



LOCAL SCHOOL DISTRICT  
*HOME OF THE CARDINALS*

# Felicity-Franklin High School and Junior High School Student Handbook 2023-2024

## District Vision Statement

We are a proud hometown school community on the road to becoming a destination district for students, staff, and families.

Through **student-centered learning, innovation**, and **community involvement**, the cardinals will soar among the top districts in Ohio.

## FFHS/JHS Mission Statement

The Mission of FFHS/JHS is to deliver a positive and healthy school culture, engaging, and rich in opportunities for all students.

## **THE PRINCIPAL'S MESSAGE**

Dear FFHS and FFJHS student and family,

It is my personal mission to continuously evaluate and improve our student experience at FFHS/JHS. The heart of the FFHS/JHS Mission is to make our school a place all students want to be every day. Our school is a safe and caring place where opportunities abound. Students, I would encourage you to take a risk and get outside of your comfort zone, become the best version of you today!

While this document is intended to provide you with current, relevant and meaningful content, it is subject to change in accordance with our needs, governmental orders, etc. While much of the content has been thoughtfully streamlined, this handbook is not intended to supersede anything within BOE policy, rather wherever possible the handbook is to read less like policy and more like a guide for students and parents.

The official BOE policies are linked for students and parents to review on the FFLSD website and at BoardDocs: <https://go.boarddocs.com/oh/fflsd/Board.nsf/Public?open&id=policies>

FFHS/JHS is a place of learning, caring, and growing as a young adult. School comes with as many opportunities as it does responsibilities. It is likely that students will make mistakes, this is part of learning. Mistakes are often accompanied by counseling, coaching, teaching, learning and at times consequences. Many of the items contained within are intended to help students and parents successfully navigate the 7-12 school experience.

Ultimately, I would encourage students to engage themselves fully, do your best each day to be the best person you can be, support your fellow students, and recognize that not all things of value will be easy to attain. Please feel free to contact myself directly with any questions or concerns that may arise.

Go Cardinals!

Dr. Casey Smith  
Principal  
513-362-5328

# **Felicity Franklin Local School District**

## **Board of Education**

*President Andy Ninichuck*  
*Vice President Randy McElfresh*  
*Member Yvonne Baker*  
*Member Jennifer Broadwell*  
*Member Sabrina Schnarrenberg*

### **Administration**

Superintendent Dave Gibson  
Treasurer Christy Laubach  
7-12 School Principal Casey Smith  
pK-6 School Principal Amber Johnson

### **Class of 2023 Retired Officers**

President - Mattilyn Griffith  
Vice President - Zander Cummins  
Treasurer - Lexi Egnor  
Secretary - Miranda Baker

### **Senior Class of 2024 Officers**

President - Kaylee Jennings  
Vice President - Joanna Hamilton  
Treasurer - Emma Brandenburg  
Secretary - Emerson Pinger

### **Junior Class of 2025 Officers**

President - Lucian Grider  
Vice President - Brylee Idlett  
Treasurer - Ben Bracher  
Secretary - Savannah Metzger

### **Sophomore Class of 2026 Officers**

President - Jackson Johnson  
Vice President - Abigail Masterson  
Treasurer - Olivia Liming  
Secretary - Hailey Wendling

### **Freshmen Class of 2027 Officers**

President - Jonah Carnahan  
Vice President - Garrett Hall  
Treasurer - Garrett King  
Secretary - Cheyanne Conley

### **8th Grade Class of 2028 Officers**

President - Chance Simpson  
Vice President - Jaden Baker  
Treasurer - Cooper Maupin  
Secretary - Auden Palmer

### **7th Grade Class of 2029 Officers**

President -  
Vice President -  
Treasurer -  
Secretary -

\*Officers are carried over from the previous year and new officers are elected at the beginning of each school year.

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## **SECTION I - ESSENTIAL RULES, PROCEDURES, GUIDELINES**

### **Section I, Part 1 - ATTENDANCE - see Policy 5200** **Every Day, Every Hour, Every Opportunity, Matters...**

**School is important**, students and parents cannot expect students with poor attendance patterns to be properly educated and prepared for their future lives. It is essential that students learn to be on time and prepared to work.

By law, FFHS/JHS is now tracking school attendance hourly. **ALL** absences, whether legitimately excused or unexcused are counted.

**Excessive Absence**- any student accumulating 38 hours/month OR 65 hours/year of absence

**Habitually Truant** - any student accumulating 30+ consecutive hours OR 42 hours/month OR 72 hours/year of unexcused absence

**Absence Intervention** - Students and parents which are identified as habitually truant will be assigned to an Absence Intervention Team. That team will meet with and work with the student and parent to develop an intervention plan in an effort to reduce or eliminate further absences. Any parents who fail to participate or respond to attendance concerns triggers the mandatory reporting requirements of abuse/neglect to CPS.

**Juvenile Court Referral** - Any habitually truant student and/or parent of a habitually truant student may have a complaint filed against them and in compliance with the O.R.C.

#### **Did you know?**

- Students are only in school for 174 days in a school year... Every Day Matters!!!
- Only 3 days per semester may be excused by means of a parent note.
- ~60% of FFHS/JHS students had perfect attendance for 2 or more quarters of the 2018-19 school year.
- Students receive 6 and ½ hours of instructional time per day.
- Missing 10 days of school for any reason = Excessive Absence.
- Students can be assigned community service hours and lose a variety privileges, such as walking at graduation, attending dances, homecoming, prom, field trips, club activities, electronic device privileges, etc.
- FFHS/JHS has an automated phone call system that notifies parent(s)/guardian(s) everyday at ~9:30am for any student reported as absent/missing.
- Field trips are NOT absences, they are fun learning experiences!
- Exams are worth 20% of your semester grade. Exam days fall on the last three days of each semester, do not miss exam days!
- FFHS/JHS rewards students with perfect attendance!

**Perfect Attendance** - Perfect attendance is an accomplishment that is highly valued by employers but does not require any special talent to achieve. Students who are neither absent nor tardy will be rewarded and recognized quarterly. Any student who is signed out or misses any part of the school day, excused or unexcused, for any reason is not considered to be in attendance 100% of the time. The only times not counted against the student are a late bus, a bus unable to reach the student, or a field trip.

***“Show up, work hard, go home tired, every day!” ~ Dave Gibson, Superintendent***

FFHS/JHS recognizes the following as “reasonable” excuses for absence:

1. Personal illness
2. Family illness which necessitates the presence of the student or quarantine of the home
3. Death in the family
4. Necessary work in the home do to incapacity of the parent(s)/guardian(s)
5. Observation or celebration of a bona fide religious holiday
6. Out-of-state travel to participate in a District-approved enrichment or extracurricular activity
7. Superintendent approval
8. Medically necessary leave for pregnancy
9. Service as a precinct officer in public elections

#### **Student & Parent Responsibilities -**

1. Students should promptly turn in any doctor’s notes, parent notes, etc. to the school office.
2. Students should politely arrange a time with the teacher to remediate lost learning opportunities at a time that is convenient for the teacher.
3. Students are responsible for making up work and tests missed for any absence in a timely manner.
4. During an absence due to suspension students are encouraged to use email and/or schoology to stay connected to and complete assignments for credit.
5. It is recommended that parents make every effort when scheduling a student's non-emergency medical/dental/annual appointments outside the school day or outside of the year.
6. Family vacations during the school year are discouraged. Be advised, it is common for a student’s academic performance to suffer from poorly timed family vacations. A maximum of three days per year will be excused if all of these requirements are fulfilled. Requests must be made a minimum of three days in advance. Students are responsible for timely make-up of school work.
7. College visits are encouraged, but limited to a total of three days during the junior and senior school years. Visits that are properly planned with the school counselor will not be counted as absences, however work missed is still important and must be made up. College visits may not be taken during state testing days or semester exam days.
8. 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.
9. Continued unexcused tardiness will result in appropriate disciplinary action.
10. 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.
11. All students arriving tardy or leaving early must have a note from their parent, guardian. or doctor to be excused, regardless of the reason.

***“No matter how you feel, get up, dress up, show up,  
but never give up. Keep smiling.”  
~ Bhawani Shankar***

## **Section I, Part 2 - ACADEMIC CONDUCT - see Policy 5500**

***“Integrity is doing the right thing, even when no one is watching.” ~ C.S. Lewis***

**Academic Honesty** - To best prepare for a productive life beyond school, students should always complete their work in an honest manner. There is zero-tolerance for cheating, any form of cheating is unacceptable and will result in discipline and/or other consequences determined by an administrator.

**Academic Preparedness & Participation** - are both physical and mental activities. Students are expected to come to school ready to learn and engage in learning activities as a positive member of our school culture.

### **Questions to ask yourself or your student about being prepared:**

- Have you identified short and long term goals for your academics and non-academic interests?
- Do you have the appropriate materials, paper, pens, pencils, calculator, etc.?
- Have you remembered to charge your chromebook?
- Are you eating a healthy diet? Are you getting an appropriate amount of sleep? Exercise?
- Are you responsibly moderating your time with electronics? How much time are you spending watching TV? Video games? Social media?
- Did you check your progressbook? Schoology?
- Do you have your homework completed to the best of your abilities?
- Have you talked to your teacher about times when you can get extra help?
- Have you created a study group with responsible friends?
- Do you come to school with a positive outlook? Are you working each day to be the best person you can be, especially when it is difficult? Do you persevere? Do you treat others with respect? Do you speak respectfully?
- Do you ask specific questions? Are you looking to understand the problem or simply complete a task?
- Are you blaming or complaining about other people for your responsibilities?
- How are you organized? Are you using your Google calendar to set reminders?
- Are you on track with your goals? Are you ready for your future?

Parents and FFHS/JHS are in a partnership and have a mutual goal of teaching our students to become responsible adults. That being said, parents must ensure proper guidance at home as appropriate for their students needs and maturity.

### **Did you know? The “Top Ten Things that require Zero Talent”:**

1. BEING ON TIME
2. WORK ETHIC
3. EFFORT
4. BODY LANGUAGE
5. ENERGY
6. ATTITUDE
7. PASSION
8. BEING COACHABLE
9. DOING EXTRA
10. BEING PREPARED

***“By failing to prepare, you are preparing to fail.” ~ Benjamin Franklin***

## **Section I, Part 3 - EXTRACURRICULAR ACTIVITIES**

***“I hate every minute of training. But I said, DON’T QUIT! Suffer now and live the rest of your life as a champion.” ~ Muhammad Ali***

FFHS/JHS has numerous opportunities for students to engage within including a variety of sports teams, academic team, organizations, clubs, class officers, principals student leadership team, and more.

Student participation in extracurricular activities is strongly encouraged. However, parents and students are reminded that participation is a privilege and not a right. Student athletes, organization and club leaders, etc. are representatives of our school community and are expected to adhere to a high standard of moral and ethical behavior at all times.

### **Did you know?**

- Participation in extracurricular activities, even those not obviously associated with academic achievement, leads to increased commitment to school, school values, and school pride.
- Involvement in extracurriculars by “At-Risk” students is the single most successful strategy in preventing poor academic performance, disciplinary referrals, and school dropout.
- Students participating in extracurriculars maintain a higher GPA.
- Athletic participation reduces school dropout rates by ~40%.
- Extracurricular participation leads to increased social and academic self-confidence and an overall healthier self-image by students.

***“Everyone should be a part of something that is bigger than themselves...” ~Bob Walker, Principal***

The Board of Education policy 5610.05, authorizes the Superintendent, Principals, and Assistant Principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are **not entitled** to further notice, hearing, or appeal rights.

Appeals to extracurricular suspension/removal 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 activity may appeal to be reinstated to the extracurricular activity after the suspension is finished. A student is permitted one appeal per school year.

Appeals may be heard by the extracurricular committee, which may include the Superintendent, Principal, Athletic Director, and Coach/Teacher/Advisor of the activity in question. Reasonable efforts will be made to hear the appeal within five (5) school days of receipt of the appeal and render a final decision within 48 hours of the hearing.

## Section I, Part 4 - EMERGENCY PROCEDURES & SCHOOL SAFETY

***“Our problems are man-made, therefore they may be solved by man. No problem of human destiny is beyond human beings.” ~ John F. Kennedy***

FFHS/JHS is committed to providing a safe and welcoming environment for all students. During the school year we will periodically practice a variety of emergency drills (Fire, Tornado, Lockdown, Evacuation, etc.).

School safety is a continuously evolving process. The BOE and the FFLSD Safety Team continue to take numerous actions to mitigate safety risks to our students and staff, including:

- annual training and practice
- periodic safety assessment audits
- partnering with Local Fire & EMS services for prevention, inspection, training, and supplies
- partnering with Franklin Township and Clermont County Sheriff's Department for S.R.O. support
- CPR/AED training for all staff and students
- partnering with St. Joseph's & the Counseling Source, providing students mental health services
- training about students Social Emotional Learning and Anti-Bullying programs
- maintenance and upgrading of campus/facilities camera systems
- the addition of classroom thumb latch locks and door barricading systems
- upgrades to entrance securities, additional stop points and glass safety security film
- staff crisis intervention and prevention training
- staff responsibility centered discipline training

High School Visitors **MUST** enter through the High School Main Office entrance, check-in, and wear a Visitor ID badge at all times while in the building.

Students are advised **NOT** to approach and/or open outside doorways for anyone.

High School students are trained to use their senses, think, and to make decisions about what they need to do to ensure their personal safety during a crisis.

While it is our goal to build strong relationships with all students and create an environment in which they feel safe and have trusted adults that they may report to, tip-line services are available through:

Calls or texts to **844-SaferOH (844-723-3764)** are answered by analysts in the Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit. When action is needed, the TAP Unit immediately forwards information to local school officials, local law enforcement agencies and others, if necessary. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

The Clermont County Sheriff's Department <https://clermontsheriff.org/submit-a-tip/>

As always, in the event of an immediate emergency, CALL 9-1-1

***“Every child deserves to grow up in a safe community surrounded by a loving family and to have a future filled with opportunity and with hope.” ~ Donald J. Trump***

***Talking points for parents from  
The National Education Association on  
How to Talk to Students about Traumatic Events:***

**What can you do?**

Emphasize the role that students have in maintaining safe schools by following school safety guidelines (e.g. not providing building access to strangers, **reporting** strangers on campus, **reporting** threats to the school safety made by students or community members, etc.), **communicating** any personal safety concerns to school administrators, and accessing support for emotional needs.

**Reassure your student that they are safe.** Emphasize that schools are very safe. Validate their feelings. Explain that all feelings are okay when a tragedy occurs. Let children talk about their feelings, help put them into perspective, and assist them in expressing these feelings appropriately.

**Review school safety procedures.** This should include procedures and safeguards at school and at home. Every classroom has a posted Fire Evacuation and Tornado Shelter plan. Students should prepare by knowing where the exits are, locations of AEDs, Fire Extinguishers, etc. that are located in the high school. Students should follow all classroom safety procedures at all times. Ask your student to identify at least one adult at school and in the community to whom they will immediately go to if they feel threatened or at risk.

**Observe your student's emotional state.** Some students may not express their concerns verbally. Changes in behavior, appetite, and sleep patterns can indicate a student's level of anxiety or discomfort. In most students, these symptoms will ease with reassurance and time. However, some students may be at risk for more intense reactions. Students who have had a past traumatic experience or personal loss, suffer from depression or other mental illness, or with special needs may be at greater risk for severe reactions than others. Don't be afraid to seek the help of a mental health professional right away if you are concerned. FFHS/JHS/JHS can help you with this process if needed.

**Limit media exposure.** Limit television viewing and be aware if the television is on in common areas. Monitor what students are viewing online and how they are consuming information through social media. Developmentally inappropriate information can cause anxiety or confusion, particularly in younger students. Adults also need to be mindful of the content of conversations that they have with each other in front of students, even teenagers, and limit their exposure to vengeful, hateful, and angry comments that might be misunderstood.

**Maintain a normal routine.** Keeping to a regular schedule can be reassuring and promote physical health. Ensure that students get plenty of sleep, regular meals, and exercise. Encourage them to keep up with their schoolwork and extracurricular activities but don't push them if they seem overwhelmed. A lot of these tips can also be applied to parents and educators — to take proper care of their students, they must first take care of themselves.

***“Failure at some point in your life is inevitable, but giving up is unforgivable.”~Joe Biden***

## **SECTION II - FFHS/JHS STUDENT CODE OF CONDUCT**

***“Ethics is knowing the difference between  
what you have a right to do and what is right to do.”  
~ Potter Stewart***

The following 6 major rules are essential to the safe and orderly operation of school. Any student engaging in the following types of conduct are subject to disciplinary consequences up to and including expulsion. These items apply whenever a student is in the custody 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 times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Felicity-Franklin Local School District.

**1. Any action that disrupts the school operation or environment, examples include but are not limited to:**

- a. Behavioral issues
- b. Placing of signs and slogans on school property without the permission of the proper school authority.
- c. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authority.
- d. Demonstrations by individuals or groups causing disruption to the school program.
- e. Truancy & Tardiness
- f. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

**2. Any disregard of reasonable directions or commands by school personnel, examples include but are not limited to:**

- a. Refusal to take academic or other detention(s) or proper discipline
- b. Being in any area not previously assigned or permitted, skipping school and/or detention
- c. Refusal to accept seating assignment
- d. Refusal to remit electronic devices
- e. Displaying excessive affection or other inappropriate behavior
- f. Failure to abide by reasonable dress, appearance, and or safety 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 a potentially unsafe activity.

**3. Any unethical and/or disrespectful action(s), examples include but are not limited to:**

- a. Using foul, abusive, slanderous, threatening, obscene, and/or profane language, gestures, writings, or implications.
- b. Directing negative uncomplimentary and/or offensive remarks in regards to physical/mental handicaps/defects, appearance, nationality, race, religion, etc.
- c. Intentionally misleading, lying, cheating, plagiarizing, etc.
- d. Publication of obscene, pornographic or libelous material.

**4. Any illegal or criminal activity, examples include but are not limited to:**

- a. Any form of violence, abuse, assault, fighting, bullying, harassment, persecution, etc.
- b. Buying, selling, transferring, using, possessing, distributing 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. Including 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 and/or any related items or paraphernalia (pipes, matches, lighters, etc.) associated with them.
- c. Buying, selling, transferring, using, possessing, or distributing any substance containing tobacco, including, but not limited to, cigarettes, electronic cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, paraphernalia, or using tobacco/nicotine based products in any other form.
- d. Buying, selling, transferring, using, possessing, or distributing any dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, slingshots, 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.
- e. Theft, extortion, forgery, gambling, arson, indecent exposure, engaging in sexual acts, i.e. criminal activity.
- f. Any action that defaces, damages, or destroys personal or public property, examples include but are not limited to:
  - i. Writing on chairs, tables, walls, etc.
  - ii. Intentionally breaking your chromebook
  - iii. Littering
  - iv. Placing of signs and slogans on school property without the permission of the proper school authority.

**5. Any action or non-action which reasonably jeopardizes the safety of the school environment and/or students/personnel, examples include but are not limited to:**

- a. Any form of violence, abuse, assault, fighting, bullying, harassment, persecution, etc.
- b. 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
- c. Using an electronic device(s) to record acts of violence
- d. Leaving school premises without permission
- e. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- f. Turning in false fire, tornado, bomb, disaster or other alarms.
- g. Making a threat, physically or verbal, posturing, intimidating or making false claims which reasonably jeopardize the safety or perceived safety of the school environment.
- h. Presence on school property with a communicable disease.
- i. Failure to abide by the rules and regulations set forth by administration for student parking and safe vehicle operation while on school property or within school zones.
- j. Willfully aiding another person to violate school regulations

**6. Any violation or repeated violations of Board policies, District guidelines, or school rules.**

***“Ignorance of the law is no excuse in any country.  
If it were, the laws would lose their effect,  
because it can always be pretended.”  
~Thomas Jefferson***

## **The TOP 10 FFHS/JHS Cardinal Student Guidelines to Live By**

- 1. Be kind** to others in your words and actions, what you do and say matters.
- 2. Be respectful** to everyone, even if their behavior is immature. While you can only control your behavior, your behavior can influence the behavior of others.
- 3. Be on time...** On time is early, being early is being respectful and showing you care about other people's time.
- 4. Be a good listener.** Do not talk when someone else is speaking. Do not look at your phone or keep earbuds in, it is impolite, this is a place of learning and work.
- 5. Remember your manners.** Say “please” and “thank you”, clean up after yourself, say “sorry” when you should. **Remember to share.** Don’t be selfish. Think about others before you think about yourself, life is not always about you, sometimes it is about others.
- 6. Be honest.** No one respects a thief or a liar. Keep your word, it’s all you really have.
- 7. Be responsible.** Don’t make excuses for yourself. Do not blame other people for your actions/inactions. If you would like privileges, then you need to fulfill your responsibilities as a student first. Be positive, follow directions, ask helpful questions, give your best effort, do your work, manage your time wisely, engage yourself in the opportunities and find out who you really are.
- 8. Be fair to others.** Do not complain about other people. You are not perfect, therefore, you may not expect perfection from others. Do not confuse fair with equal, they are not the same thing. At school, what is fair is if every student gets the support that they need to do their best. Focus on yourself, what are you doing to be the best you can be.
- 9. Ask before borrowing anything.** Always return anything you’ve borrowed promptly and in the same condition. If you lose, break, or damage anything, then you should actively seek to make it right.
- 10. Remember to smile.** Life is 10% what happens to you & 90% how you react to it. Being optimistic and intentionally positive will make your day and others day better.

***“Goodness is the only investment that never fails.” ~ Henry David Thoreau***

## **SECTION III - FFHS/JHS STUDENT CODE F.A.Q. TOPICS**

### **ALCOHOL / DRUGS / PRESCRIPTION DRUGS**

Alcohol and/or drug abuse by any student threatens the safety and education of their peers and that cannot be tolerated.

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.

Students may not possess, transmit, conceal, consume, show evidence of having consumed, use or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, unregulated prescription drugs, look alike drugs, drug paraphernalia, tobacco, vaping devices/paraphernalia or any mind altering substance(s).

Students found in violation will be subject to disciplinary action(s) 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. The Board of Education does not maintain a drug/alcohol rehabilitation program, but the Clermont Recovery Center (513-735-8100) has a program in the area that is available to students who need help with a drug or alcohol problem.

Students who need to take prescription or nonprescription medication must adhere to the policies described within the student handbook, see guidelines within the **Medication in School** section.

### **ANTI-BULLYING GUIDELINES**

FFHS/JHS/JHS is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. 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.

FFLSD will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation to anyone.

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.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, electronic 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.

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. 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 reports about aggressive behavior are promptly and fairly investigated. 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 actions as determined by the administration.

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, will not be tolerated, and will be considered as serious violations of BOE policy. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited, will not be tolerated and may result in disciplinary action(s).

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

#### **Complaints**

Students and/or their parents/guardians may choose to file a formal complaint and/or make informal complaints regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the 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.

Students who make informal complaints 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.

### **Privacy/Confidentiality**

FFHS/JHS/JHS 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**

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.

### **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

## **AUTOMOBILES**

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.
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.
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.
7. Students with excessive tardies (6 or more) may be subject to loss of driving privileges for the remainder of the quarter.

## **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 the 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.
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 their head or arms out of the bus windows.
15. Pupils are not to bring to school, or on the bus, the following items: electronic devices, toys, money (except for lunch and announced reasons such as book fair, school pictures, field trips, extracurricular activities, etc.), and valuable personal items. Warning: The school will NOT be responsible for replacing any of the above if lost, broken, or stolen.
16. 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 the 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.

### **CAFETERIA**

#### **Cafeteria Rules**

1. Good manners, consideration, and respect for others are very important.
2. In order to comply with the National School Lunch Program regulations on junk food, no soft drinks or candy are to be brought into the cafeteria.
3. Students are expected to clean up after themselves and leave the area neat and clean for others.
4. Only food purchased in the cafeteria or brought from home should be consumed. No deliveries of restaurant food are permitted.

#### **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

#### **Lunch**

Cost of a student lunch is \$3.00; reduced \$.40; adult \$3.75; 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.

Students are not permitted to leave the school grounds during the lunch periods. Students are expected to be in the lunchroom during the entire lunch bell, unless under the request and direct supervision of a teacher for a working lunch..

### **CELL PHONES & ELECTRONIC DEVICES**

FFJHS students are prohibited from any and all active use of cellphones or non-school provided electronic devices during the school day. While we want to teach our children responsibility, Junior High students have consistently demonstrated that they are not ready for this responsibility during the school day. Junior High students are advised that they are not permitted to have their cell phones activated, out, or in use in any way during the school day, 7:15am-2:30pm. Junior High students may keep cell phones or personal electronics in their bookbags for after school use and to assist parents in connecting with their child from practices, events, etc. Exceptions to this rule are at the discretion of the administration and will be extremely limited (life-threatening medical needs, such as diabetic monitoring devices, etc.).

Responsible & respectful use of cell phones and other **personal electronic devices are a privilege at FFHS and not a student right**. Students are expected to manage their behaviors in accordance with expectations set by their classroom teachers and school administration.

What does responsible & respectful use of cell phones/electronic devices look like?

1. Devices should be put away, silenced, turned-off, etc. during instructional time, unless otherwise directed by the teacher.
2. Teachers may direct all or individual students to put phones away, into a container or specified classroom location as they deem necessary to ensure a classroom environment conducive to learning.
3. Respectful use of earbuds and/or headphones, means students should remove them from both ears and silence them while in conversation with others.
4. To ensure safety, students are not permitted to wear headphones and/or earbuds during hallway traffic times. Care should also be taken to watch where you are going and pay attention to your surroundings when traveling through the building.

**Students who fail to meet the expectations of responsible and respectful cell phone & electronic device usage at FFHS will lose their privilege to possess such devices while at school for a period of time as deemed appropriate and prescribed by the administration. Additionally, where necessary students may also face other disciplinary actions as deemed appropriate by the school principal.**

### **CIVIL RIGHTS**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. The Building Principals shall serve as Building Section 504/ADA Compliance Officer(s).

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed in a timely manner with either the District Compliance Officer or the Building Compliance Officers. The Superintendent or designee is the District's Compliance Officer and is available to assist individuals in filing a District Level complaint.

### **CLASS OFFICERS AND MEETINGS**

Beginning with the 2019-20 school year, the election of class officers will be held in May, prior to exam week. 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 transactions. A student may run for election only if the student is in good standing. Election to class officer is a privilege and as such a student may be removed by the administration from said office as they deem necessary. Attendance, academic success, behavioral incidents, etc. are factors to be considered.

### **COMMUNICATION**

Communication is an essential part of the school experience and we are working hard to ensure that you are informed about all of the wonderful things happening at FFHS/JHS/JHS! We encourage you to follow us:

On the web: [www.felicityschools.org](http://www.felicityschools.org)

OR Get the App on your mobile device, search "Felicity Franklin Schools, OH" in App store.

On Facebook:

<https://www.facebook.com/Felicity-Franklin-High-School-1972615102973805/>

It is our goal to keep the lines of communication open throughout the year. Parents are encouraged to contact the teacher through notes, e-mail or voice mail. Parents may contact the Principal by email, notes or by calling the building secretary. Parents are encouraged to monitor student progress regularly, parent access codes to progressbook are provided at the scheduling fair and may be requested by calling the building secretary. Parents may also visit the Felicity Franklin school website to find information regarding school events, forms, and staff contact information.

### **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**

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..

1. **Students are expected to be modestly dressed. School is their place of work.**
2. **All clothing must cover the torso and legs from mid-thigh to a straight line across the torso at the upper armpit.**
3. **Any clothing that is excessively revealing or see-through, extremely tight or excessively baggy, excessively ripped or torn, potentially hazardous, or excessive in any way should not be worn to school or any school related activities.**
4. **All clothing must be free of any slogans, graphics, etc. which are suggestive or illustrative of anything that would be in violation of school rules or deemed to be in bad taste.**
5. Bottom garments: Students may wear shorts, slacks, jeans, dresses or skirts. For safety dresses are to be no longer than mid calf.
6. Top garments: Students may wear shirts, blouses, and jackets. Shirts must be worn and properly buttoned. Tank tops, muscle shirts, sleeveless shirts, clothing with a revealing sleeve, neck, or waistline, including spaghetti strap shirts, or any excessively revealing shirts of any kind are not permitted. Sun suits or swimsuits, halter tops, and bare midriff tops are not permitted. Winter coats should be stored in school provided lockers.
7. Hats are not to be worn or carried throughout the school day. Hats should be placed in the locker upon arrival to school and may not be worn during the school day.
8. Patches, chained billfolds, bandanas, feathers, heel or toe taps, excessive or potentially hazardous piercings or jewelry in tongue, nose, eyebrows or other exposed parts of the body, and knife holders are not to be worn.
9. Hoods, sunglasses, masks or any head covering which reasonably conceals the students identity are not permitted.
10. Chains, pocket chains, spikes, large rings, jewelry or shoes that may be used as weapons or that may present a safety issue, are not allowed on campus.
11. Foundation garments, underwear will be worn, but should not be excessively visible.
12. Thermal underwear, other underclothing, and/or pajamas are not to be worn as outer garments. This ; is not acceptable.
13. Activity sponsors and coaches shall, with administrative guidance, set more conservative dress guidelines for their groups as needed.

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

### **EMERGENCY MEDICAL AUTHORIZATION**

During the first two weeks of school, an Emergency Medical Authorization form will be completed online through the schools Final Forms process. Your parents may elect to authorize emergency medical care for you, or if they so desire, decline such care. In either case, the Final Forms process is to be completed as part of your school records and in accordance with the established deadline or the student may be excluded from school until such time it has been completed.

### **EMERGENCY SCHOOL CLOSING**

In case of emergency school closing, listen to the radio, television stations, school website, school call system notifications and school sponsored social media for information. School may be closed for the day or be placed on a one-hour or two-hour delay.

### **FEES**

All textbook damage or replacement fees, participation in school activities fees, or any other charges assessed to the student must be paid to the teacher or office. Grade cards, diplomas, transcripts, will not be issued until all debts have been cleared.

Students must be "debt-free" in order to participate in school activities, including homecoming, prom, graduation, and athletics.

### **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**

Students should take care when bringing food or drink into the school environment. While we desire for students to feel comfortable, it is also necessary to maintain a safe environment for those with food allergies. Food and drinks are not permitted

outside the classroom, without the specific permission of the supervising teacher. Care must be taken not to leave spaces clean and residue free for our fellow students. Water bottles are permitted and should be clear in design so that the contents are easy to see.

### **GRADE CARDS & PROGRESSBOOK**

The school year is divided into four nine-week grading periods. A hard copy of individual grade cards and any debts will be sent home with students one week following the close of the grading periods. End of year grade cards will not be issued to any student who is on the debt list until such debts are paid.

Progressbook grading system is updated by teachers on a weekly basis. Students who turn work in late, past the teachers deadline, should have no expectation or demands of teacher acceptance or expectation of immediate progressbook correction. Late work and it's posting in the gradebook are at the discretion of the teacher.

Interim reports will be distributed to students during the fifth week of each grading period.

### **GRADING SYSTEM & EXAMS**

90-100	A Excellent
80-89	B Very Good
70-79	C Average
60-69	D Fair
59 below	F Failure

For semester grades, each quarter will be worth 40% and the exam will be 20%

$$40\% + 40\% + 20\% = 100\%$$

Exams are at the end of the 1<sup>st</sup> and 2<sup>nd</sup> Semester. Exams will be held during an exam schedule that will be published annually.

Incomplete grades are a result of make-up work that is not completed following an excused absence. Students may suggest or request a secondary deadline for make-up work so long as the teacher is in agreement. All make-up work not pre-arranged or mutually agreed upon by the teacher and student, 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. Assignments may be modified as deemed necessary by the teacher. 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.

For most courses, credit will be determined by semester. In most cases, students failing semester A will continue with semester B while simultaneously being enrolled in on-line credit recovery for semester A. Similarly, students failing semester B will be enrolled over the summer for on-line credit recovery while at home. Students who fail to complete their recovery, may be reassigned to repeat the course in full.

### **GRADUATION**

In order to graduate, a Felicity-Franklin senior, whether remaining at Felicity-Franklin or attending US Grant Career Center must meet all other State of Ohio requirements and have a total of twenty-one (21) credits. The credit MINIMUM REQUIREMENTS are as follows:

English	4 credits	
Math	4 credits	including Algebra II
Health	½ credit	
Science	3 credits	
Physical Education	½ credit	
Social Studies	3 credits	
Electives	5 credits	
Fine Arts	1 credit	

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TOTAL CREDITS REQUIRED      21 credits

### **GRADUATION CEREMONIES PARTICIPATION**

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

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

Parents of seniors are urged to stay abreast of these issues throughout their child's final year. More information may be obtained on our website and 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).

Students must be "debt-free" before participation in graduation ceremonies will be granted.

Students with 15 or more unexcused absences for the year OR 10 or more unexcused tardies for the 2<sup>nd</sup> semester will only be allowed to participate in graduation ceremonies with the approval of the Principal. The Principal may require volunteer service or other remediation as necessary for any Senior student not meeting the attendance expectation.

### **GRADUATION - CLASS RANK**

In order for a student to be eligible for graduation/class rank ie. Rank 1,2,3 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 College Credit Plus options will be computed on a Felicity-Franklin grade point scale and averaged with other Felicity-Franklin classes. Note, many colleges refuse to provide numerical grades by transcript to FFHS and FFHS may not require them to do so. Therefore non-FFHS CCP courses are typically only provided a letter grade. For purposes of class rank, non-FFHS CCP courses will be given the numerical value of the median score of that grade level. FFHS cannot and will not accept grade reports from students or parents. Only official collegiate transcripts may be used for determining class rank values.  
**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.  
**and**
6. In the event that items 1-5 are equal, students will be identified with the same 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

### **Application**

All students will be offered an opportunity to make an application to the 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 the 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 the student's request, contact U. S. Grant to meet with the 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. Students are not to call or text or make arrangements with their parents to be picked up. Students feeling ill should report to the office, the school nurse or office staff will recommend needed action and make contact with the parents/guardians.

### **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. Nothing that may cause permanent damage or blemish may be affixed in or outside of lockers.

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. The school will not be responsible for any lost, broken, or stolen property.

### **LOST AND FOUND**

Any articles that are found should be turned in to the office. Any article lost or stolen should be reported to the principal. FFLSD is not responsible for your personal property. Care should be taken not to bring or carry large amounts of cash and or valuable items to school.

### **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 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.

Nonprescription 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.

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 nonprescription medications except on an emergency or first aid basis.

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 standard physician's order form will need to be completed and returned to the Nurse's office. All medications are to be brought to the nurse's office by a parent/guardian. Students are NEVER permitted to transport medication to school.

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

### **NATIONAL HONOR SOCIETY**

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 CP English, 4 units of math (Algebra I, Algebra II, geometry, and/or advanced math 1/Trigonometry). 3 units of science (including biology and chemistry), 3 units of social studies (among CP world issues, CP American history, AP US History, CP American government, CP European History). 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 their hall pass. All student aides and cadet teachers are expected to be at their assigned location for the entire class period.

### **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 released.

### **SCHOOL DANCES GUIDELINES**

**School dances are a privilege and not a right. Responsible and respectful behavior is the expectation at all times. Any student or guest may be denied participation and/or removed from the dance at the discretion of the administration.**

1. Dances normally last three hours. However, times are subject to change and students and parents are advised to stay abreast of information through our various school media outlets. Dance ticket prices will be set in accordance with estimated cost of providing the dance. Every effort will be made to keep dance ticket fees to a minimum, however band/DJ, venue cost and class fundraising will ultimately determine the ticket cost.
2. Proper dress is expected. Excessively revealing and/or inappropriate dress will not be permitted. Modesty is encouraged.
3. All school rules apply during the activity.
4. After entering the dance, a student will not leave the building. If a person does leave, he/she is not permitted to reenter. 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.
5. Students under suspension or expulsion are not eligible to attend. At the discretion of the school Principal, any student who has been suspended, at any time during the semester may not be permitted to attend.
6. Only Felicity-Franklin Junior High School students may attend JHS dances. Only students in grades 9-12 may attend high school dances. A non-Felicity student in grades 9-12 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.
7. 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.
8. Persons accompanying the band will not dance or take part in the activity.
9. Public displays of affection will not be tolerated.

10. Dances will be dismissed promptly at closing time. Students will not be permitted to leave until 30 minutes prior to the publicized closing time.
12. Students whose attendance is lower than 93% shall not be permitted to attend school dances including Prom. Students may make an appeal and gain approval of the Principal to attend the dance, following the completion of an attendance remediation plan, community service hours, etc.
13. Students must be "debt-free" in order to attend Homecoming and/or Prom.

### **SCHOOL INSURANCE**

School insurance is available for all students in kindergarten through grade twelve. An information pamphlet is available on the school website.

### **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 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.
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 the 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 on, 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.**

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

### **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 (HCCA).

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.

### **Student-Owned Handheld/Portable Device Policy**

Excellence in education requires that technology is seamlessly integrated throughout the education program. Increasing access to technology is essential for the future and the learning tools of 21<sup>st</sup> century students include handheld/portable devices. This document, along with the Student Acceptable Use Policy in the building handbooks, contains the policies, procedures, and information that apply to all personal handheld/portable devices. Teachers may set additional requirements for use in the classroom.

### **Portable Device Policy**

As portable devices (cell phones, iPods, iPads, Kindle Fires, BlackBerry, Treo, eReaders, netbooks, etc.) become more popular and useful, there is a need to create a policy regarding their use. Students are not asked or required to own or use one, however some do and bring them to school. Therefore, the policy needs to be clear and fair for all. Please read carefully, sign, and then return the last page to the office.

ANY portable device on school property or at any school sanctioned event is considered “for school use.” If an electronic device is not intended “for school use,” it needs to stay in the parent’s possession or at home.

ANY portable device “for school use” can be confiscated by Felicity-Franklin Local School administrators, faculty, or staff member at any time. Due to an increasing number of safety and security issues, visible handheld/portable devices need to be reviewed at the discretion of a designated adult to maintain control.

USE: organization, record keeping and file storage

ANY handheld/portable device used for organization, record keeping, and file storage has NO RIGHT TO PRIVACY. Student work and information will be periodically evaluated. If personal or family information is also stored on the device, it should be deleted or transferred to a different device prior to student use.

USE: communication and entertainment

ANY handheld/portable device used for communication of any sort (including but not limited to voice, text, picture, etc.) or entertainment (including, but not limited to pictures, games, etc.) should be safely secured in the student bag and ONLY be used before or after the school day or school event. If a device is used for communication and entertainment during school time, it will be confiscated and the parent will have to formally request the device to be returned from the school office. The intention of this policy is to protect the school, student, parent/family, as well as the device. We understand the advantages of the various uses of a portable device but require the student to respect this policy.

The Felicity-Franklin Local School District will allow the use of electronic communication devices by students at specified times. Electronic communication devices include but are not limited to the following: cell phones, smart phones, mp3 players, iPod Touches, iPad, eReaders, and netbooks.

It is not mandatory for students to bring their own mobile learning devices. Students who choose to bring their personal devices must register their MAC address with the school’s wireless administrator. They must also name their device in such a way that it is identifiable during a search of wireless network users (i.e., Jeremy’s netbook). Students must use the Felicity-Franklin filtered wireless network during the school day.

NOTE: Students bring electronic communication devices to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.

Students may utilize electronic communication devices in the classroom for educational purposes when the teacher deems appropriate. While the district encourages students to use electronic communication devices for educational purposes in the classroom, these devices may also be used during lunch, and before/after school during times specified by the building principal. Use is strictly prohibited during passing periods due to safety issues.

Use of electronic communications devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

### **Guidelines**

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be in vibrate or silent mode so that no audible tone is heard. When sound is needed students will supply their own earphones/earbuds. Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

### **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, all visitors and parents are required 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 work permits may be obtained through the principal's office. Completed applications are returned to the principal's office where the actual work 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 completely filled out their section. Only students in good standing will receive a work permit.

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

## **SECTION IV - NOTIFICATION OF RIGHTS**

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

PPRA affords parents and students 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

### **FERPA (Notification of Rights)**

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 FFLSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, FFLSD 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 FFLSD to include this type of information from your child's education records in certain school publications (the yearbook, a playbill, honor roll recognition, graduation programs, sports activity information, etc.).

If you do not want the FFLSD to disclose directory information from your child's education records, you must notify the FFLSD in writing by September 30 of the current school year.