

# Felicity-Franklin Middle School



2019-2020

## MISSION

*Our mission at Felicity-Franklin Middle School is to ensure:*

- S**uccess in acquiring academic skills;
- T**eamwork with students, parents, school personnel, and community;
- A**mbition toward achievement of academic and personal goals; and
- R**espect for ourselves, family, school, and community.

*At Felicity-Franklin Middle School, all students will follow the three school-wide expectations.*

***C**ardinals*

***A**ct with Pride*

***R**espect Everyone*

***D**emonstrate Responsibility*

***S**uccessfully*

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## ACADEMIC CONDUCT

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

### Academic Compliance

A student's chances of success are minimal without that student's willingness to make a legitimate attempt to complete assigned work and comply with teacher's requests and directions. **All students are expected to make a legitimate effort on tasks they are asked to do.** Repeated refusal to try at what is assigned will be considered academic insubordination, a violation of Student Conduct Regulation 8 (disregard of reasonable directions or commands by school authorities).

### Academic Preparedness

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

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

## ALCOHOL AND OTHER DRUGS

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

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

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

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

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

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

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

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



## ANTI-BULLYING POLICY

### **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

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

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

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

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

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

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

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

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

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

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

someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

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

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

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

### **Complaints**

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

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

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

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

### **Privacy/Confidentiality**

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

### **Reporting Requirement**

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

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



### Immunity

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

### Notification

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

### Education and Training

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

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

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

R.C. 3313.666, 3313.667

State Board of Education Model Policy (2007)

Revised 11/19/07

## **ATTENDANCE**

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

1. Students will be required to make up all work and tests missed for any absence.
  - A. A note must be presented upon the student's return to school in order to make up work missed, regardless of whether the absence is excused or unexcused. A time must be arranged with the teacher to make up the test, at an after school tutoring session, or at a time that is convenient for the teacher.
  - B. Students will consult with teachers to complete make up work in a timely manner.
  - C. Assignments may be requested by parents for students with excused absences by calling the office. These assignments may be picked up the following day from the Principal's office. Credit will be given for work missed due to out-of-school suspension provided the student completes all required assignments upon return to school.
  
2. Only three days per semester may be excused by means of a parent note. Excessive absences may result in after school detentions or Friday school. (More than 3 days constitutes excessive.) These notes must declare one of the following reasons to be considered excused.
  - A. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
  - B. Illness in the family. The absence under this condition shall not apply to children under 14 years old.
  - C. Quarantine of the home. The absence of a child under this condition is limited to the length of quarantine as fixed by the proper health officials.
  - D. Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
  - E. Work at home due to absence of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.

- F. Observance of religious holidays. Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
- G. Emergency circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.
- H. **Family vacations-maximum of 3 days per year** if all of the requirements below are filled. Due to new state mandates for attendance, family vacations during the school year are discouraged.

*Parents should make student's non-emergency medical and dental appointments outside the school day and provide a doctor or dentist excuse for time missed due to these appointments. Doctor/Dentist statements will be considered excused when the child has been seen in the office.*

- 2. Due to new state mandates on attendance, family vacations during the school year are discouraged. A maximum of three days per year will be excused if all of these requirements are fulfilled.
  - A. Parents must notify the Middle school office at least 3 school days in advance.
  - B. Parents must request and collect advance assignments and books from the student's teacher(s).
  - C. The student must complete all assignments and turn them in on the first day back to school.
  - D. The student must be prepared to make up any tests or other work upon return to school.
  - E. Family vacations will not be approved during state testing days.
- 3. All additional days will be considered unexcused unless a doctor's excuse is presented.
- 4. Referral to Juvenile Court, suspension, or expulsion may be used for students with chronic (i.e. 5 or more days) absenteeism.
- 5. Continued unexcused tardiness will result in after-school detention or Friday school.

Senate Bill 321. ORC 3313.205. commonly called the "Missing Child Act," requires the school to notify parents/guardians/custodial parents of students who are absent from school when the absence has not been reported to the school by the 10:00 am. deadline. If a student is unable to attend school for the day, the parents should call or send a note to the principal's office (362-5381) before 10 am. that morning. If you know the absence will be for more than a day, please tell us this. Failure to notify the principal will initiate a call home from the office. If a student is caught skipping, our school policy dictates the penalty for the offense.

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

For attendance keeping purposes, students arriving after 7:30 a.m. but before 8:22 am. are considered tardy. Students leaving school after 1:35 p.m. but before the end of the school day are considered early dismissal. Students arriving after 8:22 a.m. or leaving before 1:35 p.m. are considered absent for one-half day.

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

### **PERFECT ATTENDANCE**

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

### **BUILDING REGULATIONS**

- 1. Students should not run while in buildings.
- 2. Students are not permitted to sit on window sills, lean out of windows, or talk to or harass people outside the building.
- 3. Students may not visit another teacher or building without written permission from their teacher.
- 4. Students must not be in the building without a teacher's permission after school is dismissed or before school opens in the morning.
- 5. Before 7:25 a.m., students may enter the building in the designated areas, where they are to remain until 7:25 a.m. This policy is subject to change if the privilege extended herein is abused or ineffective.

6. Students on athletic teams, or any extracurricular activities, will report directly to the indicated place by the sponsor of that activity.
7. Students will not borrow any equipment and/or materials from class-rooms without prior approval.
8. All trash and debris will be disposed of properly.
9. No writing on buildings, walls, or furniture.
10. Only gym shoes or sock feet are permitted on the gym floor. The gym is not a hallway between different sections of the building and is not to be entered unless you have a gym class or a legitimate need to be there.

### BUS ASSIGNMENTS

All students who live outside the corporation limit of Felicity, except Walnut Trailer Park and Wayside Court Apartments, are eligible to ride a school bus to and from home. Bus routes are adjusted and established at the beginning of each school year and since overcrowding is unlawful, students are permitted to use only assigned route and bus stop. Parents/guardians may request the principal/superintendent to have the student's bus route or bus stop permanently adjusted to meet the needs of work schedules, etc. Such requests may be honored if space is available on the requested bus route.

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

Spontaneous notes, telephone calls, etc., **will not be honored.** If an extreme emergency family crisis, etc., should arise where it is not in the student's best interest to be sent home on his/her bus the parent may call the principal's office and have the student detained at school for a short period of time until the family can make arrangements to pick up the student.

Students that have been held afterschool for disciplinary reasons will not be permitted to ride the elementary bus home.

### BUS RULES - STATE BOARD OF EDUCATION REGULATIONS

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating, chewing gum, and drinking on the bus except as required for medical reasons.
9. Pupils must not bring or use tobacco in any form on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Pupils are not to bring to school or on the bus the following items: toys, money (except for lunch and announced reasons 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 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

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

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

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

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



**Lunch - Cost of a student lunch is \$3.00;** subject to change for next school year if food costs dictate. You may either bring your lunch or purchase it. Extra milk and sandwiches may be purchased at a nominal cost only after a complete lunch has been bought. Free and reduced-price lunches are available. Any student who is in need may request an application form from the principal's office. All free lunch information is kept confidential.

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

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

### **Basic Cafeteria Rules**

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

## **CELL PHONES, IPODS, ELECTRONIC DEVICES**

Students may use electronic devices before and after school and in the cafeteria during lunch. **Use of cell phones, ear buds and/or other electronic devices for educational purposes in the classroom is at the sole discretion of each individual teacher. Students may not take pictures, record audio, or record video during the school day. Students may not use electronic devices to bully or harass others. Sexting is prohibited. Because of privacy concerns, electronic devices may not be used in restrooms or locker rooms. Sending or receiving answers to tests or quizzes is prohibited.**

**If an electronic device is observed being used by a student during the school day without permission, the following steps will take place:**

1. **For the first incident the phone will be confiscated by the staff member and be returned at the end of the day. The student will also receive a detention.**
2. **For the second incident the device will be confiscated and it must be picked up by the parent. The student will also receive a Friday School.**
3. **Further incidents may result in suspensions from school**

Students may use electronic devices on the bus at the discretion of the bus driver. Distracting behavior will not be tolerated and all school rules still apply.

**If you need to call home, please ask a teacher for permission to use the phone. You will only be permitted to use the office phones in an emergency.**

## **CHEATING POLICY**

**There is a clear expectation that all students will perform assignments with honor and integrity. You are cheating if you:**

- Exchange, Copy, fax, duplicate, or transmit any materials that will be turned in as "original." Write formulas, codes, and key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches or calculators when prohibited.

- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Do not follow additional specific guidelines on cheating as established by department, class, or a particular teacher. (Students must be notified in writing about classroom rules.)

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

### **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 following person(s) is/are designated as the District's Section 504/ADA Compliance Officer(s) ("District's Compliance Officer(s)"):
  - Superintendent of Felicity Franklin Local Schools
  - 105 Market St.
  - Felicity, OH 45120-0619
  - 513.362-5348 (office) 513.876.2519 (facsimile number)

- Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").
- 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 District's Compliance Officer is available to assist individuals in filing a complaint.

### **COMMUNICATION**

Effective communication is a very important aspect of making a successful year for the students, parents and staff. It is our goal to keep the lines of communication open throughout the year. Parents may contact the teacher through notes, use of the planner, 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. Links for student progress are located on the district website. If you have problems accessing this site please contact the building office. 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 K-12**

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

1. Children in fifth through eighth grade may wear slacks, jeans, dresses or skirts.
  - \* Pants, shorts and skirts must be worn at the appropriate waist level. Pants should not drag on the floor or have unnecessary attachments.
  - \* Extremely tight pants or shorts, and extremely baggy shorts or pants will not be permitted.



- \* Shorts must be no shorter than mid-thigh; skirts and dresses must be no shorter than mid-thigh and no longer than mid-calf.
- \* All apparel for students' grades fifth through eighth must cover the torso from mid-thigh to top of the armpit evenly across the chest.
- \* Socks are to be worn with appropriate footwear. For safety reasons shoes will be worn. High-heel boots and wooden shoes should not be worn. Heels may not be higher than 2

**Items of attire which are unacceptable include, but are not limited to, the following items:**

- tank tops
- hats; **hoods worn on the head**; bandanas; sweatbands;
- sunglasses;
- Chains, pocket chains, knife holders, spikes, large rings, jewelry or shoes that may be used as weapons or that may present a safety issue, are not allowed on campus.
  - revealing clothing or extremely tight or see-through clothing is not acceptable.
  - pajama pants or other clothing designed for sleepwear. Thermal underwear or other underclothing worn as outer garments are not acceptable for boys and girls.
  - any articles of clothing which promote use of alcoholic beverages, drugs, gang activity, sexually suggestive language, violence or inappropriate language; or other inappropriate messages;
  - clothing with indecent/excessive rips, tears or holes;
  - Blankets may not be brought to school

**Hair:**

- Any hairstyle or hair color that is deemed disruptive to the learning environment is prohibited. Hair must be out of the student's eyes, Mohawks, symbols designs, words, slogans cut into hair are prohibited.
2. Activity sponsors and coaches shall, with administrative guidance, set more conservative dress guidelines for their groups as needed.

**\*\*\*There may be dress code situations that come up throughout the year that are not outlined in the above notes. Administration will make determinations on what is appropriate attire for a learning environment and middle school students.**

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

## DRILLS AND REGULATIONS

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

**Fire Drills:**

1. Flashing strobe lights and audio repeating tone is the signal for a fire drill. On this signal all pupils will rise and leave the room and exit the building.
2. All persons must leave the building during an alarm.
3. Teachers in special areas (home economics, vocational agriculture, industrial arts, etc.) should develop emergency procedures for turning off machines, appliances, etc.
4. Teachers will appoint a responsible pupil leader for each class period who will be responsible for opening the room door and leading the group on the proper route and proper distance from the building.
5. Pupils will leave the room by rows of seats. Each room should form a single file. Keep in line at all times. Other lines will fall in beside yours.
6. Pupils must walk rapidly without running or pushing so as to clear the building as quickly as possible.
7. Lines must move as quietly as possible so that emergency orders from the fire chief or school officials may be heard.
8. Teachers will leave the room last, making sure all windows are closed, lights turned off, and door closed. Follow immediately behind your group be sure to stay with the group.
9. All groups must move at least 100 feet from the building.
10. Each teacher must keep strict control of his/her group at all times.
11. The building may be re-entered when the all-clear signal is given.



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

1. Staff will be notified of the lockdown via the intercom system.
2. All staff will refer to their crisis manual for appropriate actions.

**Rapid Evacuations:**

In the unlikely event of the school building being totally evacuated, our safety plan includes safe secured locations for students to relocate and re-united with family. For the safety of our students these locations will be announced in the event of a disaster.

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

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

Our Crisis Team in conjunction with the Clermont County Sheriff, Felicity Police Dept., Homeland Security and other Ohio State and Federal agencies have put together a very workable plan and we will continue to evaluate the procedures in our plan to ensure everyone's safety and security.

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

### **EARLY DISMISSAL**

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

1. A note from home must be brought to the office before the first period of the day the student is to leave early.
2. The student will be given an early excuse sign-out form.
3. The form will be taken to all instructors of the classes the student will be missing before he/she may leave the building. Each teacher will sign the appropriate area.
4. All students are required to have their parent/guardian sign them out in the office. If, for any reason, a parent/guardian is unable to come to school to sign the student out, it must be stated on the note and it must indicate the student's means for transportation home.
5. Parents who take their children from school for doctor or dental appointments are requested to have the doctor or dentist sign a form stating that the pupil was in his/her office at the appointed time. The note needs to be returned to the first period teacher.

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

### **ELIGIBILITY FOR SPORTS**

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

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

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

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

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

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

### **EMERGENCY MEDICAL AUTHORIZATION**

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

### **EMERGENCY SCHOOL CLOSING**

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

### **EXTRACURRICULAR ACTIVITIES**

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

#### **1. Membership in Extracurricular Activities:**

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

#### **Denial of Participation:**

- A. Students absent any portion of the school day may not participate in any extracurricular activity unless excused by the administration for:
  1. routine doctor appointment with written permission to participate from the attending physician.
  2. attendance at a funeral.
  3. school business.
  4. absences approved in advance, such as a college visit.
  5. other good and just cause.
- B. If a student is suspended or expelled at any time during a season or if the suspension or expulsion carries into the season in which the student is participating the student will be excluded from participating for the duration of the season A suspension or expulsion does not end at the close of school on Friday but carries over a weekend until the first day of school the following week. The season in each activity begins with the first official practice and ends after the last school-sponsored contest.
- C. Students may be denied the privilege of participation:
  1. by vote of the activity membership where provided by in its constitution.

2. by disciplinary action of advisor, teacher, or coach, for infraction of any rules of participation provided in written form to each participant by the advisor, teacher, coach, or administrator.
  3. to limits established in the constitution and/or rules of participation provided each student by the advisor, teacher, or coach.
  4. violation of the school's code of conduct or any rule or regulation established by the school.
  5. for conviction of a felony.
- D. Parents will be notified of denial of participation by the activity advisor, teacher, coach, or administrator: verbally (or) in written form when requested by the student, parent, guardian, or custodian.
- E. Appeals:
1. may be submitted to the building principal in writing within three (3) school days of the notification of denial of participation, a student under school suspension and removed from the extracurricular could appeal to be reinstated to the extracurricular activity after the suspension is finished. A student is permitted one appeal per school year.
  2. may be heard extra-curricular committee, made up of the superintendent, the principal of the building, the Athletic Director, the head coach and teacher or coach where the infraction occurred.
    - a. which may meet to hear the appeal within five (5) school days of receipt of the appeal.
    - b. whose decision will be announced within 48 hours of the hearing.
    - c. whose decision is final.

### **FEES**

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

### **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 Felicity-Franklin Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Felicity-Franklin Local School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Felicity-Franklin Local School District to include this type of information from your child’s education records in certain school publications. Examples include:

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

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

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

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

**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**

Gum, candy, food or beverages are not to be consumed in the classrooms or halls.

**FRIDAY SCHOOL DETENTION**

Friday School detentions will be on a designated day during each month from 2:30-5:00 p.m. The entire detention time must be served for the student to receive credit for the detention. Students must work on school assignments or teacher led activities the entire time in order to receive credit for the detention. Sleeping is unacceptable.

**GRADE CARDS**

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

**GRADING SYSTEM**

90-100	A - Excellent
80-89	B - Very Good
70-79	C - Average

60-69	D - Fair
59-below	F - Failure

### **“NO ZERO” HOMEWORK POLICY**

Because out-of-class assignments serve as an extension of in-class lessons, it is very important for students to complete them. For that reason, teachers give partial credit for late assignments. Students must note, however, that refusal to turn in homework is not an option; students who miss work may have to attend lunch detention, after school detention, or attend Friday school detentions. Skipping detentions will result in further disciplinary actions.

### **HOMEWORK POLICY**

- A. All homework assignments should have a course specific purpose related to the learning objectives of a program or
- B. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
- C. Assignments should involve application of knowledge, skills, and should provide experiences which strengthen attitudes and allow for creativity. Reinforcement of communication, research and other
- D. Punishment assignments should never be given.
- E. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance
- F. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each other’s work based on clearly-defined criteria related to the particular program or course of study.

Homework is a valuable tool in learning; it should be properly motivated and assigned as reinforcement to material introduced in the classroom. Homework may serve as a remediation or enrichment. All written homework is to receive the attention of the teacher and is not to be given as "busy work".

For K – 6 students, grade level teachers should coordinate the amount of homework to be assigned, with a **maximum** of one (1) hour of homework per day. For 7 – 12 students, teachers should limit homework to a reasonable amount per course per day. Longer, more time-consuming student projects should be assigned well in advance so as to allow the student to stay within this time frame.

### **HEALTH CARE**

#### **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 nurse's office with a note from the teacher. Students are not permitted to call home on their own. The Middle school office will decide the needed action with recommendation from the school nurse. At other times, students accompanied by a responsible adult may return home with approval of the principal.

## MEDICATION TO STUDENTS (O.R.C. 3313.713)

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

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

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

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

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

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

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

## SEVERE ALLERGIES

Felicity-Franklin Middle School has several students with severe allergies to peanuts or peanut products. Exposure or consumption could cause serious breathing issues. Because of our location, it is very important to minimize potential exposure for our allergic students. In an effort to do so, we have set the following restrictions for any classroom treat that is brought to school:

- All snacks must be prepackaged with the ingredients on the outside of the package (no homemade goods).
- We will not serve any snacks that say "may contain peanuts/tree nuts" or "this product has been processed in the same plant as tree nuts/peanuts."
- In addition, we will not be doing classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects to class with your child.
- We will also instruct all students to wash their hands with soap and water after lunch. Similarly, if your child ate peanut butter for breakfast please be sure his/her hands are washed with soap and water before coming to school. A "Safe" snack list is posted on our website. Read all labels before sending snacks to school.



## INTERIM REPORTS

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

## LOCKERS

Students are responsible for keeping lockers as neat as possible and cleaned periodically. Locker doors are to be completely closed and items are not to be left on top of lockers at any time. Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not leave money or valuables in your locker because it is just not safe to do so. No pictures, posters, or stickers are permitted on locker doors. The school will not be responsible for replacing any items if lost, broken, or stolen. All lockers are the property of the Board of Education. These lockers and the contents are subject to random search at any time by the building principal.

## LOST AND FOUND

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

## PLAYGROUND SAFETY

(Designed for 5-12 year olds)

Play Happy, Play Safely

### Swings

1. One child seated in each swing seat, swinging unassisted.
2. Hold on with both hands, swinging forward and backward only.
3. Stop the swing before exiting; do not jump out of swing seat while in a swinging motion.
4. Take turns: wait in front of swings at a safe distance

### Composite Play Set and Slides

1. One child going down the slide chute at a time, seated in an upright position, feet first.
2. Exit safely and clear the exit areas around play set immediately.
3. **Fire pole:** one child at a time going down pole, keep area clear at the bottom of pole.
4. One child on the ladders at a time.
5. Do not climb on structure other than the area that permits climbing with ladders, steps or nets.

### Track Ride 1.

Hang on glider with hands only, use correct grip and both hands.

2. One child permitted to travel across track at a time.
3. Do not place assist items under track ride to teach glider handhold.
4. Exit ride and clear area for next rider.

### Horizontal Ladders and Overhead Bars

1. One child at a time using hands to reach next rung or ring.
2. No climbing, standing, or sitting on the top of structure.
3. Form lines at the ladders and keep area below the bars clear.
4. Exit and clear exit areas for safety of next child exiting.

### Geodesic Climber and Flippopotamus Climber 1.

Adventure climbers permitted.

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

**Multi-Pondo (standing seesaw)**

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

**General Safety**

1. Run only on the blacktop, being careful not to go through games.
2. Stay back from all playground equipment.
3. Only soft rubber balls, tennis balls, Nerf balls, and basketballs may be used-no hard bats, softballs, baseballs, or footballs.
4. Balls are not to be kicked up into the air; if a ball goes across the fence into the neighbors' yard, it is to be left until the end of the day. If a ball goes into the street, a teacher will supervise getting it.
5. Rocks and sticks are to be left on the ground-not thrown.
6. Keep hands and feet to yourself-no fighting or pretend fighting.
7. The fence is there for our protection-keep off it, please.
8. All litter should be placed in the trash containers; please report broken glass to your teacher.
9. This is your playground: let's all help take care of it!

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

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

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

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

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

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

Inspect, upon request and before administration or use-

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

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

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