



Respec**T**ful

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Are you on track?

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## CALENDAR 2011-2012

August 22	First day of School for students
September 5	Labor Day- No School
October 12	2 Hour delay students, teacher in-service
October 21	End of 1 <sup>st</sup> Quarter
November 8	Waiver Day- No School for Students
November 10 & 15	Parent-Teacher Conferences- evenings
November 23	Conference Comp. Day- No School
November 24-25	Thanksgiving Break
Dec. 22- Jan. 2	Christmas Vacation
January 3	Students return to school
January 6	End of 2 <sup>nd</sup> Quarter
January 16	Martin Luther King Day- No School
January 25	2 Hour delay students, teacher in-service
February 2 & 7	Parent-Teacher Conferences- evening
February 17	Conference Comp. Day- No School
February 20	President's Day- No School
March 7	2 Hour delay students, teacher in-service
March 16	End of 3 <sup>rd</sup> Quarter
March 26- March 30	Spring Break
April 2	Students return to school
April 6	Good Friday – No School
May 24	Last day of school for students/End of 4 <sup>th</sup> Quarter
May 27	Graduation

FELICITY-FRANKLIN  
ELEMENTARY  
SCHOOL

2011-2012

**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.

Handbook ratified by Felicity-Franklin Board, 2007

## ATTENDANCE

Every student is expected to be in attendance every day school is in session. The elementary doors open at 8:20. Students should arrive by 8:25- ten minutes before the tardy bell rings at 8:35 a.m.

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.

**If your child is absent from school, please call the elementary office to report the reason for the absence before 10 a.m. that morning (513-876-2113 ext 305). If you know the absence will be for more than one day, please tell us. When your child returns to school following an absence or tardy, a written excuse for the absence is required to be submitted to the homeroom 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.
  - 1) Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
  - 2) Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
  - 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 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.
  - 5) Work at home due to absence of parents or guardian. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
  - 6) 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.
  - 7) Emergency of 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. **Parents who take their children from school for doctor or dental appointments are to have the doctor or dentist sign a form stating that the pupil was seen in the office at the appointed time.**

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 in writing;
- 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 and 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.

If your child is absent from school, please call before 10 a.m. that morning (513-876-2113 ext 305). 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, a written excuse for the absence is required to be submitted to the homeroom teacher.

## **EXCUSES AND PARENTAL PERMISSIONS**

1. All absence excuses from parents must be presented to the homeroom 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 the activity continues.

Students are not to leave the school ground during the day for any reason without permission. If it is necessary for the student to leave during school hours, parents or a 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.

## **ARRIVAL**

Students are not to be in the building (except for 8:10 breakfast) until the elementary doors are open at 8:20. Students will not be released to go to classes until 8:25 and should be seated in their homeroom by 8:35. Any student reporting after 8:35 will be considered tardy, and must report to the office. Supervision of students begins at 8:25, so please do not allow your child to arrive earlier than 8:25 a.m unless for breakfast.

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

## **DISMISSAL**

Bus riding students will be dismissed at 3:30 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 homeroom teacher. We will not accept phoned requests.

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 an individual. Phone calls will **not** be accepted, as the identity of the caller cannot be confirmed. This is also for the safety 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. A child leaving school during the school day must be signed out by an authorized person in the elementary office. Early dismissals will affect your child's attendance record.

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

## **EMERGENCY SCHOOL CLOSING**

In case of emergency school closing, listen to the radio and television stations for information. One Call Now will also be used to contact students. School may be closed for the day or be placed on a one-hour or two-hour delay. Please do not call the homes of teachers and administrators.

## **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.

## **ACADEMICS**

### **Grade Cards**

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

Primary reports, grade 1 through 3, will show S+, S, S-, N and U in area 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.

The progress code as indicated below will be helpful in understanding how your child ranks in his/her performance.

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

### **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)	I = Incomplete
* = adjusted grade		

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 As 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 intervention 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.

## **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.

All visitors must 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.**

## **DRESS CODE K- 4**

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. Sunsuits 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 4 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. 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. 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.
  - e. Shirts must be buttoned; blouses or shirts worn on the outside of the slacks must be tailored.
  - f. 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.
  - g. Extremely tight or see-through clothing is not acceptable.
  - 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 (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.

## HEALTH CARE

**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    | e) earache        | I) abdominal pains      |
| b) nausea   | f) diarrhea       | j) red or watering eyes |
| c) vomiting | g) sore throat    | k) head lice or nits    |
| d) rash     | h) swollen glands | l) scabies              |

Parents will be called and students will be sent home if these symptoms develop during school hours. Students should not return to school until fever-free for 24 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 an 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 4<sup>th</sup> 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 health care provider 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.

### **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 thenextmorning 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.

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## 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.

## DESKS AND CUBBIES

Students are expected to keep desks and cubbies clean and neat; desks and cubbies are subject to inspection at any time (Pursuant to Section 3313.20 ©, Revised Code). **No money or valuables are to be left in desks or cubbies.**

## 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.

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.

Please be sure your child comes prepared for lunch each day. Students who forget 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 charge the lunch. If a student accumulates two charges, an alternate lunch (sandwich) will be provided at the cost of \$1 (charged to the student's account) until the student reaches a negative account balance of \$10. At that time the student will no longer be permitted to charge a regular lunch or alternate lunch until the negative balance is paid. Any abuse of this courtesy could cause it to be withdrawn.

Please contact Michelle Utter, Food Service Supervisor, for any questions. 876-2113 ext 318.

### **STUDENT ACCOUNTS**

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.
3. 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.

STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS DURING THE LUNCH PERIODS. NO SOFT DRINKS OR CANDY MAY BE BROUGHT INTO THE CAFETORIUM. NO CAFETORIUM FOOD IS TO BE TAKEN OUT OF THE CAFETORIUM.

### **BREAKFAST**

Breakfast, generally consisting of cereal, juice, graham crackers, and milk, is served daily from 8:10 to 8:30 a.m. Free and reduced priced breakfasts will be available according to the free and reduced lunch guideline. Reduced price is \$.30 and full price is \$1.00, to be paid in cash daily (or added to the student's account).

Students may enter door # 8 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.

### **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. Parent/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 and 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 which 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 the bus windows.
15. School bus service is an extension of the school day and under 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 bus.**

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.

### **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.

### **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.

# **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/cyber bullying, 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 to 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)

## **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 only.

**FELICITY-FRANKLIN LOCAL SCHOOL DISTRICT  
INTERNET AUTHORIZED USE AND NETWORK/INTERNET ACCESS AGREEMENT**

Limited Internet access is available to students in the Felicity-Franklin Local School District (FFSLD) through the Hamilton/Clermont Counties Association of Boards of Education (H/CCA).

The benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Our goal in providing this service to students is to promote educational excellence in schools and to facilitate resource sharing, innovation, and communication. Students use Internet accounts to participate in curriculum activities developed by classroom teachers, to communicate with others around the world, to take advantage of the wealth of global information available for research, and to participate in selected educational projects and activities through teacher selected websites.

While in school, student activities are monitored by school staff providing guidance and instruction as needed. Students are not to access personal email at school. Families are cautioned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Hamilton/Clermont County Association of Boards of Education have taken technological steps to limit access to resources that do not further educational goals and objectives but students may find ways to access other materials as well.

The Felicity-Franklin Internet Safety resolution explains the intention of the Felicity-Franklin Local Schools (1) to insure that users will not have access to inappropriate materials when using the Internet and other forms of direct electronic communications provided by FFLSD; (2) to prevent unauthorized access and other unlawful activities by users online; (3) to prevent unauthorized disclosure, use, and dissemination of personal identification information regarding users, and (4) to comply with the Children's Internet Protection Act. This policy is available in the treasurer's office.

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 Felicity-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.

