

Felicity-Franklin High School Student Handbook 2010-2011

MISSION

Our mission at Felicity-Franklin High School is to nurture in all students:

Commitment to obtain academic and interpersonal skills;
Ambition to develop in all areas to the fullest potential;
Respect for themselves and for all other people, things and ideas;
Determination to persevere through all obstacles and achieve
Success in school and beyond.

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ACADEMIC CONDUCT

Felicity's staff and school board believe that they must enforce the academic integrity of the district's academic program to ensure that the educational process is not undermined. Proper academic conduct includes the following: exerting significant effort on a daily basis on all academic endeavors; completing all work honestly; attending each class every day completely prepared with all materials necessary to perform any assigned task.

Academic Compliance

A student's chances of success are minimal without that student's willingness to make a legitimate attempt to complete assigned work and comply with teacher's requests and directions. **All students are expected to make a legitimate effort on tasks they are asked to do.** Repeated refusal to try at what is assigned will be considered academic insubordination, a violation of Student Conduct Regulation 6 (disregard of reasonable directions or commands by school authorities).

Academic Preparedness

All students must be fully equipped to accomplish assigned work each day. The first step in being ready to achieve is to be prepared with textbooks, notebooks. Writing utensils, folders, and any other items the teachers indicate are needed. Repeatedly attending classes unprepared will be construed as disregard of teachers' directions and will result in consequences deemed appropriate by the administration.

Academic Honesty

To best prepare for a productive life beyond school, students should always complete their work in an honest manner. Cheating-behaviors that include but are not limited to stealing or using a teacher's test, allowing others to use work assigned to be completed individually, copying from another student or representing the work of another as his own, altering a grade or score in any way-is an unacceptable practice and a violation of regulation 30 in the student conduct code. Any compromise of the integrity of any assignment will result in school consequences, parent contact by the teacher and/or principal, and no credit for the work involved-although the teacher involved may assign an alternate activity to be completed for full or partial credit.

ALCOHOL AND OTHER DRUGS

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 education 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.

The Felicity-Franklin Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, use 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 in 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.

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: a) Clermont Recovery Center.

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.

ATTENDANCE

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. A note must be presented upon the student's return to school in order to make-up work missed, regardless of whether the absence is excused or unexcused. A time must be arranged with the teacher to make-up the test, at an after school tutoring session, or at a time that is convenient for the teacher.
 - B. Make-up work is due within the same number of days absent, i.e. 3/3, 2/2 etc... It is the student's responsibility to find out what work was missed.
 - C. A zero (0) will be given for all work not made up as indicated in 1A and 1B of this policy. IF THE STUDENT MAKES NO ATTEMPT TO MAKE UP WORK MISSED DUE TO ANY ABSENCE. A ZERO WILL BE AVERAGED IN WITH ALL OTHER GRADES.
 - D. Assignments from teachers may be requested after the student has been excused absent for three (3) days. The parent/guardian may request these assignments by calling the offices. These assignments may be picked up after school at 2:45 from the Principal's office. Work missed due to suspension may be made up as in 1A and 1B above, after the student returns from suspension.
2. Only three days per quarter may be excused by means of a parent note. Excessive absences may result in a lunch detention or after school detention. (More than 3 days constitutes excessive.) These notes must declare one of the following reasons to be considered excused.
 - 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 14 years old.
 - C. Quarantine of the home. The absence of a child 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 circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.

Parents should make student's non-emergency medical and dental appointments outside the school day, and 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 3 school days in advance.
 - B. Parents must request and collect advance assignments and books from the student's teacher(s).
 - C. The student must complete all assignments and turn them in on the first day back to school.
 - D. The student must be prepared to make up any tests or other work upon return to school.
4. College visits are limited to two days in a student's senior year, Juniors may make one college visit during the second semester. Visits that are properly planned with the counselor will not be counted as absences, but work missed must still be made up.
5. All additional days will be considered unexcused unless a doctor's excuse is presented, after three (3) unexcused absences in a quarter discipline will be assigned.
6. Referral to Juvenile Court, suspension, or expulsion may be used for students with chronic (i.e. 5 or more days) absenteeism.
7. Any student absent from school without a legitimate excuse for more than ten consecutive days, or for fifteen or more days during any one semester, shall be subject to driver's license revocation under ORC 3321.13 and ORC 4507.061. A building administrator, as the Superintendent's designee, shall: a) notify the student and the parent/guardian in writing of the information supporting the proposed action, and b) shall schedule a hearing with the Superintendent for the student and parent to challenge the information.
8. Continued unexcused tardiness will result in after-school detention or Saturday school.
9. Students who are eighteen years old or older may be removed from the school's membership if they have more than ten unexcused absences in any quarter. An appeal of this removal may be made to the Superintendent.

Senate Bill 321. ORC 3313.205. commonly called the "Missing Child Act," requires the school to notify parents/guardians/custodial parents of students who are absent from school when the absence has not been reported to the school by the 10:00 am. deadline. If a student is unable to attend school for the day, the parents should call or send a note to the principal's office (876-2113) before 10 am. that morning. If you know the absence will be for more than a day, please tell us this. Failure to notify the principal will initiate a call home from the office. If a student is caught skipping, our school policy dictates the penalty for the offense.

When returning to school after an absence, the student must bring a note from home within 2 school days of the last day of absence, whether or not the school was contacted

For attendance keeping purposes, students arriving after 7:50 a.m. but before 8:42 am. are considered tardy. Students leaving school after 1:55 p.m. but before the end of the school day are considered early dismissal. Students arriving after 8:42 a.m. or leaving before 1:55 p.m. are considered absent for one-half day.

All students arriving tardy or leaving early must have a note from their parent, guardian. or doctor to be excused, regardless of the reason.

PERFECT ATTENDANCE

A student who is to receive a perfect attendance certificate must be neither absent nor tardy the entire year. Students who go home sick or are taken out for any reason are not considered in attendance 100%. Students who leave class for any reason (i.e. nurse visit, behavior problems, etc.) are not considered in attendance 100% for that class. The only time not counted against the student is a late bus or a bus unable to reach the student to pick him/her up if the student is on a school sponsored field trip or in-service at the school Students placed by the school on home instruction shall be counted present during the home instruction period for school accounting purposes.

AUTOMOBILES (High School Only)

A student may drive to school if he/she meets the following requirements:

1. Obtain signed parental permission when requested.
2. When requested, properly register the car with the school through the Principal's office by:
 - A. filling in the registration form.
 - B. showing proof of car registration.
 - C. Purchase a parking tag for the rear view mirror.
3. Students must be licensed to drive and must provide proof of liability insurance. (Note: The school assumes no responsibility for the automobile or its contents while parked on school property.)
4. All cars must be parked in the student parking area with sticker in full view.
5. Student vehicles are subject to search.
6. Failure to obtain a valid parking permit or failure to comply with the parking regulations may result in suspension of driving privileges, towing of the vehicle at the owner's expense, and may be considered a violation of the Student Code of Conduct with resulting consequences.

BELL SCHEDULE (High School Only)

7:15	Students may enter building to breakfast or new high school gym
7:25	Warning Bell
7:30-8:22	1st Period Class
8:24-8:31	Homeroom
8:33-9:25	2nd Period Class
9:27-10:19	3rd Period Class
10:19-10:24	Break
10:24-11:16	4 th Period Class
11:18-12:10	5th Period Class
11:16-11:46	5th Period Lunch
11:46-12:38	6th Period Class
12:10-12:40	6th Period Lunch
12:40-1:32	7th Period Class
1:32-1:36	Break
1:38-2:30	8th Period Class
2:30	All High School Dismissed

BREAKFAST

Cost of a student breakfast is \$ 1.00. Free and reduced breakfasts are available. Any student who is in need may request an application form from the principal's office.

All free breakfast information is kept confidential. The following are breakfast prices, subject to change if market prices dictate:

Students \$ 1.00 Reduced \$.30 Adults \$1.50

If you ride a bus and desire breakfast, report directly to the cafeteria at breakfast dismissal. You are not permitted to wander about the school or grounds at this time.

Basic Cafeteria Rules

1. Good manners, consideration, and respect for others 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. After eating, students may talk quietly to others near them at their table. No loud laughing, yelling, or vulgar language, please.
4. In order to comply with National School Lunch Program regulations on junk food, no soft drinks or candy are to be brought into the cafeteria.
5. Students are to pick up any dropped paper or food before **returning their** tray after eating-one trip, please.
6. Students are to keep their hands and feet to themselves-no horseplay.
7. Students are to push in their chairs and be sure their table area is neat before leaving the cafeteria.
8. Only food purchased in the cafeteria or brought from home should be consumed. No delivery of restaurant food is permitted.
9. Students who refuse to obey promptly the directions of the cafeteria monitor or refuse to obey cafeteria rules will be sent to the principal's office.

BUILDING REGULATIONS

1. Students should not run while in buildings.
2. Students are not permitted to sit on window sills, lean out of windows, or talk to or harass people outside the building.
3. Students may not visit another teacher or building without written permission from their teacher.
4. Students must not be in the building without a teacher's permission after school is dismissed or before school opens in the morning.
5. Before 7:45 a.m., students may enter the building in the designated areas, where they are to remain until 7:45. This policy is subject to change if the privilege extended herein is abused or ineffective.
6. Students on athletic teams, or any extracurricular activities, will report directly to the indicated place by the sponsor of that activity.
7. Students will not borrow any equipment and/or materials from class-rooms without prior approval.
8. All trash and debris will be disposed of properly.
9. No writing on buildings, walls, or furniture.
10. Only gym shoes or sock feet are permitted on the gym floor. The gym is not a hallway between different sections of the building and is not to be entered unless you have a gym class or a legitimate need to be there.

BUS ASSIGNMENTS

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.

All requests for a route or bus stop adjustment shall be made at least 24 hours in advance so that it may be determined if this accommodation is possible. Requests may be for full or partial route adjustment (a.m. only, p.m. only, etc.) as long as it is on a regular and predictable basis.

Spontaneous notes, telephone calls, etc., **will not be honored**. If an extreme emergency family crisis, etc., should arise where it is not in the student's best interest to be sent home on his/her bus the parent may call the principal's office and have the student 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

1. Pupils shall 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 stops 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 bring 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 may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
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. **Bus transportation is a privilege, not an entitlement.** Violation 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 the school bus or from school.

CALENDAR 2009-2010

August 25	First day of School for students
September 6	Labor Day- No School
October 13	2 Hour delay students, teacher inservice day
October 22	End of 1 st Quarter
November 2	Waiver Day- No School for Students
November 11 & 16	Parent-Teacher Conferences- evenings
November 24	Conference Comp. Day- No School
November 25-26	Thanksgiving Break
Dec. 23- Jan. 2	Christmas Vacation
January 3	Students return to school
January 7	End of 2 nd Quarter
January 17	Martin Luther King Day- No School
January 26	2 Hour delay students, teacher inservice day
February 3 & 8	Parent-Teacher Conferences- evening
February 18	Conference Comp. Day- No School
February 21	President's Day- No School
March 2	2 Hour delay students, teacher inservice day
March 18	End of 3 rd Quarter

March 28- April 1

Spring Break

April 4

Students return to school

May 27

Last Day of school for Students

May 29

Graduation

CHEATING POLICY

There is a clear expectation that all students will perform assignments with honor and integrity.

You are cheating if you:

- Copy, fax, duplicate, transmit any materials that will be turned in as “original.”
- Exchange assignments by print-out, disk transfer, or modem, then submit as “original.”
- Write formulas, codes, and key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches or calculators when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else’s assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Do not follow additional specific guidelines on cheating as established by department, class, or a particular teacher. (Students must be notified in writing about classroom rules.)

There is “zero tolerance” for cheating. Students will receive no credit on their assignments on which they cheat. Offenses may result in one or more of the following: suspension, removal from elected position(s) and/or honorary organization(s), ineligibility to participate in co-curricular activities, and/or other consequences determined by an administrator.

CLASS OFFICERS AND MEETINGS (High School Only)

Election of class officers will be held as soon as possible after the start of school. Each class will elect four (4) officers: President, Vice-President, Secretary, and Treasurer. Students elected to these offices should be selected for their willingness to work for the class, and to put in the hours necessary to make class and school projects successful.

Class meetings will be held to a minimum, and then only by permission of the high school principal. All class meetings will be attended by the class sponsors. All money collected by the class treasurer must be deposited daily through the high school principal and treasurer's offices. Occasionally it is desirable for the class treasurer to compare books with the school board treasurer. When making a purchase for a class, the student must have permission of sponsor(s)/principal. A receipt for the purchase must be brought to the superintendent's office. The student must also sign his/her name, and the class concerned, on the slip kept by the merchant. It is the treasurer's responsibility to keep accurate records of all class transactions. A student may run for election only if the student is in good standing. Attendance and academic success are two of the factors considered.

DESTRUCTION OF PROPERTY

Parents will be held responsible for the repair and/or replacement of school property maliciously destroyed, or the property of other individuals. The amount of damage will be determined by its replacement cost: disciplinary action will also be taken.

It is the school's responsibility to furnish textbooks, but it is the student's responsibility to take care of these books. Students who maliciously destroy or lose a book will be charged the replacement cost of the book. Missing or stolen textbooks remain the responsibility of the student to whom the book(s) are assigned.

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 and appearance 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. Students may wear slacks, jeans, or dresses. Dresses are to be no longer than mid-calf; this length is for safety purposes only. Sun suits or swimsuits, halter tops, and bare midriff tops are not permitted. Extremely tight pants or shorts, cutoff shorts, and extremely baggy shorts or pants will not be permitted. No trench coats are to be worn. All apparel must cover the torso and legs from 3" above the knee to a straight line across the torso at the upper arm pit.
2. Girls may wear slacks, jeans, dresses, skirts, or split skirts so long as they form a skirt appearance at a normal stance. Boy-cut shirts or clothing with a revealing sleeve, neck, or waistlines including spaghetti strap shirts are not acceptable. Shirts may not be worn except in grades K-3. The length of girls' skirts must be no shorter than 3" above the knee and no longer than mid-calf.
3. Boys must be clean shaven. 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, mullets, mohawks), to the bottom of the ear on the sides and to the eyebrows. Sideburns, neatly trimmed, may extend 1" below the ear in a constant width. Mustaches are acceptable, mustaches may not extend past the side of the mouth. Goatees, and beards are not acceptable. Tank tops, muscle shirts, or any sleeveless
4. Students in kindergarten through grade 12 may wear loose-fitting, shorts that are not more than 3" 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.
5. Activity sponsors and coaches shall, with administrative guidance, set more conservative dress guidelines for their groups as needed.
6. Some general guidelines for all boys and girls (K-12, except when specified):
 - 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.), provided 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, square-bottom variety.
 - g. Patches, chained billfolds, bandannas, feathers, heel or toe taps, pierced jewelry in tongue, nose, eyebrows or other exposed parts of the body (for boys and girls), and knife holders are not to be worn. For boys in grades 5-12, single-pierced earrings in the lobe of one or both ears are permitted. Sunglasses, caps and hats are not to be worn inside the buildings.
 - h. 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: shoes must cover the entire foot. For safety reasons, high-heel shoes and high-heel boots and wooden shoes may not be worn. Heels may not be higher than 2"
 - 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.
 - m. All electronic devices, as well as, hats are to be placed in the locker upon arrival to school, and may not be used or worn until the end of the school day or extended school day 7:15-2:45, i.e. Detention after school help etc
 - n. Hair must be a natural hair color, no blue, pink, green, or any other abnormal colors

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.

DRILLS AND REGULATIONS

Fire Drill *Fire drills are required by state law as a vital phase of the safety program of the school. Although school buildings are supposedly fireproof, the fire menace cannot be overlooked, and there is always a possibility of disaster from explosions, tornado, or earthquake. Therefore, it is essential that the building be entirely emptied in a prompt, orderly manner following each alarm. We ask each teacher to help build an intelligent respect for fire regulations by discussing the procedures and routes with each period class during the first week of school. The following regulations would make drills more efficient if they are strictly enforced:*

1. Ringing of the tone is the signal for a fire drill. On this signal all pupils will rise and leave the room, rapidly and quietly and in an orderly manner.
2. All persons must leave the building during an alarm.
3. Teachers in special areas (home economics, vocational agriculture, industrial arts, etc.) should develop emergency procedures for turning off machines, appliances, etc.
4. Teachers will appoint a responsible pupil leader for each class period that will be responsible for opening the room door and leading the group on the proper route and proper distance from the building.

5. Pupils will leave the room by rows of seats. Each room should form a single file. Keep in line at all times. Other lines will fall in beside yours.
6. Pupils must walk rapidly without running or pushing so as to clear the building as quickly as possible.
7. Lines must move as quietly as possible so that emergency orders from the fire chief or school officials may be heard.
8. Teachers will leave the room last, making sure all windows are closed, lights turned off, and door closed. Follow immediately behind your group be sure to stay with the group.
9. All groups must move at least 100 feet from the building.
10. Each teacher must keep strict control of his/her group at all times.
11. The building may be re-entered when the all-clear signal is given.

Safety Drill If a situation necessitates a lockdown, school officials will follow adopted procedures.

1. Staff will be notified of the lockdown via the intercom system.
 2. All staff will refer to their crisis manual for appropriate actions.
- Our Crisis Team in conjunction with the County Sheriff, Homeland Security and other law enforcement agencies have put together a very workable plan and we will continue to evaluate the procedures in our plan to ensure everyone's safety and security.

Tornado Drill If weather conditions are bad school officials will continuously monitor the weather conditions. If a tornado alert is issued for the area, immediate action is necessary.

1. Alert
 - a. The public address system is the primary method for alert and instructions.
 - b. A continuous blast of a siren. (If the public address system is inoperative.)
2. Have appointed students in row next to windows pull blinds.
3. Turn off lights.
4. Leave door and windows.
5. Crouch on floor facing wall.
6. Cover face and neck with hands or by pulling coat over your head.
7. All-clear will be given by public address directions and/or continuous blast of siren.

This procedure represents information that school officials have obtained from experts in the field. We hope more and more information will be made available through research. If you have any information or suggestions for the improvement of these drills, we welcome your suggestions.

EARLY DISMISSAL

Occasionally, a student may have to leave school before **2:30 P.M.** due to certain situations, i.e. medical appointments or family emergencies. The procedure to leave is as follows

1. A note from home must be brought to the office before the first period of the day the student is to leave early.
2. The student will be given an early excuse sign-out form.

3. The form will be taken to all instructors of the classes the student will be missing before he/she may leave the building. Each teacher will sign the appropriate area.
4. All students are required to have their parent/guardian sign them out in the office. If, for any reason, a parent/guardian is unable to come to school to sign the student out, it must be stated on the note and it must indicate the student's means for transportation home.
5. 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/her office at the appointed time. The note needs to be returned to the first period teacher.

In every instance of leaving early, the student is responsible for all work missed. If a student leaves early due to illness and is unable to take the sign out form to the teachers, those teachers involved will be notified by the office. Students are not to leave the school grounds for any reason without permission.

ELIGIBILITY FOR SPORTS

All students participating in sports, including cheerleading, must meet the requirements as set forth by the Ohio High School Athletic Association.

The Felicity-Franklin Board of Education endorses eligibility requirements as a condition for participation in extracurricular activities. The Board thereby requires, as minimum standards that for each grading period a student maintain a 1.0 grade point average (GPA) on a 4.0 scale while passing courses that would equal five units of credit or the equivalent the preceding grading period in order to be eligible the next grade period.

As an additional requirement of eligibility, the student may not have more than one failing grade. If the student does have one failing grade, the grade point average (GPA) must be 1.2 or higher. A student who fails two or more subjects, including grades in band, chorus, physical education, or health during a grading period will be ineligible, regardless of his/her overall GPA.

A student enrolling in the 7th grade for the first time is eligible for the first grading period regardless of previous academic achievement.

The definition of interscholastic extracurricular activities is defined as a school sponsored student activity involving more than one school or school district. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

In order to participate in sports, cheerleading, etc. students must have a physical form and medical insurance coverage either through the school plan or a note on file from parent, guardian, or insurance company stating that the student is covered under a family plan.

EMERGENCY MEDICAL AUTHORIZATION

During the first two weeks of school, an Emergency Medical Authorization form will be given to each student. Your parents may elect to authorize emergency medical care for you, or if they so desire, decline such care. In either case, this triplicate form has to be returned as part of your school records according to the established deadline or be excluded from school until it is returned.

EMERGENCY SCHOOL CLOSING

In case of emergency school closing, listen to the radio and television stations for information. 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 administrator., also ONE CALL NOW will be used.

EXTRA CREDIT WORK

If a student has completed all assignments during the current nine-weeks grading period, he/she may ask for additional work for extra points on his/her nine-weeks grade. This additional work is not to exceed three percentage points on the total nine-weeks grade. The teacher will refuse to allow the student to do extra credit work during the eighth and ninth week of the grading period.

EXTRACURRICULAR ACTIVITIES

Felicity-Franklin Board of Education believes that extracurricular activities are necessary to supplement the curriculum of the school and to provide a wider base for the development of each student. A wide choice of extracurricular activities is offered to meet the many needs of students. Each of these activities are unique unto themselves and require a unique governing system unlike their sister activities. For this reason, membership and participation in each activity is self-determined and described fully in the constitution of each individual activity. Development of the constitution, bylaws, and/or rules of operation is assigned as a duty of the activity advisor, teacher, or coach. The Board of Education will approve all constitutions providing membership and participation according to the following policies. Extracurricular activities may be defined as any school sponsored activity that does not require a grade or affect any classroom grade. This may include, but may not be limited to the following activities: all sports, class officers, homecoming and prom representatives, student council, academic teams, NHS, drill team, cheerleaders, and FFA activities, and field trips.

1. Membership in Extracurricular Activities:

- A. shall be limited to full-time students of the building to which the activity is assigned.
- B. may be determined by election of the student body or members of the faculty according to the provision stated in the constitution of that activity.
- C. may be determined by tryout by the advisor, teacher, or coach.
- D. may be limited to students by grade level.
- E. may be limited to students honored by academic standards.
- F. may be limited to students by age.
- G. may be limited to students who demonstrate predetermined levels of competition or achievement.

Denial of Participation:

- A. Students absent any portion of the school day may not participate in any extracurricular activity unless excused by the administration for:
 1. routine doctor appointment with written permission to participate from the attending physician.
 2. attendance at a funeral.
 3. School business.
 4. absences approved in advance, such as a college visit.
 5. other good and just cause.
- B. If a student is suspended or expelled at any time during a season or if the suspension or expulsion carries into the season in which the student is participating the student will be excluded from participating for the duration of the season A suspension or expulsion does not end at the close of school on Friday, but carries over a weekend until the first day of school the following week. The season in each activity begins with the first official practice and ends after the last school-sponsored contest.
- C. Students may be denied the privilege of participation:
 1. by vote of the activity membership where provided by in its constitution.
 2. by disciplinary action of advisor; teacher, or coach, for infraction of any rules of participation provided in written form to each participant by the advisor, teacher., coach or administrator.,
 3. to limits established in the constitution and/or rules of participation provided each student by the advisor, teacher, or coach.
 4. violation of the school's code of conduct or any rule or regulation established by the school.
 5. for conviction of a felony.
 6. Requirement for participation in Senior Night ceremony: the recognized student must have participated in the full duration of the activity in order to be eligible for recognition.
- D. Parents will be notified of denial of participation by the activity advisor, teacher, coach or administrator: verbally (or)
 2. in written form when requested by the student, parent, guardian. or custodian.
- E. Appeals:
 1. may be submitted to the building principal in writing within three (3) school days of the notification of denial of participation, a student under school suspension and removed from the extracurricular could appeal to be reinstated to the extracurricular activity after the suspension is finished. A student is permitted one appeal per school year.
 2. may be heard by the extra curricular committee, made up of the superintendent, the principal of the building the head coach and teacher or coach where the infraction occurred
 - a. which may meet to hear the appeal within five (5) school days of receipt of the appeal.

- b. whose decision will be announced within 48 hours of the hearing.
- c. whose decision is final.

FEES

All textbook damage or replacement fees and overdue library fees, or any other charges assessed to the student must be paid to the teacher or office. Grade cards will not be issued until all debts have been cleared.

FIRST AID

It is imperative that all injuries be reported promptly to the principal's office. The school nurse will supervise the care and handling of injured students.

FOOD

There is to be no consumption of food or food items in the classrooms or school except in the cafeteria. Gum, candy, food or beverages are not to be consumed in the classrooms or halls.

GRADE CARDS

The school year is divided into four nine-weeks grading periods. Individual grade cards will be distributed one week following the close of the grading periods. Grade cards will not be issued to any student who is on the debt list. It is the student's responsibility to check the debt list and to pay all debts before deadlines.

GRADING SYSTEM

95-100	A - Excellent
85-94	B - Very Good
75-84	C - Average
70-74	D - Fair
69-below	F - Failure

GRADUATION

In order to graduate, a Felicity-Franklin senior, whether remaining at Felicity-Franklin or attending US Grant Career Center must have a total of twenty-one (21) credits: credit REQUIREMENTS are as follows:

Minimum Requirement

English	4 credits
Math	3 credits
Health	1/2credit
Science	3 credits
Physical Education	1/2 credit
Social Studies	3 credits
Electives	6 credits
Fine Arts	1 credit

Class of 2014 must have 4 credits, one must be Algebra II

TOTAL CREDITS REQUIRED 21 credits

Class of 2014 Total Credits still 21

GRADUATION CEREMONIES PARTICIPATION

To graduate from high school a student must earn a minimum number of credits in the manner prescribed by the home school Board of Education. In addition, the student must have successfully completed all required sections of the mandated state assessment in order to receive a high school diploma. In order for a senior to participate in graduation ceremonies, he or she must have:

- a. completed all credit requirements for graduation
- b. received verification from the Ohio Department of Education of successful completion of all required sections of the mandated state assessments.
- c. must attend the Senior Night awards ceremony/graduation practices in their entirety

It is the policy of the local Board of Education that participation in the graduation ceremony is reserved solely for those students who have met all applicable state and local requirements. Unfortunately, seniors are confronted with many issues prior to receiving verification that they qualify to participate in the graduation ceremony. Some of these issues, for example the ordering of announcements and caps/gowns, may result in financial loss in the event that the senior fails to qualify for participation in the actual ceremony.

Parents of seniors are urged to stay abreast of these issues throughout their child's final year. More information may be obtained by contacting the high school counselor, high school principal, or Grant Career Center director.

All seniors must attend all graduation practice(s) and comply with dress and grooming requirements as set forth by the administration in order to participate in the exercises. Doctor's excuse or clearance in advance by the principal will be the only acceptable reasons for missing practice(s).

GRADUATION - CLASS RANK

In order for a student to be eligible for graduation/class rank, the student must have met the following criteria:

1. G.P.A is based on all high school grades through the first three quarters of the senior year computed to three places, e.g. 3.987.
and
2. Student must be enrolled at Felicity-Franklin High School for at least two consecutive years, which include their junior and senior year.
and
3. Classes taken as part of the Post Secondary Educational Options will be computed on a Felicity-Franklin grade point scale and averaged with other Felicity-Franklin classes.
and
4. In the event that items 1,2, and 3 are all equal, class rank will be determined by the number of credits earned.
and
5. In the event that items 1-4 are all equal, the student who has been enrolled and attended Felicity-Franklin Local School District the longest will have the higher rank.

GRANT CAREER CENTER

Those students who choose a vocational experience to complete high school will probably attend Grant Career Center. Courses needed to attend Grant Career Center should include the following:

English	2 units	Social Studies	2 units
Math	2 units	Health	1/2 unit
Science	2 units	Physical Ed.	1/2 unit

In the event a student fails to earn the required number of credits, he/she may attend Grant under the following guidelines: Short 1 unit of credit - Attend a school approved make-up course and earn the deficient credit before date of graduation. Short 2 units of credit - Attend two school approved make-up courses to earn deficient credits before date of graduation. Short more than two credits - Repeat sophomore year at Felicity-Franklin to obtain necessary credits to enter Grant according to previous guidelines.

If after three years of high school a student is unable to obtain the necessary credits for admission to Grant under this policy, the student may ask to be evaluated as a special case. If school attendance, effort, and desire for vocational skills merit consideration, then (after input from staff) the superintendent may assign the student to Grant regardless of whether the student will or will not obtain a high school diploma after completion of the Grant course of study. A typical day at Grant would be as follows:

42 minutes
42 or 86 minutes
165 minutes

Ohio Graduation Test remediation or optional college prep courses
1 or 2 periods Technical Related
Laboratory or Work Experience

Application

All eligible students will be offered an opportunity to make application to U. S. Grant Career Center during their sophomore year. In order to plan better for the following year's programs at both U. S. Grant and Felicity, students are urged to file their application for admission to Grant according to established guidelines (generally set for April 1). Students following established timetables will be offered first chance of acceptance into their chosen program. However, circumstances such as a student transferring from another district or even a change of mind by a student and parent might be considered after deadline dates. The student's admission will be dependent upon program openings and acceptance by U. S. Grant.

After the opening day of school, enrolling or withdrawing from U. S. Grant will follow the change-of-schedule policy.

Schedule Change Policy

Because a schedule change from or to U. S. Grant is such a major change, the following procedure applies:

- A. Request to attend U S Grant - Request is made through Felicity-Franklin counselor. If the student is eligible, the counselor is to contact the parent(s) for a conference. If parent(s) concur with student's request, contact U. S. Grant to meet with student and parent(s). Transfer student if accepted by U. S. Grant.
- B. Request to return to Felicity-Franklin School - Student is to contact the U. S. Grant counselor's office and set up a conference with student and parent(s) with U. S. Grant counselor. If following the conference the student and parent(s) are still requesting a transfer back to Felicity-Franklin, they should contact the Felicity-Franklin counselor/principal and schedule the student's return.

After Two Weeks

School and class schedule changes are not permitted except by permission of the principal.

HEALTH RECORDS

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

1. The pupil submits written evidence that the pupil meets or exceeds the minimum immunization requirements.
2. The pupil submits a statement, signed by the pupil's physician, that immunizations may be detrimental to the pupil's health.
3. The pupil submits a statement signed by the pupil's parent or guardian that the parent or guardian objects to immunization for good cause, including religious convictions.
4. The pupil submits written evidence that the pupil is "in the process" of completing the required immunizations.

"In the process" means that the pupil is immunized against measles and has had at least one dose of DTP/TD vaccine and one dose of polio vaccine under this section every male pupil must have been immunized against rubella and every female who has not reached puberty must have been immunized against rubella.

ILLNESS IN SCHOOL

If a student becomes ill, he/she is to go to the office with a note from the teacher. The office will recommend needed action. At other times, students accompanied by a responsible adult may return home with approval of the principal.

INCOMPLETE GRADES

All make-up work must be completed by the end of the nine weeks grading period. Incomplete grades must be made up within two (2) weeks after the end of the grading period. Failure to make up the incomplete grade(s) will result in a zero (0) being averaged with the grade(s) earned during the quarter to determine the final grade. Make-up work will be mutually agreed upon by the teacher and student.

INTERIM REPORTS

Interim reports will be distributed during the fifth week of each grading period for ALL students in every course

LOCKERS

Students are responsible for keeping lockers as neat as possible and cleaned periodically. Locker doors are to be completely closed and items are not to be left on top of lockers at any time. Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your locker because it is just not safe to do so. No pictures, posters, or stickers are permitted on locker doors.

All lockers are the property of the Board of Education. These lockers and the contents are subject to random search at any time by the building principal.

LOST AND FOUND

Any articles that are found should be turned in at the principal's office. Any article lost or stolen should be reported to the principal.

LUNCH

Cost of a student lunch is \$2.00; subject to change for next school year if food costs dictate. You may either bring your lunch or purchase it. Extra milk and sandwiches may be purchased at a nominal cost only after a complete lunch has been bought. Free and reduced-price lunches are available. Any student who is in need may request an application form from the principal's office. All free lunch information is kept confidential. If you qualify for free lunches you will be given two-week ticket.

Each student will receive a student ID with a bar code that enables the student to purchase lunch. Student ID cards are expected to be used to receive lunch or ala carte items from the cafeteria. If an ID card is lost or stolen, the following guidelines will be used:

1. If it is the first ID card loss of the school year, request a replacement from the principal's office.
2. For replacement of ID cards for additional lost cards, the student will incur a charge of \$5.00 each time.

Students are not permitted to leave the school grounds during the lunch periods. Faculty members will supervise the cafeteria and hallways each day. Students are not to loaf in halls at any time. Students are not to be at their locker or in the hallways except after coming from class or just before reporting to the next class.

LUNCH PRICES

The following are lunch prices:

<u>Students</u>	\$2.00
<u>Adults</u>	\$2.50

There will be no charging of lunches.

MEDICATION IN SCHOOL

The Felicity-Franklin Board of Education is aware that a student may have an illness that requires medication for relief or cure 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. The medication in a doctor or pharmacy labeled container is to be left in the principal's office 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 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, and
 - 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 office at the time(s) the medication is required. The medication shall remain in the office during school hours and may not be kept by the student without the approval of the principal.

The physician's statement form 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. Additional forms are available at the principal's office. Request one or two so that you have them when an emergency arises.

Non-prescription medication, i.e. Aspirin, Tylenol, Pepto-Bismol, cough drops, shall be taken by students only with written permission from the parent/guardian and approval from the school nurse or principal. **PARENTS, PLEASE SIGN THE PARENTAL PERMISSION FORM FOR DISPENSING NON-PRESCRIPTION MEDICATION AT THE END OF THE HANDBOOK.**

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.

Please complete the attached parental permission form for non-prescription medication and return it to your child's homeroom teacher if you wish the nurse to give non-prescription medication to your child.

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

A standards 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/non-prescription medication must be brought in the original unopened container. New forms must be submitted each year.

NATIONAL HONOR SOCIETY (High School Only)

This is an honorary organization for juniors and seniors. Students with outstanding **scholarship, service, leadership, and character** are eligible to be inducted into the Anthony Meldahl Chapter of the National Honor Society in their junior and senior year. To be eligible, a student must have at least a 93.0 % cumulative grade point average and be enrolled in the college prep curriculum. He/she must demonstrate qualities of service, leadership, and strong moral character. The suggested college-prep curriculum is 4 units of CF English, 3 units of math (Algebra I, Algebra II, geometry, and/or advanced math 1). 3 units of science (including biology and chemistry), 3 units of social studies (among world history, CF American history, CP Social Studies 3, CP Social Studies 4, CP American government). 2 units of foreign language, and 1 unit of fine arts (art appreciation, photography, band, general art, etc.)

PASSES

All students have a class assignment every period of the day and are expected to be in the assigned location unless the teacher sends the student on an errand. In such cases, the teacher **will** use the hail pass. All student aides and cadet teachers are expected to be at their assigned location for the entire class period.

PLAYGROUND SAFETY (Designed for 5-12 year olds) Play Happy, 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 before exiting; do not jump out of swing seat while in a swinging motion.
4. Take turns: wait in front of swings at a safe distance

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 the area that permits climbing with ladders, steps or nets.

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 teach 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. 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 distance away from and under climbing areas.

Multi-Pondo (standing seesaw)

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.

PLAYGROUND (Middle School Only)

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 before exiting; do not jump out of swing seat while in swinging motion.
4. Take turns: wait in front of swings at a safe distance.

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.

Monkey Bars

1. Hang by hands only; use correct grip and both hands.
2. No more than 10 children on the bars at one time.
3. No standing on top or playing tag.

Chinning Bars and Horizontal Bars

1. One child at a time: use both hands.
2. No sitting or standing on the top.
3. Line forms at the bottom: keep soles of feet on the ladder when getting on and off.

General Safety

1. Run only on the blacktop, being careful not to go through games.
2. Stay back from all playground equipment.
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 to be kicked up into the air; if a ball goes across the fence into the neighbors' yard, it is to be left until the end of the day. If a ball goes into the street, a teacher will supervise getting it.
5. Rocks 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 it, please.
8. All litter should be placed in the trash containers; please report broken glass to your teacher.
9. This is your playground: let's all help take care of it!

PROMOTION (High School Only)

In grades 9-12, placement shall be based on the following criteria:

Grade 9 - successful completion of 8th grade

Grade 10 - completion of 1 year of high school

Grade 11 - completion of 2 years of high school

Grade 12 - completion of 15 units of credit or enrollment in enough courses to create eligibility for graduation by end of school year

RECORD RELEASE FORM

In order for the school to release any information whatsoever from your school record, we must have a record release form signed by parents. When the student reaches his/her eighteenth birthday this parent-signed form is to be replaced by one signed by the student. With a signed release, school records will be sent to prospective employers, another school (if you transfer), or to organizations interested in you. All debts and fees must be paid before any records are release.

SAFE SCHOOL HELPLINE

The Felicity-Franklin Board of Education has contracted this service, whereby an ANONYMOUS call can be made to express a safety concern or issue. The number is 800-418-6423, ext. 359.

SCHEDULE CHANGES

All schedule changes will be made through the counselor's office or the principal's office. Schedule changes may be made during the first two weeks of school. All schedule changes after two weeks must have the approval of the Principal. Since all scheduling is the result of parent and student involvement, changes to a schedule will be permitted when special conditions exist - failure of a prerequisite or transfer, for example. Any class dropped after the first two (2) weeks of the semester will be entered in the student's grades as a 60% F or if the grade was lower than 60 the actual grade will be entered.

SCHOOL DANCES GUIDELINES

1. Dances normally last three hours: senior high dances from 8 to 11 p.m.; middle school dances from 7 to 10 p.m. These hours will only be changed for special occasions, and you will be notified. Basketball Homecoming, Christmas Dance, and Prom are usually the only exceptions.
2. Proper dress will be communicated to students when each dance is publicized. Maximum charge for a dance with a band or disc jockey is \$7/person, except for Prom.
3. Duties of sponsoring class president and class officers:
 - a. Set date for dance several weeks in advance in cooperation with class sponsors and with the advice and consent of the principal.
 - b. Class sponsors, Felicity-Franklin staff and selected parents will act as chaperons.
 - c. Secure a signed contract with band or disc jockey (if applicable) as soon as date for dance is determined. Contracts are available from the principal.
 - d. Appoint doorkeepers, refreshment workers, set-up committee, clean-tip committee, and other personnel needed for a successful dance. Appointees are to be from class membership.
 - e. Advertise the dance to the student body.
 - f. If decorating funds are needed, please see the principal.
 - g. Make arrangements for starting change through the principal.
 - h. Count and properly deposit all money collected with the school treasurer and retain the receipt for class records.
 - i. Report unauthorized persons at the dance to the chaperons.
 - j. Your dance will be only as successful as your organization.
4. All school rules apply during the activity.
5. After entering the dance, a student will not leave the building. If a person does leave, he/she is not permitted to re-enter, even by paying the second time. There will be no loitering outside the building during a dance. Doors are locked thirty (30) minutes after the beginning time of the dance and entry is not permitted after that time without prior approval of the principal.
6. Students under suspension or expulsion are not eligible to attend. A suspension or expulsion does not end at the close of school on Friday, but carries over a weekend until the first day of school the following week.
7. Students in grades 9-12 may attend high school dances. A non-Felicity student may attend high school dances provided:
 - a. They are the invited guest of a Felicity student in good standing.
 - b. They are not enrolled below the ninth grade at another school.
 - c. The inviting student accepts responsibility to see that his/her guest's conduct and dress is the same as required of Felicity-Franklin students.Only 7th and 8th grade Felicity-Franklin Middle School students may attend middle school dances.
8. Chaperones: Class sponsors acting as chaperones will be present at least 20 minutes prior to the starting time. Sponsors will be stationed at the entrance to check for proper dress, persons eligible to attend, etc. Periodic check of restroom and halls will be made during the course of the evening.
9. Persons accompanying the hand will not dance or take part in the activity.
10. Public display of affection will not be tolerated.
11. Dances will be dismissed promptly at closing time.
12. Students will adhere to the Student Code of Conduct as outlined in this Student Handbook and posted in the building.

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 of the 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 on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all time, 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 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 or 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 student 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 personnel.
- 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, possession 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 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 to 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.

SATURDAY SCHOOL

Saturday School will be on Saturday mornings from 8:00a.m. to 12:00 noon. All of the four (4) hours must be served for the student to receive credit for the Saturday School being served. Any student arriving after 8:05 a.m. will not be admitted. Students must work on school work the full four(4) hours in order to receive credit for Saturday School. Sleeping is unacceptable.

SCHOOL INSURANCE

School insurance is available for all students in kindergarten through grade twelve. An information pamphlet is given each student at the beginning of the school year.

SCHOOL SUPPLIES

All students are expected to be prepared for classes. This includes textbooks, pencil, pen and paper. Students may not be excused during class or study hall to buy pencils, use the phone, or for any other reason, except emergencies. Each Middle School Grade Level Team will provide a grade level specific supply list.

SOCIAL SECURITY NUMBERS

Students in grades seven through twelve must have or obtain a social security number for office cards and permanent records. Applications for social security numbers may be obtained from the post office.

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.

COMMON RULE VIOLATIONS AND RESULTING CONSEQUENCES

The following lists include typical problem behaviors exhibited in school, and the consequences that any student who exhibits these behaviors should experience. The categories that follow are designed to be guidelines for teachers and administrators to follow as often as possible in order to create a uniform chain of consequences and enhance consistency. Ultimately, however, the final disposition of any situation will depend on the circumstances involved and the attitude of the student receiving the consequences.

The infractions are listed as they appear in the board-adopted code of conduct or else they are connected to the code of conduct by number if they are phrased differently. Repeated violations of the same level and type of rule (such as Minor Misconduct - Type 1) will be considered a repeated offense and will result in the 2nd, 3rd, or 4th Offense consequence. If you want or need any details about any of the violations included on these lists, please call your school office. Other behaviors not listed here will be handled on a situational basis, applying the general code of conduct and any fitting consequences.

Minor Misconducts - Type 1

Excessive tardiness to class/school
Cafeteria/lunchtime misconduct (rule 7)
Possession of nuisance items (rules 23 and 41)
Violation of dress code or appearance policies (rule 42)
Public displays of affection
Use of inappropriate language
Violation of the academic conduct code (rule 30)
1st offense -- Saturday School
2nd offense -- 3 Days out of school suspension
3rd offense -- 5 days out of school suspension

Minor Misconducts - Type 2

Skipping a teacher's detention
Horseplay (rules 7, 3, and/or 5)
Leaving classroom or school without permission
Cutting class (rule 9)
Disregarding request or directive of school personnel
Disruption of class or school activities
Presence in areas of school where student has no business
Truancy
1st offense Saturday School
2nd offense -- 3 days out of school suspension
3rd offense -- 5 Days out of school suspension

Major Misconducts - Type 1

Chronic misbehaviors that interfere with school
Harassment, hazing, or bullying
Soliciting a fight
Damage or destruction of school property
Physical or verbal assault of another student
Possession of tobacco and tobacco related items
Theft
Failure to serve Saturday School
1st offense 1 day out of school suspension
2nd offense - 3 days out of school suspension
3rd offense - 5 days out of school suspension

Major Misconduct - Type 2

Fighting

Gross disrespect toward school personnel

Sexual Harassment (rules 5, 31, and/or 38)

1st offense - 5 days OSS

2nd offense - 10 days OSS with expulsion recommendation

Major Misconduct - Type 3

Alcohol or drug violations (rules 19-22) Weapons violations (rule 17) Physical assault or threatening physical assault of school personnel

1st offense - 10 days OSS with expulsion recommendation

****Please note that with all minor and major misconducts, the actual consequence assigned to a student may be less severe or more severe depending on the circumstances of the situation.*

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.

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.

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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.

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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)

Adopted December 17, 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.

TESTS

The school year is broken down into four grading periods of nine weeks each. Nine-weeks tests are given at the end of each grading period to culminate and demonstrate student learning during the period. These tests are important and count 25% of your nine-weeks grade. Students are to be present during these two days of testing unless excused by the principal in advance, or have a doctor's excuse.

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.

VISITORS

We want to protect your child. For this reason, we ask that all visitors and parents are asked to 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

Any student withdrawing from school must be cleared through the principal's office and the counselor's office. A withdrawal form will be given to the student from the counselor on his/her last day of attendance. Textbooks will be returned to the classroom teacher. All fees and/or debts must be cleared in the high school office before transcripts can be mailed. A copy of the withdrawal form will be given to the student to take to his/her forwarding school.

WORK PERMITS

A student under the age of 18 must secure a work permit before he/she may be employed. Applications for working permits may be obtained through the principal's office. Completed applications are returned to the principal's office where the actual working certificate is issued. The school's part of the work permit will be completed after the pupil has had a physical examination and the employer has completed filled out their section.

FELICITY-FRANKLIN SCHOOL DOES NOT DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, SERVICES, AND PROGRAMS BECAUSE OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, OR AGE.

10th Grade Ohio Graduation Test Subscales and Competencies

Check When Mastered

Writing

Subscale 1 Content

- Develop a clear, focused main idea(s) related to prompt
- Demonstrate completeness
- Include appropriate supporting details for purpose, topic

Subscale 2 Organization

- Follow purposeful organization
- Make connections among ideas, paragraphs, sentences

Subscale 3 Language

- Use variety of appropriate words to audience, purpose, topic
- Use variety of sentence structures and/or phrases appropriate to audience, purpose, topic

Subscale 4 Writing Conventions

- Exhibit standard conventions competently (MUGS)
- Be legible

Reading

- Utilize multi-step directions to accomplish task
- Examine uses and purpose of propaganda
- Recognize an author's purpose and attitude (bias)
- Support an interpretation by locating specific information
- Use context to determine the meaning of words
- Differentiate between fact and opinion
- Draw inferences
- Make predictions
- Recognize the effect of common literacy devices
- Locate a stated or implied main idea and differentiate between details that support and those that done
- Analyze the effect of literary elements
- Evaluate the effectiveness of resource material for a specified audience/purpose

Math

Subscale 1 Number and Numeracy

- Represent and use real numbers in a variety of equivalent forms
- Estimate and compute with real numbers
- Apply rates, ratios, proportions, and percents

Subscale 2 Algebra and Functions

- Write, interpret, simplify, evaluate, and/or use algebraic expressions and formulas
- Use linear equations and inequalities
- Represent a mathematical relationship using a table, graph, symbols, and words, and describe how a change in the value of one variable affects the value of related variable(s)
- Create and analyze graphs of linear and simple non-linear functions

Subscale 3 Geometry and Measurement

- Apply angle relationships to situations involving intersecting lines, perpendicular lines, and parallel lines
- Recognize and apply characteristics of congruent and similar figures
- Apply visualization, spatial sense, and properties of two-dimensional and three-dimensional objects
- Use measurement techniques including scale drawings, formulas, and geometric relationships to find length, perimeter, area, surface area, and volume

Subscale 4 Data Analysis and Probability

- Create, interpret, and/or analyze tables, charts, and graphs involving data
- Choose and apply measures of central tendency (mean, mode, median) and variability (range and displays of information)
- Represent and interpret the possible outcomes for a mathematical situation and calculate probabilities

Subscale 5 Mathematical Processes

- Communicate math ideas, reasoning, and solutions through the use of appropriate mathematical terminology, notations, symbols, definitions, models, and other representations
- Apply problem-solving strategies and evaluate processes, strategies, calculations, and solutions to verify reasonableness; and use math reasoning to validate and/or generalize approaches, arguments, strategies, and solutions

Citizenship

Subscale 1 American Heritage

- Analyze information about major historical developments by:
 - a. interpreting the documents
 - b. identifying and comparing experiences and perspectives
 - c. assessing credibility of sources
 - d. interpreting data
- Identify and explain cause and effect relationships for major historical developments including:
 - a. historical antecedents
 - b. multiple causation
 - c. accidental, irrational, unexpected factors

Subscale 2 People in Societies

- Use information about different cultures to explain consequences of contacts between people from 1750 to present by explaining:
 - a. patterns of migration
 - b. exchange of cultural practices
 - c. incidents of discrimination and conflict
- Identify contributions of cultural groups to American society

Subscale 3 World Interactions

- Utilize geographic resources to:
 - a. locate places by consulting references
 - b. describe relative location by using compass directions, time, and distance
 - c. describe location by using reference systems
- Analyze global implications of post-WW2 regional changes involving:
 - a. the growth of international organizations
 - b. the end of colonialism and the development of national identity movements

Subscale 4 Decision Making and Resources

- Explain why regions and nations specialize in what they can produce at the lowest cost and then trade with other regions and nations
- Discuss the economic roles of government in a market economy with regard to: a. raising revenue; b. providing public goods and services; c. establishing and enforcing regulations; d. protecting consumers; and e. preserving competition

Citizenship

Subscale 5 Democratic Processes

- Differentiate between democratic and totalitarian governments with regard to purposes, processes, structures, and examples of each type
- Describe the manner in which and explain why the U.S. Constitution distributes political power and analyze applications of this distribution, including:
 - a. federalism;
 - b. separation of powers; and
 - c. checks and balances
- Demonstrate an understanding of how the political process functions in the U.S., including:
 - a. political parties;
 - b. elections;
 - c. voting qualifications;
 - d. lobbyists and interest groups

Subscale 6 Citizen Rights and Responsibilities

- Analyze civic issues by identifying:
 - a. alternative points of view
 - b. relevance and reliability of information
 - c. potential impact on individuals, groups, or institutions
 - d. ways to resolve issues by applying the principles of fairness and justice

- Explain the importance of participatory citizenship in a democratic society by:
 - a. relating the rights and responsibilities of citizenship
 - b. describing various means of civic participation
 - c. analyzing issues related to civic participation in various nations

Science

Subscale 1 History and Nature of Science

- Evaluate or design scientific investigations to formulate and/or revise explanations and models
- Evaluate information derived from popular and technical sources to determine its scientific validity in making evidence-based decisions
- Given a personal, social, or global circumstance, identify, interpret, and/or apply appropriate safety precautions and equipment
- Given a particular theory or protocol, explain how and why the theory may have changed over time

Subscale 2 Physical Science

- Relate uses, properties, and chemical processes of matter to the behavior and arrangement of small particles which compose matter
- Describe and predict the effects of force on objects and on the motion of objects within a system
- Analyze transformations of energy and recognize its conservation within a system
- Given that waves carry energy, compare and predict interactions of waves with matter

Subscale 3 Earth and Space Science

- Relate internal and external sources of energy in the Earth system to processes and cycles occurring since the Earth's origin
- Describe relationships among the Earth, other planets, and other objects in the solar system
- Relate changes in the form or distribution of matter to the cyclic and finite nature of resources within the closed Earth system

Subscale 4 Life Science

- Analyze and compare regulatory processes in living things
- Relate the chemical basis of life to heredity, diversity, species survival, adaptations, and extinction
- Relate heredity of organisms to the long-term survival of populations based on mutations, variations in populations, and changes in populations as a result of differential reproduction
- Explain how living things interact with the living and nonliving components of the environment

**Prepare each day for success on the 10th Grade
Ohio Graduation Test by working toward mastery
of each of the competencies listed above!**

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 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.

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.

SAMPLE

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and student who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day Felicity-Franklin Local School District receives a request for access.

Parents or eligible students should submit to the School principal or counselor a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or counselor, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Felicity-Franklin Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Felicity-Franklin Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Felicity-Franklin Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Felicity-Franklin Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior consent. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the Felicity-Franklin Local School District that they do not want their student's information disclosed without their prior written consent.

If you do not want the Felicity-Franklin Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30. Felicity-Franklin Local School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and Height of members of athletic teams
- Date and place of birth
- Dates of attendance
- The most recent educational agency or institution attended