, pointed end), 1-70 ct. spiral wide-ruled notebook, 1 stenographer's notebook (60-page), 1 twelve-inch ruler, 1 backpack for carrying books and papers, 2 large boxes of tissues, 1 container of baby wipes, 1 box quart sized Ziploc baggies.

THIRD GRADE

1 school box (preferably plastic), 1 pack of index cards, 1 box of crayons (24 colors), 1 box of 12 colored pencils, 5 regular (not mechanical) pencils, 2 dry erase markers 1 rectangular eraser, 4 glue sticks, 1 wide-ruled spiral notebook (70-page), 1 stenographer's notebook (80-page), 1 yellow folder with fasteners, 1 red folder with fasteners, 1 pair of scissors (child's size, sharp, pointed end), 1 twelve-inch ruler, 1 backpack for carrying books and papers, 2 large boxes of tissues, 1 container of baby wipes, 1 box of sandwich size Ziploc baggies.

FOURTH GRADE

1 school box (preferably plastic), 1 box crayons (24 colors), 1 large glue stick, 1 twelve-inch ruler, 5 regular (not mechanical) pencils, 1 rectangular eraser, 1 three-ring notebook, 1 pack of lined, wide-ruled notebook paper, spiral notebook (100 pages, wide-ruled), 1 pair of scissors (child's size, sharp, pointed end), 1 backpack for carrying books and papers, 2 large boxes of tissues.

Grades K through 4:

Clean tennis shoes are needed for physical education and for playing on the gym floor at recess; playing in the gym with hard-soled shoes or in socks is not permitted for safety reasons.

No Trapper Keepers, please! They are too large for desks and cubbies in grades K-4.

A Clermont County Public Library card is needed for all students since most classes are taken to our Felicity branch library regularly. Obtain this card by going to the public library near our school. There is no charge for the card.

STUDENT ALCOHOL AND OTHER DRUGS

A. PHILOSOPHY STATEMENT

The Felicity-Franklin Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

Felicity-Franklin Local School District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The District is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

Felicity-Franklin Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug

use is a community problem requiring a community solution. Since the Felicity-Franklin Local Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The District also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

B. POLICY STATEMENT

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

Students found in violation of this policy will be subject to disciplinary action as described within the Student Code of Conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or non-prescription medication must adhere to the policies described within the student handbook.

C. EDUCATION/PREVENTION

Opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

D. COUNSELING AND REHABILITATION INFORMATION

The Board of Education does not maintain a drug/alcohol rehabilitation program, but the following is a program in the area that is available to students who need help with a drug or alcohol problem: Clermont Recovery Center

E. SUPPORT/GUIDANCE

Felicity-Franklin Local Schools recognize the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol or other drug use.

F. STUDENT AND PARENT NOTIFICATION

At the beginning of each school year, the student code of conduct is reviewed with every student as part of the orientation process. Compliance with these standards of conduct is mandatory and requires a parent signature each year in order to ensure parental support and compliance.

STUDENT CODE OF CONDUCT

This Code of Regulations is adopted by the Board of Education of the Felicity-Franklin Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Felicity-Franklin Local School District. The types of conduct prohibited by this Code of Regulations are as follows:

Rule #1: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.

Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school.

Rule #3: Assault on a school employee, student or other person.

Rule #4: Harassment of school personnel on other students during school

and/or non-school hours.

Rule #5: Fighting.

Rule #6: Hazing or bullying (to persecute, harass or humiliate another student and/or employee).

Rule #7: Chronic misbehavior which disrupts or interferes with any school activity.

Rule #8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers.

Rule #9: Abuse of another. No students shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.

Rule #10: Disrespect to a teacher or other school authority.

Rule #11: Refusing to take detention or other properly administered discipline.

Rule #12: Skipping detention.

Rule #13: Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

Rule #14: Forgery of school or school-related documents.

Rule #15: Cheating or plagiarizing.

Rule #16: Gambling.

Rule #17: Extortion of a student or school personnel.

Rule #18: Theft or possession of stolen goods.

Rule #19: Arson or other improper use of fire.

Rule #20: Possession of matches or lighters or other similar devices.

Rule #21: Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

Rule #22: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Rule #23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any

substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).

Rule #24: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

Rule #25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

Rule #26: Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration. Students shall not be permitted to possess beepers, pagers, cellular telephones or any other related electronic communication devices.

Rule #27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.

Rule #28: Cursing.

Rule #29: Use of indecent or obscene language in oral or written form.

Rule #30: Publication or possession of obscene, pornographic or libelous material.

Rule #31: Placing of signs and slogans on school property without the permission of the proper school authority.

Rule #32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.

Rule #33: Demonstrations by individuals or groups causing disruption to the school program.

Rule #34: Truancy.

Rule #35: Tardiness.

Rule #36: Leaving school premises during school hours without permission of the proper school authority.

Rule #37: Upon initial arrival, leaving school property without permission.

Rule #38: Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.

Rule #39: Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to or represents gang or gang like activity.

Rule #40: Improper or suggestive dress.

Rule #41: Indecent exposure.

Rule #42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

Rule #43:Turning in false fire, tornado, bomb, disaster or other alarms.

Rule #44:Making a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat.

Rule #45:Presence on school property with a communicable disease.

Rule #46:Failure to abide by rules and regulations set forth by administration for student parking.

Rule #47: Disobedience of driving regulations while on school premises.

Rule #48:Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.

Rule #49:Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).

Rule #50: Carrying concealed weapons.

Rule #51: Aggravated murder.

Rule #52:Murder.

Rule #53:Voluntary manslaughter.

Rule #54:Involuntary manslaughter.

Rule #55:Felonious assault.

Rule #56:Aggravated assault.

Rule #57: Rape.

Rule #58: Gross sexual imposition.

Rule #59: Felonious sexual penetration.

Rule #60: Any disruption or interference with school activities.

Rule #61: Willfully aiding another person to violate school regulations.

Rule #62: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

Rule #63: Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

Rule #64: Any type of prohibited activity listed herein taking place on a school bus.

Rule #65: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.

Rule #66: Violation of any Board rule, regulation or policy.

Rule #67: Repeated violations of the Student Code of Conduct and/or any other Board rule, regulation or policy.

Rule #68: Violation of the Board's Internet/Network Acceptable Use Policy.

**STUDENT CONDUCT
POLICY AGAINST VIOLENT, DISRUPTIVE OR
INAPPROPRIATE BEHAVIOR
(Zero Tolerance)**

Students are expected to conduct themselves in conformity with all school regulations and accept direction and instruction from authorized school personnel. A student who fails to comply with the established rules and regulations of the school as set forth in the Student Code of Conduct or with any reasonable request made by authorized school personnel, shall be subject to imposition of discipline as authorized and outlined in the Student Code of Conduct.

In addition to the aforementioned requirements, the Board of Education does not tolerate harassment, intimidation, bullying or violent, disruptive or inappropriate behavior on the part of any student on school property or at a school-sponsored event, regardless of whether the event occurs on or off school property (including on school buses and other school-related vehicles).

Students who engage in such behavior are subject to disciplinary action, including suspension or expulsion from school. The Board's commitment to addressing such prohibited behavior involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation and bullying will not be tolerated by students, staff or administration.

The term "harassment, intimidation or bullying" means any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Students, parents or guardians are encouraged to immediately report conduct they consider to be harassment, intimidation or bullying to a teacher, guidance counselor, coach, principal or other administrator. Likewise, all school personnel who become aware of harassment, intimidation or bullying shall immediately report such behavior to their building principal.

Violent behavior shall be defined as any behavior or act on the part of the student, either on or off school grounds, which causes, or has the potential to cause, physical injury to any other person. Disruptive behavior shall be defined as any behavior by a student, either on or off school grounds, which causes a disruption in the good working order and educational missions of the school or any school activity. Inappropriate behavior shall be defined as any behavior by a student, which in the sole discretion of the appropriate school official, is not conducive to the creation, maintenance or fostering of an academic atmosphere. Included in these definitions, but by no means limiting these definitions, is excessive truancy from school by any student.

The superintendent or his designee shall formulate and establish strategies to curb the violent, disruptive or inappropriate behavior on the part of students. These strategies should be specifically addressed to the prevention of the types of prohibited behavior as well as a program of intervention on the part of the school district's personnel to prevent further prohibited acts.

Students and parents shall annually receive at the beginning of the school year or upon entry during the year, a copy of the Student Code of Conduct setting forth the rules and regulations to which they are subject while enrolled in school or participating in a school-sponsored activity or function. The administration shall make all students aware of the Student Code of Conduct and the fact that the violation of any provision of the Student Code of Conduct will subject the student to discipline pursuant to the disciplinary procedures contained therein.

The Student Code of Conduct will be made available to all students and parents and is posted in a central location within each school building.

Anti-Bullying Policy

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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

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

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

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

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

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

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

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

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

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

Complaints

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

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the

target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

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

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

R.C. 3313.666, 3313.667
State Board of Education Model Policy (2007)

Board Adopted 12/17/2007

CORPORAL PUNISHMENT

Corporal punishment (paddling) is no longer a permissible form of discipline in our school. According to House Bill 26 (Section 3319.41) *No person employed or engaged as a teacher, principal, administrator, nonlicensed school employee, or bus driver in a public or chartered nonpublic school may inflict or cause to be inflicted corporal punishment as a means of discipline upon a pupil attending such school-*

If you follow the guidelines of this handbook and follow the directions of teachers

and administrators, there will be little need for discipline in any form. Take pride in your conduct and behavior and others will take pride in you.

STUDENT USER COMPUTER AGREEMENT

Felicity-Franklin Local School district has the opportunity to enhance the education of our students through the use of computers. With this educational opportunity comes responsibility. It is important to understand the rules listed below. We cannot stress enough the importance of each student using only his or her own account and password. Under NO circumstances should any student let anyone else use his/her account or password!

1. **All computer users have the same right to use the equipment; therefore,**
Students will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes and without the express permission of the teacher in charge; students will not waste nor take supplies such as paper, printer ribbons, and diskettes, that are provided by Felicity-Franklin Local Schools.
2. **Software is protected by copyright laws; therefore,**
Students will not make unauthorized copies of software found on school computers; students will not give, lend, or sell copies of software to others unless they have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
3. **Software is protected by copyright laws; therefore,**
Students will protect the privacy of others' areas by not trying to learn their password; students will not copy, change, read, or use files in another's area; students will not attempt to gain unauthorized access to system programs or computer equipment; students will not seek information in, obtain copies of, or modify files, other data, or passwords belonging to other users.
4. Violations of the rules described above will be dealt with seriously. Violators will lose computer privileges as described below and other appropriate disciplinary action may be taken.

1st offense	computer account suspended for 10 days
2nd offense	computer account suspended for 30 days
3rd offense	computer account deleted and canceled for remainder of student's time at Felicity-Franklin L.S.D.

Students in classes where they must use the computers will be given generic accounts to be managed by the classroom teacher for the duration of that class.

TELEPHONES

The school telephones are reserved for important school business; students will not be permitted to use the telephone to call home for forgotten homework, books, instruments, or to make arrangements at the last minute to go to a friend's home, stay for an activity, etc. It is the student's responsibility to come to school prepared with all necessary books, assignments, permission notes, lunch money, etc. Permission to use a telephone will be granted to a student in important and emergency situations.

TRADING AND SELLING

No student may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions unless approval is obtained in advance from the principal. Approval is restricted to school activity groups under school control. There is to be no trading of personal items between students.

USE OF LIBRARY

Students from grades one through four are permitted to check out books for a 10-day period. A student is responsible for any book checked out in his name, and if it is not returned or is defaced, the student is charged the book price.

VISITORS

We want to protect your child. For this reason, all visitors and parents must sign in at the office upon entering the building and put on a visitor's badge before going to any classroom.

Please sign out and return the visitor's badge when leaving. Please call to schedule your visit on the teacher's planning period, so as not to interrupt classes. Students are not to bring visitors to school.

WITHDRAWAL FROM SCHOOL

Parents of any student withdrawing from school should notify the principal's office. An official transfer slip will be prepared and given to the child to take to the next school. Please make sure all school texts and library books have been returned, and all charges are paid before withdrawing.

Felicity-Franklin Local School does not discriminate in its employment, practices, services and programs because of race, color, religion, sex, national origin, handicap, or age.

Felicity Franklin LSD Network and Internet Authorized Use Network/Internet Access Agreement

Below is the Felicity-Franklin L.S.D. Network and Internet Authorized Use and Network/Internet Access Agreement. The purpose of this agreement is to ensure that users take responsibility for appropriate and lawful use of this access. If you do not want your child to use the Internet at the Felicity-Franklin Schools, you must advise the District Coordinator of Technology in writing. Otherwise, it is assumed that you agree with this policy and your student will be allowed supervised access to the Internet and network resources. If any user violates the terms and/or provisions of this Agreement, the person's access will be denied and the person

may be subject to further disciplinary action in accordance with the Student code of Conduct and /or Board policies. In exchange for the use of the Network resources and access to the Internet, I understand and agree to all of the following:

- A. Use of the Network and the Internet is a privilege which may be revoked by the District at any time. Any misuse of this privilege will result in suspension of the account privileges (1st offense, computer account suspended for 10 days; 2nd offense, computer account suspended for 30 days; 3rd offense, computer account deleted and canceled for the remainder of the student's time at Felicita-Franklin L.S.D.) and/or other disciplinary action as determined by the District.
- B. The District reserves all rights to any materials stored in files and will remove any material which the District, at its sole discretion, believes may be objectionable.
- C. Information, services, and features contained on District or H/CCA resources are intended for the private use of its registered users and use of these resources for commercial, for profit, or other unauthorized purposes (i.e., advertisements, political lobbying, etc.) in any form is expressly prohibited.
- D. The District and/or H/CCA resources are intended for the exclusive use by the registered users. The user is responsible for the use of his or her account/password and/or access privilege. Any problems which arise from the use of a user's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden.
- E. The user is responsible for any cost associated with using the computer including software downloads and damage done to equipment.
- F. The District reserves the right to monitor, inspect, copy, review, and store at any time without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage.
- G. The District and H/CCA do not warrant that functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall the District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained in connection with the use, operation, or inability to use the system.
- H. The District and H/CCA shall not be responsible for any claims, losses, damages, or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the users' use of the District's computer network/Internet under this agreement.

STUDENTS, PLEASE SIGN BELOW: I understand these rules and agree to follow them, and I also understand that any violation of these rules will result in loss of computer use privileges.

Student's Signature

PHYSICIAN'S STATEMENT FOR PRESCRIPTION MEDICATION

I request that medication as prescribed be administered by Felicity-Franklin school officials to:

STUDENT

MEDICATION

Name: _____

Name:

Address: _____ Dosage: _____ Interval/Time:

School: _____ Date medication begins:

Grade: _____ Teacher: _____ Date medication ends:

Reactions, if any, to be reported to physician:

Special Instructions:

Parental Permission: I hereby request that the medication prescribed be administered to my child.

Parent/Guardian

Date

Telephone #

Physician

Signature

Date

Telephone #

Address

*Parent/guardian must notify the school if any information contained in this form should change.

Call the nurse at 876-2113 ext. 312.

SAMPLE

Obtain form from the nurse's office, if applicable.