

BOARD OF EDUCATION MEETING MINUTES MEETING

July 15, 2019

The Board of Education met in regular session at 6:00pm at Millstream Cafe. President Aldrich called the meeting to order. Present were Mr. Aldrich, Mr. Cooper, Mrs. Robertson, Mrs. Russel, Dr. Siebenaler Wilson, Treasurer Mr. Barnhart, Assistant Superintendent Mr. Roth, and Superintendent Mr. Kurt.

2019-007-003 APPROVAL OF MINUTES

It was motioned by Mrs. Robertson, seconded by Mrs. Russel to approve the Regular Meeting Minutes from June 17, 2019.

Roll call: Mrs. Robertson, aye; Mrs. Russel, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

CELEBRATIONS

Pam Hamlin, Director of Millstream Career Center welcomed the Board to Millstream and presented some upcoming programs and opportunities at Millstream. She also spoke about career assessment. Mr. Kurt celebrated Tonya Thorbahn for being a finalist for the Ohio Teacher of the Year. He also introduced Dr. Kelly Wohlgamuth as the new principal at Jacobs Primary.

2019-007-004 SEL GRANT

It was motioned by Dr. Siebenaler Wilson, seconded by Mr. Cooper to approve the Social and Emotional Learning (SEL) Fund, a sponsored project of Rockefeller Philanthropy Advisors, Inc. (RPA) submitted by Catherine Keppers at Findlay High School for a Grant in the amount of \$1500.

Roll call: Dr. Siebenaler Wilson, aye; Mr. Cooper, aye; Mr. Aldrich, aye; Mrs. Robertson, aye; Mrs. Russel, aye. President Aldrich declared the motion carried.

CORRESPONDENCE

Cary Seager from Assured Partners presented on the District Wellness Initiatives taking place in the district.

2019-007-005 CONSENT ITEMS (A-U)

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve consent items A-U.

CERTIFICATED PERSONNEL

A. Resignation

Kelsey Fresch (Math, Glenwood) (1 year)
Reason: Other Employment Effective: July 10, 2019

B. Retirement

Amy Gerten (Interpreter, High School) (31 years)
Reason: Retirement Effective: October 31, 2019

C. Leave of Absence (unpaid)

Loveda Watts (Language Arts, Glenwood)
Effective: 2019-2020 School Year
Reason: Personal

D. Changing Supplemental Category from J to H in the FEA Contract

Head Golf Coach (Boys')
Head Golf Coach (Girls')
Head Boys' Tennis Coach
Head Girls' Tennis Coach
Head Cross Country Coach

E. Changing Supplemental Title in the FEA Contract

From: Department Chairperson - A.V. Coordinator/Libraries
To: Department Chairperson - District Librarian

F. Correction to the April 8, 2019 Minutes for Summer Speech Program

Alexis Decker, Speech Language Pathologist
From effective date: August 23, 2019
To effective date: July 9, 2019

G. Correction to the May 6, 2019 Minutes for Summer Speech Program

Mary Estlack, Speech Language Pathologist
From effective date: August 23, 2019
To effective date: July 9, 2019

H. Correction to the June 17, 2019 Minutes for Kelli Kiesler's Extended School Year Service

From: \$22.01 per hour up to 45 hours in June, July and August
To: \$22.59 per hour up to 45 hours in June, July and August

I. Appointments

1. Registered Behavior Technician \$300 Renewal Certificate Stipend

Sheane Grose

2. Summer 2019 Preschool Playbased Assessments/IEP writings-meetings//ETRs @\$22.01/hr not to exceed 20 hours

Kristin Campbell	Hayley Carr	Sarah Distel	Trisha Klausung
Christine Ring	Allison Swisher	Stephanie Wiegand	

3. Google Level 1 Reimbursement @ \$10 (via accounts payable PO)

Robynn Drerup	Patricia Majors	Kari Redman	Jennifer Stillings
Nicole Sullivan	Makenzie Wenner		

4. "Pop, Rock and Contemporary Music" Course Curriculum Writing @ \$22.01 up to 14 hrs (Acct# 001-1100-111-16)

Krista Bigger

5. Resident Mentor Educator 2 Day Training @ \$80/per day (general funds)

Kelly Cheney Justin Gunka

6. Bigelow Maker Space Planning Time for 3 hours @ \$22.01 (Acct# 599-2290-111-9419)

Tonya Thorbahn

7. Planning Time for August 28, 2018 PD day for 2 hours @ \$22.01 (Acct# 599-2290-111-9419)

Candace Bundren

8. Evaluation of FHS Algebra Testing Data @ \$80/day on July 17, 2019 (Acct# 302E19)

Scott Miller	Maria Nielsen	Karen Ouwenga	Beverly Vetovitz
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9. Evaluation of FHS Geometry Testing Data @ \$80/day on July 5, 2019 (Acct# 302E19)

Anne Aaronson	Hannah Chamberlin	Linda Dangelo	Jordan Nugeness
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10. Evaluation of FHS ELA Testing Data @ \$80/day on July 15, 2019 (Acct# 302E19)

Katherine Gaskill	Hayley Petrosino	Becky Pfaltzgraf	Barbara Tardibuono
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11. Project Lead the Way Training for 5 days + 2 prep days @ \$80/per day (Acct # 572-2290-111-9619)

Blake Delaney Mark Ritzler

12. Updates to 1st & 2nd Grade Progress Reports @ \$22.01 up to 7 hrs (Acct #001-1100-111-16)

Danielle Apple	Angi Goeller	Denise Ryan	Lani Sapp
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13. Jacobs Teacher Stipend to Attend Level 1 Behavior Strategies on Aug. 5,6,7, 2019 @ \$80/day (Acct# 572-2290-111-9520)

Alyssa Allsop	Alycia Althaus	Tracy Aukerman	Aimee Biggs	Alexandria Cantrell
Audrey Curth	Cheryl Drake	Daniell Flick	Janine Gilts	Angi Goeller
Whittany Hirschy	Lisa Hoy	Julie Kiss	Lisa Rutter	Becky Solomon
Stefanie Taylor	Robert Wohl			

14. Grade 3 Summer Special Ed Reading Testers @ \$22.01/hr up to 8 hrs (Special Ed Salary)

Carrie Allsop	Cheryl Drake	Lisa Dominique
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15. Chamberlin Hill Leader in Me Planning on May 28, 2019 @ \$40/half day (Principal Funds)

Mary Estlack

16. Supplementals

Stefan Adams	Assistant Football Coach – FHS @ \$4218.63
Alycia Althaus	Show Choir Instrumental Director - High School @ \$3191.97
Alycia Althaus	Freshman Show Choir Instrumental Director – FHS @ \$1642.65
Todd Armstrong	Assistant Football Coach – FHS @ \$4965.29
Todd Armstrong	Assistant Girls' Track Coach - FHS @ \$4162.63
Krista Bigger	Freshman Show Choir Director – FHS @ \$1549.32
Amanda Brasfield	CCP Textbook Coordinator - @ \$1101.32
James (Andy) Cantrell	School Newspaper Advisor/Business Manager- FHS @ \$6607.94
James (Andy) Cantrell	Musical Director - High School @ \$4162.63
James (Andy) Cantrell	Director of Theatre – FHS @ \$1847.98
Hannah Chamberlain	RTI Team - High School @ \$1213.32
Laura Davis	Student Council Advisor - High School @ \$2445.31
Laura Davis	Junior Class Advisor - High School @ \$2258.65
Laura Davis	Freshman Class Advisor – FHS @ \$1549.32
Laura Davis	RTI Team - High School @ \$1959.98
Blake Delaney	Head Golf Coach (Boys') @ \$4,199.96 (supersedes 5/6/19 agenda per item D above)
Mark Dickman	We The People Advisor - High School @ \$4162.63
Laura Dyer	Musical Vocal Director - High School @ \$1119.99
Jon Gaberdiel	Department Chairperson - Art (6-12) @ \$1642.65
Katherine Gaskill	Academic Quiz Team Advisor @ \$1213.32
Mark Gleason	Head Girls' Track Coach – FHS @ \$5058.62
Mark Gleason	Head Cross Country Coach @ \$4,946.62 (supersedes 5/6/19 agenda per item D above)
Kendra Grubinski	Department Chairperson - Foreign Language (8-12) @ \$1213.32
Jessee Hankins	Senior Class Advisor - High School @ \$2258.65
Jessee Hankins	Sophomore Class Advisor - FHS (50%) @ \$774.66
Jessee Hankins	RTI Team - High School @ \$1213.32
Elizabeth Kellermeyer	Dance Team Director - High School @ \$2258.65
Ben Kirian	Department Chairperson - Social Studies (9-12) @ \$1213.32
Ellen Laube	Department Chairperson - Mathematics (9-12) 50% @ \$979.99
Mark Laux	Department Chairperson - Science (9-12) @ \$1213.32
Emily Ludwig	Department Chairperson - Special Education (9-12) @ \$1213.32
Kevin Manley	Department Chairperson - Vocal Music (6-12) @ \$1959.98
Kevin Manley	Show Choir Director - High School @ \$7354.60
Joy McCarthy	Student Council Advisor – Lincoln @ \$895.99
Emma Miller	Varsity Assistant Girls' Tennis – FHS @ \$2445.31
Jordan Nugeness	Freshman Cheerleading Coach (Football) - FHS @ \$1679.99
Jordan Nugeness	Sophomore Class Advisor - FHS (50%) @ \$774.66
James Orr	Activities Director - FHS @ \$7354.60
Karen Ouwenga	Department Chairperson - Mathematics (9-12) 50% @ \$606.66
Becky Pfaltzgraf	Department Chairperson - English (9-12) @ \$1959.98
Billy Prater	Head Speech and Debate Coach - High School @ \$2295.98
Ken Pressel	Chamber Orchestra Director - High School @ \$1847.98
Ken Pressel	Department Chairperson - Director of Orchestra @ \$3191.97
Todd Richards	Assistant Football Coach – FHS @ \$4218.63
Todd Richards	Elementary Intramural Director – Lincoln @ \$1119.99
Ruth Rinker	Yearbook Advisor/Business Manager- FHS @ \$6607.94
Ruth Rinker	TV Advisor - High School @ \$2445.31
Brian Rosendale	Assistant Girls' Track Coach – FHS @ \$4162.63
Brian Rosendale	Department Chairperson - Physical Education (6-12) @ \$1213.32
Denise Sheehe	Pantasia Director - High School @ \$2258.65
Dave Sprouse	Assistant Football Coach – FHS @ \$4965.29
Josh Studer	Jr. Statesmen of America Advisor - High School @ \$1119.99
Kevin Swan	Assistant Cross Country Coach – FHS @ \$3191.97
Shannon Wannemacher	RTI Team - High School @ \$1213.32
Dan Wilson	Department Chairperson - Director of Band @ \$3191.97

17. Volunteer – 2019-2020 Certified Club Advisors/Helpers

Matt Harp – Volunteer Football Coach

CLASSIFIED PERSONNEL

J. Resignation

Maria Bermudez (Aide, Glenwood) (1 year)
Reason: Relocation Effective: August 5, 2019

Laurie DeMuth (Security Officer, High School) (20 years)
Reason: Personal Effective: May 17, 2019

K. Retirement

Tina Rumschlag (Food Service, Glenwood) (22 years)
Reason: Retirement Effective: July 31, 2019

L. Reclassification

Teresa Roberts
From: Lincoln Lead Custodian @ \$19.21 per hour
To: Facilities Grounds @ \$18.71 per hour
Effective: July 8, 2018

M. Appointments

1. Aide

Karen Bechstein (Study Hall Aide, High School)
Salary: Step 1 @ \$13.57/hour
Effective: August 28, 2019

Sarah Hartman (Study Hall Aide, High School)
Salary: Step 1 @ \$13.57/hour
Effective: August 28, 2019

Susan Johnson (Special Ed Aide, Blanchard Valley)
Salary: Step 3 (3 yrs experience) @ \$14.46/hour
Effective: August 28, 2019

Carol Meyer (Office Aide, Gifted Department)
Salary: Step 3 (6 yrs experience) not working calamity days/delays @ \$14.46/hour
Effective: July 16, 2019

2. 2019-20 K-5 Technology Instructional Aides @ \$14.46/hour

Jan Gower – Jacobs
Rochelle Manley – Northview/Bigelow Hill
Shannon Moyer –Whittier/Wilson Vance

3. 2019-20 K-5 Technology Instructional Aide @ \$13.57/hour

Sara Iliff - Jefferson/Chamberlin Hill

4. Baseball Summer Camp 2019 Stipend (Acct# 300-4516-143-9474-302-840)

Jeff Stutzman, Event Manager @ \$200.00
Bill Barberree, Event Manager @ \$100.00

5. Boys' Basketball Summer Camp 2019 Stipends (Acct# 300-4512-143-9471-302-840)

Jim Rucki, Event Manager @ \$1,044
Ray Elbin, Assistant Director @ \$836
Patrick Massara, Assistant Director @ \$264

6. Football Summer Camp 2019 Stipend (Acct# 300-4516-143-9472-302-840)

Mark Ritzler, Event Manager @ \$500.00

7. Girls' Basketball Summer Camp 2019 Stipend (Acct# 300-4532-143-9470-302-840)

Brian Rosendale, Event Manager @ \$1,000

8. Tennis Summer Camp 2019 Stipend (Acct# 300-4546-143-9490-302-840)

Sean Swisher, Event Manager @ \$400

9. Art Summer Camp 2019 Stipend (Acct# 300-4111-143-9489-302)

Jason Wagner, Director @ \$7,293
Jon Gaberdiel, Instructor @ \$1,200
Nicole Metzger, Instructor @ \$800
Beth Maurer, Instructor @ \$800
Paul Kuhn, Instructor @ \$1,200
Derek Frey, Instructor @ \$320
Rhonda Nye, Instructor @ \$160
Jeanette Tate, Instructor @ \$400
Kelly Alge, Instructor @ \$320

10. JF/CH 2019 Summer Autism Program @normal rate of pay on July 16, 17, 18, 23, 25, 30, 31, Aug 1, 19 & 20 (ESY requirement)

Rachel Noreen not to exceed 10.5 hours

11. Supplemental Duty Assignments – Non-Certificated Personnel for 2019-2020 School Year

WHEREAS, in accordance with the provision of the Ohio Revised Code 3313.53, the duly appointed representatives of the Findlay Board of Education have offered the following extra-duty positions, listed below, to the certificated employees of the district and have advertised the positions to certificated personnel not employed by the district, and

WHEREAS, no qualified certificated individuals have been found for these positions,

NOW BE IT THEREFORE RESOLVED, that the Findlay Board of Education hereby deems it appropriate to employ non-certificated personnel for the specified positions for a period not to exceed one (1) year and that the compensation shall be according to the adopted salary schedule for said position(s):

Danielle Armstrong	Color Guard and Majorette Advisor – FHS @ \$1549.32
Danielle Armstrong	Marching Band Percussion/Indoor Drum Line Dir-FHS @ \$1549.32
Lance Baker	Assistant Wrestling Coach – FHS @ \$4965.29
Talisma Buckman	Assistant Football Coach - FHS @ \$4218.63
Tyler Curlis	Head Freshman Football Coach – FHS @ \$4199.96
Jason Espinoza	Varsity Assistant Girls' Soccer Coach - FHS @ \$4199.96
Matt Feczer	Assistant Boys' Soccer Coach – FHS @ \$4946.62
Jordan Fenton	J.V. Wrestling Coach @ \$4199.96
Kylie Givens	J.V. Football Cheerleading Coach – FHS @ \$1679.99
Ron Harris	Assistant Freshman Football Coach – FHS @ \$4367.96
Craig Oliver	Assistant Freshman Football Coach – FHS @ \$3621.30
Sean Swisher	Head Girls' Tennis Coach @ \$4,946.62 (supersedes 5/20/19 agenda per item D above)

12. Volunteer – 2019-2020 Classified Club Advisors/Helpers

Wade Arredondo – Volunteer Wrestling Coach
Misty Phillips - Shockwave Uniforms Volunteer
Colin Stoffel – Volunteer Football Coach

N. Supplemental Findlay Digital Academy Contract for 2019-2020

Jon Thomas, Network Administrator FDA supplemental @ \$5,426.03 (No change is anticipated, but this amount will automatically increase by the same percentage as any board approved base salary increase to non-union classified staff for 2019-20). This supplemental is reimbursed back to Findlay City Schools by Findlay Digital Academy.

O. 2019-2020 Staff and Student Handbooks

The superintendent recommends approval of the 2019-2020 staff and student handbooks as presented in **EXHIBIT A.**

P. Ohio Department of Commerce-Division of Liquor Control

The superintendent requests the Division of the Liquor Control document our objection to the issuance of this permit for S & G Stores LLC located at 800 Trenton Ave. but we do not request a hearing as shown in **EXHIBIT B.**

Q. 2019-2020 Student Activity Budgets

The treasurer recommends approval of the 2019-2020 student activity budgets as shown in **EXHIBIT C.**

R. Monthly Treasurer's Report

The treasurer recommends approval of the June Treasurer's report as shown in **EXHIBIT D.**

S. Food Service Contracts and Bakery Bid

The treasurer recommends approval of the Food Service Contracts for the 2019-2020 school year between Findlay City Schools Food Service and Head Start/Winfield, Blanchard Valley School and Saint Michael School be accepted for the 2019-2020 school year as shown in **EXHIBIT E.**

T. Quarterly Report

The treasurer recommends approval of the 4th Quarter Report as shown in **EXHIBIT H.**

U. Acceptance of Gifts

GIFT: \$35.00
FROM: Jack and Jeanne Wasbro
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$500.00
FROM: Gary, Andrew & Michelle Heater
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$25.00
FROM: Jeffery & Judith Lugh
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$25.00
FROM: James & Barbara Buttermore
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$500.00
FROM: Gary, Andrew & Michelle Heater
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$10.00
FROM: Paul & Barbara Bormuth
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$50.00
FROM: F.M. Schaefer
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$25.00
FROM: Robert & Mary Brater
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$25.00
FROM: Mary Jacquelyn Berger
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$50.00
FROM: Milton & Carol Peters
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$60.00
FROM: Kenneth & Vickie Hill
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$40.00
FROM: Kevin Hill & Family
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$90.00
FROM: Anonymous Donor
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$29.00
FROM: Class of 1964
TO: Findlay High School

GIFT: \$50.00
FROM: Laura & Jeff Yaroma
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$50.00
FROM: Leslie & Mary Miller
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$100.00
FROM: Stall & Co.
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$20.00
FROM: John and Carol Cassidy
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$100.00
FROM: Bradley D. Purvis
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

GIFT: \$100.00
FROM: John M. Celebrezze
TO: Findlay High School Football and Wrestling programs in honor of Terry Heater Memorials

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mr. Cooper, aye; Mr. Aldrich, aye; Mrs. Russel, aye. President Aldrich declared the motion carried.

DISCUSSION ITEMS

- A. Public Hearing for Re-employment of Mark Dickman – Per ORC requirements, the Board will open the floor for public comment on rehiring Mark Dickman as a teacher. There were no comments.
- B. Public Hearing for Re-employment of Ellen Laube – Per ORC requirements, the Board will open the floor for public comment on rehiring Ellen Laube as a teacher. There were no comments.
- C. Public Hearing for Re-employment of Steve McAdoo – Per ORC requirements, the Board will open the floor for public comment on rehiring Steve McAdoo as a teacher. There were no comments.
- D. Board Policy Updates: **EXHIBIT F**
 - Policy 4.07: Rentals and Service Charges
 - Policy 5.04: Food Sale Standards
 - Policy 5.05: Student Wellness Program
 - Policy 7.24: Reporting Child Abuse and Mandatory Training
 - Policy 7.25: Personnel Policies Goals
 - Policy 8.12: Interscholastic Athletics
 - Policy 8.22: Graduation Requirements
 - Policy 9.01: School Admissions
 - Policy 9.02: Admission of Interdistrict Transfer Students
 - Policy 9.03: Intradistrict School Enrollment
 - Policy 9.05a1: Physical Examinations of Students
 - Policy 9.07: Dangerous Weapons in the Schools
 - Policy 9.09: Positive Behavioral Interventions and Supports
 - Policy 9.16: Attendance
 - Policy 9.22: Extra-Curricular Activities and Parking permits Rules and Eligibility Grades 7-12
 - Policy 9.23: Chemical Health policy Goals and Philosophy
 - Policy 10.04: Public Solicitation, Advertising, Distribution of materials and Commercial Messages in Schools

ACTION ITEMS

2019-007-006 OUT-OF-STATE TRAVEL

It was motioned by Mrs. Russel, seconded by Mr. Cooper to approve the following out-of-state travel:

The superintendent recommends approval for the following out-of-state travel:

- * Sheanne Grooms to travel to State College, PA August 5, 2019 - August 8, 2019 to attend the National Autism Conference.
- * Ashley Rakestraw to travel to Rochester, NY August 4, 2019 – August 9, 2019 to attend Medical Detectives Training.

- * Shelby Fenn to travel to Rochester, New York August 4, 2019 - August 9, 2019 to attend Project Lead the Way training.

Roll call: Mrs. Russel, aye; Mr. Cooper, aye; Mr. Aldrich, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

2019-007-007 RESOLUTION TO PARTICIPATE IN ELPP

It was motioned by Mr. Cooper, seconded by Mrs. Robertson to approve the Resolution to participate in the Expedited Local Partnership Program (ELPP) as shown in **EXHIBIT G**.

Roll call: Mr. Cooper, aye; Mrs. Robertson, aye; Mr. Aldrich, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

2019-007-008 MILLSTREAM WELDING DEPARTMENT ALTERATIONS

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Russel to approve to award the base bid work for the Millstream Welding Department to CSI Construction as the lowest responsible bidder for the base bid amount of \$26,900 for Alternate 1 (Auto Gate Operators) in the amount of \$53,500 for Alternate 2 (Classroom Alterations) in the amount of \$31,000 for a total of \$111,400 as outlined in **EXHIBIT I**. New Building Maintenance Fund 034 will be used for payment.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Russel, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Mrs. Robertson, aye. President Aldrich declared the motion carried.

REPORTS TO THE BOARD

Mr. Barnhart presented the Six Month Interest & Cashback Rewards Report as shown in **EXHIBIT I**. Martin White, Director of Technology, informed the Board that the first of 2 large pallets of Chromebooks have been received and will be ready for the start of the school year. Barb Bish, Community Relations Coordinator, presented some outreach projects that include yard signs and t-shirts for students and staff.

2019-007-009 EXECUTIVE SESSION

It was motioned by Mrs. Russel, seconded by Mrs. Robertson to go into Executive Session at 7:19 pm for the purpose of discussing employment and compensation of personnel.

Roll call: Mrs. Russel, aye; Mrs. Robertson, aye; Mr. Aldrich, aye; Mr. Cooper, aye; Dr. Siebenaler Wilson, aye. President Aldrich declared the motion carried.

2019-007-010 ADJOURNMENT

It was motioned by Mr. Aldrich, seconded by Dr. Siebenaler Wilson to adjourn the meeting at 9:05 pm.

Roll call: Mr. Aldrich, aye; Dr. Siebenaler Wilson, aye; Mr. Cooper, aye; Mrs. Robertson, aye; Mrs. Russel, aye. President Aldrich declared the motion carried.

Treasurer

President

NOTE: The next Regular Board meeting will be held Monday, August 5, 2019 at 6:00 PM at Millstream Café.

BOARD OF EDUCATION SPECIAL MEETING MINUTES
July 9, 2019

The Board of Education met in special session at 7:00am at the Administration Offices. Vice President Siebenaler Wilson called the meeting to order. Present were Mr. Cooper, Mrs. Robertson, Mrs. Russel, Dr. Siebenaler Wilson, Treasurer Mr. Barnhart, Assistant Superintendent Mr. Roth, and Superintendent Mr. Kurt.

2019-007-001 CONSENT ITEMS (A-C)

It was motioned by Mrs. Robertson, seconded by Mrs. Russel to approve consent items A-C.

CERTIFICATED PERSONNEL

A. Resignation

Bethany Barnhart (Guidance Counselor, Glenwood)	(3 years)
Reason: Other Employment	Effective: August 5, 2019
Susan Blackburn (K-5 Teacher, Findlay Learning Center)	(3 years)
Reason: Personal	Effective: August 7, 2019
Kelley Counts (Title I, Whittier)	(4 years)
Reason: Other Employment	Effective: August 9, 2019
Donald Matthews (Science, High School)	(7 years)
Reason: Relocation	Effective: August 20, 2019
Melissa Wilson (Intervention Specialist, Donnell)	(2 years)
Reason: Other Employment	Effective: August 19, 2019

B. Reclassification

Kelly Wohlgamuth
From: Wilson Vance Teacher MA+30 Step 18 @ \$76,805
To: Jacobs Principal: PhD, Year 0 @ \$82,077 (2 year contract 209 days/year)
Effective: July, 29, 2019

C. Appointments

1. Teachers

Sarah Bugner (Intervention Specialist, Glenwood)	
Salary: MA, Step 7 @ \$55,245	
Effective: August 23, 2019	
Collin Fenimore (Welding Teacher, Millstream)	
Salary: Non Degree, Step 6 @ \$45,946 (based on 2018-19 salary schedule)	
Effective: August 23, 2019	
Annabelle Helbert (Part-Time Cosmetology Teacher, Millstream)	
Salary: Non Degree, Step 3 @ \$21,867.84 (based on 2018-19 salary schedule)	
Effective: August 23, 2019	
Anita Schaible (Music, Donnell)	
Salary: MA+15, Step 10 @ \$65,042	
Effective: August 23, 2019	
Adam Shoop (Intervention Specialist, High School)	
Salary: MA, Step 7 @ \$55,245	
Effective: August 23, 2019	
Kathryn Slaughterbeck (Grade 2, Jefferson)	
Salary: BA, Step 0 @ \$37,333	
Effective: August 23, 2019	
Courtney Stanton (Grade 5, Wilson Vance)	
Salary: BA+15, Step 1 @ \$39,991	
Effective: August 23, 2019	

Roll call: Mrs. Robertson, aye; Mrs. Russel, aye; Mr. Cooper, aye; Dr. Siebenaler Wilson, aye. Vice President Siebenaler Wilson declared the motion carried.

2019-007-002 ADJOURNMENT

It was motioned by Dr. Siebenaler Wilson, seconded by Mrs. Robertson to adjourn the meeting at 7:10 am.

Roll call: Dr. Siebenaler Wilson, aye; Mrs. Robertson, aye; Mr. Cooper, aye; Mrs. Russel, aye. Vice President Siebenaler Wilson declared the motion carried.

Treasurer

President

NOTE: The next Regular Board meeting will be held Monday, July 15, 2019 at 6:00 PM in the Millstream Cafe

BIGELOW HILL
STEAM
INTERMEDIATE SCHOOL



TEACHER
HANDBOOK

2019-2020

INTRODUCTION

The purpose of this Teacher's Handbook is to inform faculty members of the rules and regulations that govern the general operating procedures of Bigelow Hill Intermediate School.

It is essential that staff personnel acquaint themselves with the contents of this handbook and keep it available as a ready reference. It is intended for the use of the teacher only.

Periodic revisions and additions may be issued which deal with changes in both policy and procedure. Please add these items as received.

The Findlay City Schools Elementary School Parent and Student Handbook, memos, and weekly staff bulletins are supplementary to this handbook.

**Dr. Jennifer Theis
Principal**

MISSION STATEMENT

Inspiring Leaders of Tomorrow

#TrojanTrue #BeBIG

VISION STATEMENT

Our vision as a Bigelow Hill Family is to inspire a community of lifelong learners and leaders through unique opportunities and experiences.

OBJECTIVES

All students will meet or exceed achievement standards at each grade level.

All students will develop intellectual, entrepreneurial, technical talents, and design thinking.

All students will be empowered as leaders that are equipped with the life-skills required to succeed in a global economy.

All students will internalize and demonstrate the 7 Habits of Highly Effective People.

All students will benefit from parent and community involvement.

TACTICS

- 1. We will provide the necessary support and intervention to allow each student to reach their potential and meet achievement standards.**
- 2. We will increase teacher-teacher/building-building collaborations to benefit our students socially, emotionally, and academically.**
- 3. We will guide and support all students to set and achieve challenging personal goals.**
- 4. We will develop a plan to promote the 7 Habits throughout our school community.**
- 5. We will actively elicit parent and community involvement in order to achieve our mission, vision, and objectives.**
- 6. We will provide rigorous, diverse, integrated and problem/project based curriculum to students with the goal to prepare students for college, workforce, and citizenship.**

MASTER SCHEDULE

8:00 a.m.	Teacher Day Begins
8:50 a.m.	Students Arrive & Breakfast Begins
9:05 a.m.	Day Begins & Announcements
11:40 a.m. - 12:20 p.m.	Grade 5 Lunch / Recess
12:25 p.m. - 1:05 p.m.	Grade 4 Lunch / Recess
3:30 p.m.	Students Dismissed
4:00 p.m.	Teacher Day Ends

TEACHER'S SCHOOL DAY

1. Teachers are expected to be in the building by 8:00 a.m. until 4:00 p.m. If you leave the building throughout your workday, you must sign in/out at the office.
2. Check mailboxes/email upon arriving, during, and before leaving for the day.
3. Teachers are scheduled to be on duty in their classrooms by **8:50 a.m.** when students arrive. Pupils are under the supervision of the teachers at that time.
4. Students are to be accompanied by their classroom teacher to and from the restroom, playground, cafeteria, gym, music room, etc.
5. Attendance and lunch count should be completed and sent electronically to the office as soon as possible (**immediately following announcements**). Also collect any money first thing in the morning and send to the office. Keep an accurate record of all money collected. Receipts should be issued for all money collected. **Do not keep**
6. At the end of the day, teachers are on duty until **3:40 p.m.** or until the last child leaves and will dismiss their students to the appropriate exits when called.

DAILY TIME SCHEDULE

The school day is eight hours (8:00 a.m. - 4:00 p.m.). Of that time, five hours and forty-five minutes are for instruction (9:05 a.m. - 3:30 p.m.). The other two hours include the beginning of the teacher workday 8:00 - 8:50 a.m., lunchtime (40 minutes), and the end of the teacher workday (3:40 - 4:00 p.m.) excluding bus duty.

During the five hours and forty-five minutes of instruction, teachers are expected to follow the suggested time allocations for grades 4-5 which meet the state minimum standards for elementary schools. Your lesson plans must reflect the five hours and forty-five minutes of instruction.

A minimum of 1115 minutes per week shall be allotted for instruction in: language arts, reading, mathematics, social studies, and science. A minimum of 200 minutes per week shall be allotted for instruction in: art, music, and physical education. *Daily classes for mathematics*. Weekly time allocations may be modified, except for language arts, reading, and mathematics, provided that students complete an equivalent amount of time on an annual basis.

Leveled Literacy Intervention, Phonics First, and Read Naturally, and any other programs deemed appropriate will be used by our at-risk and special education population. Staff will monitor and report usage to the principal throughout year.

TWO-HOUR DELAYS

On two-hour delay days, art, music, physical education, library, and technology lab classes will rotate between Northview and Bigelow Hill. Teachers will follow the specials schedule provided by the building principal.

SAFETY

For safety reasons students are **not** to move any A.V. equipment, carts, desks, heavy/large objects, etc. under any circumstances. Make arrangements to move these types of items by yourself or with help from the custodian. This includes the laptop cart and **laptops**.

CUMULATIVE RECORDS

Cumulative records are now digital. A video is located on the principal's Google Site that demonstrates how to access students' records.

GUIDANCE PROGRAM

During the time the guidance counselor is conducting classroom guidance activities, the classroom teacher is to remain in the classroom and participate in the guidance activities. The counselor is to provide specific instructions as to how the teacher can participate and suggest follow-up activities.

SMOKING

Smoking or any other use of tobacco products is prohibited in this school building and on school property.

TEACHER ABSENCE

If you are going to be absent, please notify the principal, Jennifer Theis at 419-618-1120 **AND** the secretary, Theresa Parsell at 419306-0301. In the morning please call between 6:00 and 7:00 a.m. (no later) or in the evening no later than 10:00 p.m. (if possible). Notify the school by 3:00 p.m. if you do **not** plan on returning the next day so that the substitute may be retained. You may utilize the online sub request through Renhill to request a sub on your own, but you must still notify the principal and secretary of your absence.

Guidelines agreed upon within the teachers' negotiated contract will be followed for personal use days. All personal days **MUST** be approved by the building principal. Personal days may be cancelled 3 days prior to requested date if a guest teacher is not assigned as stated in the FEA negotiated agreement.

All absences **MUST** be reported to the building principal and secretary.

TELEPHONES

The telephone in the office (425-8317) is for school business only. Use the phone in the teacher's lounge (425-8341) or in the clinic (427-5484) for personal calls. The FAX number for our school is (427-5456). Please make sure when you phone a parent that your conversation is confidential. **DO NOT USE office phone where others can hear.** Cell phone usage must be kept to a minimum when students are present. Please refrain being on social media unless it is for school purposes when students are present. Cell phones must be silenced when students are in the classroom.

ATTENDANCE PROCEDURE

A student is considered to be a habitual truant if 30 consecutive hours or more of unexcused absences accumulate, 42 hours or more of unexcused absences occur in one month, or 72 hours or more of unexcused absences accumulate in one school year (ORC 2151.001). Absences are considered unexcused without a legitimate excuse.

Only G rated films, movies, and videotapes will be shown in elementary classrooms grades kindergarten thru 5. Media used from television will follow the age appropriate guidelines. If PG rated films are to be shown in the classroom for educational purposes, written parental/guardian consent **MUST** be obtained.

The transportation request form must be completed to secure bus usage at least **15** working days prior to the date of the request. Please submit the draft of your field trip notification to the office for approval before sending it home with students. These slips should be sent home at least one week prior to your trip. Be sure all students' parents/guardians have provided permission for field trips at the office. Emergency Medical Authorization forms for each pupil must be taken on every field trip. **Field trip requisitions must be submitted for financial**

SUPERVISION

Never leave students alone or unattended in your classroom. Students should be under adult supervision at all times. Do not send pupils who have lost privileges to the library. Students are not to be withheld from art, music, and/or physical education classes by a classroom teacher. Denying children from attending these special area classes as a consequence for misbehavior is forbidden.

FIRE/DISASTER DRILLS

Please instruct your class(es) about fire and disaster drill procedures the first day(s) of school. Please post in clear view the procedures for fire and disaster drills.

FIRE DRILL EVACUATION PROCEDURES

The fire drill signal is a loud buzzer/horn sounding in a repeated fashion. (i.e. two loud buzzers - pause - one loud buzz - then pattern is repeated.) The signal lasts approximately one minute. Fire drills will be held at least once a month and will not usually be announced in advance.

Use evacuation routes posted on a sign by each door. State fire regulations require that a sign remain in your classroom near the door. Be thoroughly familiar with the routes to be used for fire drills in all areas of the building. You should give instructions for fire drills to your students and routes should be practiced on the first day of school.

It is also necessary to know where fire alarms are located in the building. Staff members are frequently asked to activate the alarm for fire drills.

Absolute silence must be maintained during drills. Teachers are responsible for seeing that all students are evacuated in a quiet and orderly fashion. Take your Emergency Evacuation Information and cell phone if possible for all evacuations. Take attendance to make certain that all children are accounted for once lined up outside. Also, close doors and windows and turn off lights before leaving classroom.

The top priority is to exit quickly. All persons in the building must exit the building during drills.

Students who are the responsibility of art, music, physical education specialists, guidance counselor, speech therapist, small group instructors, etc. remain the responsibility of that teacher during the fire drill. Teachers without students should report to the principal for further direction in time of emergency.

TORNADO/DISASTER PROCEDURES

The tornado/disaster signal is a long siren sound from over the P.A. system, which is activated continuously for thirty seconds to one minute in length. Tornado drills will be practiced once a month during tornado season (i.e. March and June.) Please practice the procedure of this drill with your students during the first few weeks of school.

All staff not supervising students should report to the office at the time of the drill. Each staff member is responsible for the students with them at the time of the drill.

Absolute silence must be maintained during a tornado drill. Turn out all lights. Move students to safety; stay away from windows, doors, and outside walls. Take your Emergency Evacuation Information and cell phone with you if possible during all tornado/disaster signals. Take attendance and report anyone who is missing to the office. Children should remain quiet in a kneeling position against an inside wall in rows and protect their heads.

LOCKDOWN PROCEDURES AND THE BOOT

Level 1: Emergency in the community where emergency responders and administration deem lockdown necessary. **An external issue exists and we are being cautious.**

1. Conduct class as normal.
2. Lock and close your classroom door.
3. Students stay in the classroom unless accompanied by an adult.
4. Monitor your email to gain additional information and updates after the lockdown has been announced.

5. Students may change classes with an adult.
6. Limit time out of the room.
7. Students will stay in the cafeteria for lunch during a Level 1 lockdown.
8. Security and staff will take up positions throughout the building to insure that no one leaves or come in to the building.
9. If a lockdown is called during the lunch periods, security will make every effort to get students in to the building as quickly as possible.

Level 2: Emergency in the building that is not violent. An issue exists that can affect us and we

1. All of Level 1 with the following added:
2. Take attendance at the beginning of the Level 2 lockdown and notify the office immediately via e-mail or PA of any students who have not returned to your class or students present that are not assigned to your class.
3. Call the office if you have an emergency.
4. Lock and close all windows, but leave blinds open.
5. Students stay in the classroom unless an administrative personnel or Police Officer come to your door to get them.
6. Ignore class changes.
7. Keep students in the classroom until the Level 2 has been cancelled.
8. No restroom breaks.
9. Students eating lunch, at recess, in music or PE class will go back to their classrooms.

Level 3: Emergency is taking place in the building that involves active violence. Prepare for

1. Stop teaching, turn off the lights, and implement appropriate protocols for an active shooter or threat to the building.
2. Barricade the door using The Boot.
3. Give the impression from the hallway that there is no one in the classroom.
4. Barricade the door using The Boot or prepare for quick evacuation.
5. Implement ALICE procedures. **(Survival Mode)**

NOTE: If there is an extreme emergency where the building automatically goes to a level three lockdown students in the music room will go to the storage area on the northside of the room and students in the gym will go to the teacher's lounge and insert the boots. Students and staff outside the building will have to make the decision to either return to the building or go to a designated rally point.

The Boot is only used for emergencies. Putting The Boot in place is equivalent to pulling a fire alarm.

In the event of an evacuation, Bigelow Hill students will evacuate to a rally point at the Judson Palmer Home or New Life Assembly of God.

LESSON PLANS

Findlay City Schools Vision includes a 5-year plan to change the educational landscape to educate and empower students for life. A goal is to expand 21st Century teaching and learning professional development for this school year. The Ignition and Sparks teams will be focusing on project/problem based learning this year. The second Ohio Improvement Plan Goal for Findlay City Schools is, "When planning, preparing, and delivering classroom instruction, teachers will utilize appropriate Marzano strategies as outlined by the Art and Science of Teaching Framework."

Daily lesson plans give direction for instruction and implementation of the course of study. The purpose of a lesson plan is two-fold:

1. For your own personal classroom management
2. For the use by a guest teacher in your room

Objective and procedures should be clearly defined and labeled for the week in all curriculum areas. Subject and (in some cases) the materials you will be using should be noted. Be sure that the lesson plan includes the specific time or period of the day (e.g. Reading - 9:25 - 10:25)

Lesson plans do not have to be long and tedious. They should be specific, clear, easy to read, and followed by anyone. Be sure to include page numbers but page numbers alone with no explanation are not acceptable.

It is suggested to organize written plans completely for each subject or time period using the following method:

S – Subject - If this is listed at the top, it is not necessary to rewrite it again.

T – Topic - Name of chapter, unit, or individual lesson.

O – Objective - Can be a phrase to explain what students will be able to do at the conclusion of the lesson. State it clearly and be specific. The objective does not have to be in long behavioral terms. It must relate directly to the course of study.

P – Procedure - or method used to obtain your objectives.

E – Evaluation - How you plan to determine if students have accomplished the objective(s) (i.e. teacher observation, checking assignments, quizzes, etc.) Evaluation should be on-going. However, there might be a time when your lesson might only be for evaluation, such as when you are administering a test.

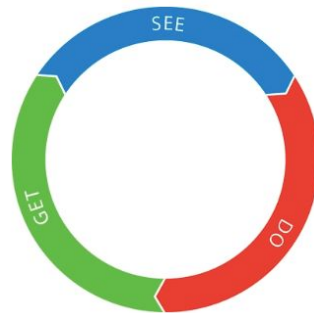
It is recommended that plans include the appropriate 7 Habits that correlate to each lesson as a reminder to integrate within lessons. It is also suggested to try and include/implement one or more of the 4C's (communication, collaboration, critical thinking, creativity) to align with the district's goal of implementing 21st Century Skills.

THE LEADER IN ME

Leader in Me (LiM) is an evidence-based, comprehensive-school improvement model—developed in partnership with educators—that empowers students with the leadership and life skills they need to thrive in the 21st century.

See-Do-Get Cycle

A model that creates new paradigms, effective practices, and real results *Leader in Me* is based on a theory of change known as the See-Do-Get Cycle. When you change the way you See things, it influences what you Do and the results you Get.



5 Core Paradigms to SEE Differently

Educators begin to see their role, student potential, and the purpose of school culture in a new way. The *Leader in Me* experience begins with a whole new paradigm for education. Educators rediscover their passion through *Leader in Me* as it redirects their focus back to a deeper understanding of student achievement.

DO

The Framework provides a unique approach to integrating highly effective practices throughout a school's culture.

Instead of focusing on academic measures alone, *Leader in Me* embodies a holistic approach to education, redefining how schools measure success. This approach empowers educators with effective practices and tools to:

- teach LEADERSHIP to every student,
- create a CULTURE of student empowerment,

- and align systems to drive results in **ACADEMICS**.



GET Real Results

Ongoing empirical research from over 30 institutions reveal evidence of the significant impact *Leader in Me* can have in schools, creating the conditions to drive results in the following areas:

Leadership	Culture	Academics
✓ Student Behavior	✓ Staff or Student Attendance	✓ Reading Proficiency
✓ Staff Social/Emotional and Teaching Readiness	✓ Supportive School Environment	✓ Math Proficiency
✓ Student Leadership	✓ Student Engagement	✓ Teaching Efficacy
✓ Family Engagement	✓ Staff Satisfaction	✓ Student-Led Learning

It is expected as a Leader In Me building and beginning our fourth year of implementation that teachers will implement the First 8 Day of The Leader In Me and teach a weekly leadership using either the lessons provided on The Leader In Me website or self-made lessons. The goal is for students to begin to internalize the 7 Habits of Highly Effective practices.

STEAM

The goal of STEM and STEAM schools is to foster intellectual, entrepreneurial and technical talent and design thinking. This is vital to Ohio's future economic growth and prosperity, which depends on an aligned education system to support the state's economic development efforts and that helps all Ohio students become innovators and inventors, self-reliant and logical thinkers and technologically proficient problem solvers. At Bigelow Hill we have an integrated approach to the teaching of Science, Technology, Engineering, Arts, and Mathematics (STEAM) focused on the infusion of high-level mathematics, technology and science into curriculum, and STEAM, which infuses the arts and design with STEM.

The 8 Elements of a STEM/STEAM schools' key educational goals:

1. Problem-Based Learning
2. Rigorous Learning
3. School Community and Belonging
4. Career, Technology, and Life Skills
5. Personalization of Learning
6. External Community
7. Staff Foundations
8. Essential Factors

The Bigelow Hill staff has committed to designing two 8-10 week grade level Problem Based Units (PBL's) using the Buck Institute Gold Standards, teaching Design Thinking, and developing what we termed as pop-up PBL's either initiated by a classroom teacher or or teams of teachers as seen fit.

A poster of the Design Thinking process will be provided for teachers to display in their classrooms.

PROCEDURES TO FOLLOW

1. Plans are to be in evidence during the day.
2. At the end of each day, plans should be accessible in the event a guest teacher is needed the following day.
3. Any teacher made materials should be inserted in the proper manuals.
4. Any special directions, seating chart, attendance slips, class list, etc., should be in the substitute folder or plan book.
5. Periodic monitoring of plan books will take place before, during, or after school.

SUBSTITUTE FOLDER

It is the teacher's responsibility to have daily/weekly lesson plans for the substitute.

Directions for the substitute should be in your lesson plan book or in the substitute folder.

It would be helpful to the substitute if you could have available for easy reference the following:

- a copy of your weekly time schedule
- schedule of recess, lunch duties, art, music, phys. ed., etc.
- a seating chart/room diagram
- class list
- list of instructional groups/seating charts
- opening procedures/daily procedures (in detail)
- class rules
- duties of students who have special responsibilities
- list of students enrolled in special classes and times they attend
- notes on children who need special help, who might be difficult, who are particularly helpful, etc.
- fire/disaster drill procedures
- alternate plans
- games, songs, etc. your class knows
- location of necessary materials/where to find things list

Any other information you feel that a substitute could use or needs to know to be effective in the classroom should be added so that the class can go on with its normal work routine in case of your absence (especially an unexpected long term absence.)

Remember to periodically review and update items in your substitute folder (e.g. seating charts, alternate plans, etc.)

EMERGENCY PLANS: Please turn in one day of plans for the subjects you teach in case of emergency. Plans will be housed in the office in case you cannot come in to prepare for your day of absence. Plans are due by the second Friday of the first full week of school.

Each teacher shall acquaint students with all school rules, regulations, and procedures. These rules should be reviewed periodically as needed and rehearsed where applicable.

1. Students will quietly enter the building in an orderly fashion and go directly to their classrooms or cafeteria for breakfast.
2. Students will walk in the halls at all times.
3. When moving through the hallways during school hours, students will refrain from talking. **QUIET** is expected in the building so as not to disturb students learning in other classes.
4. Students will follow directions given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
5. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, etc. fellow students.
6. Students will refrain from touching other students in any manner that disturbs or hurts them. Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play fight", etc.
7. Students will conduct themselves in a manner that removal from a class will **not** be necessary.
8. Students will dress neatly and appropriately.
9. **NO** gum is allowed in school or on school grounds unless used as a special reward in that teacher's classroom only.
10. **NO** toys, radios/tape players, novelties, electronic games, athletic equipment, roller blades, scooters, etc. are to be brought to school.
11. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden.

SAFETY RULES FOR OUTDOOR RECESS

1. Teachers and monitors on recess duty must be visible to children on the playground at all times.
2. Once on the playground, children may not re-enter the building except when directed to do so by an adult staff member.

3. Children should be encouraged to play actively without pushing, shoving, punching, pulling, or hitting other children.
4. "Gangs" or groups of children are not permitted to march or run through play areas.
5. Jump ropes may be used only for jumping, and not for playing tug-of-war or other games. They are not to be taken on slides.
6. Only soft balls are permitted on the playground during recess.
7. Only adult staff members may retrieve balls and other items that leave the playground.
8. Snowballs are not allowed.
9. Children must stay away from dangerous areas (e.g. the dumpster, electrical boxes and the fence around the gas meter) and situations (e.g. vehicles which come on the playground and adults who are performing outside work). [Children should stay away from the classroom windows.]
10. Contact sports are not permitted.
11. Children on swings must sit in an upright position and not twirl or jump off while a swing is in motion. They may not run in front or in back of the swings.
12. Children must go down on slides one at a time, sitting in an upright position, and not loiter at the top or bottom. They must not climb up or down the slide.

BUILDING DISCIPLINE PLAN

1. All building teachers will use some form of a token to acknowledge positive student behavior. Students will be rewarded with House points when they go above and beyond.
2. All other special education and support teachers will collaborate with the classroom teachers to devise a procedure that coincides with this system. Communication between the teachers about misbehavior of shared students needs to occur daily.
3. All teachers should follow their own classroom behavior plans of rules, logical consequences, and reinforcement.
4. Teachers will use their discretion as to the severity of the misbehavior. A very severe offense may demand the immediate attention and involvement of Dr. Theis. Students can be sent to the office to meet with Dr. Theis as needed with an office referral slip. Dr.

This could contact a parent or a Behavior Slip sent home with a consequence. When a student is sent to the office consequences for infractions may include talking with the student, issuing a warning, contacting parents, assigning a lunch or after-school detention, conferencing with both student and parent, sending the pupil home with parent, and/or serving the child with a suspension. The principal and teacher will consult regarding the matter. Final discipline will be at the discretion of the principal when a student is referred to the office.

5. Incompletion of homework is not considered a behavior infraction. Homework concerns should be communicated and discussed with parents and/or guardians. The principal can sit in these meetings if requested by the teacher.
6. Teachers will reference the discipline matrix to determine if a student should be issued an office referral. An office referral must be completed when sending a student to the office. Teachers may caution students with *forewarnings*.
7. If a student exhibits chronic misbehavior, confer/consult with other teachers, guidance counselor, principal, psychologist, etc.

CLASSROOM DETENTION PROCEDURE

1. Each teacher is responsible for supervising her/his own students serving detentions. (Teachers may work together as partners or teams to share in the supervision of students serving detention.)
2. To be an effective consequence, assign the pupil his/her detention as close to the day of the misconduct incident as convenience allows. If possible, contact the parent by telephone on the day of the offense to have student serve detention that same afternoon.

SUGGESTIONS FOR A SUCCESSFUL CONFERENCE

1. Have a sign for your door to indicate conference in session to insure privacy/free from interruptions.
2. Have parents sign in for their conference. (Required for Title)
3. Attach conference schedule to your door.
4. Provide a waiting place for parents outside the room. (i.e. chairs)

5. Make notes of things you want to discuss.
6. Have ready samples/folder of the child's work.

B. Beginning:

1. Give parents a warm, friendly greeting; make them feel welcome (no matter how tired you may be).
2. Establish rapport.
3. Sit away from desk.
4. Begin on a positive note.
5. Develop an attitude of mutual cooperation/concern.

C. Teacher Participation

1. Conduct your conference in a manner that shows you are sensitive to the fact that each child and parent is a unique/special individual.
2. Explain your expectations of the student and how they are being met.
3. Make specific suggestions rather than general comments.
4. Conference discussion should include the following:
 - a. The child's attitude toward school and behavior "generally happy", "seems uneasy", "eager to learn", "can do better when tries".
 - b. The child's social and emotional growth "gets along well with other", "needs to participate in group work", "tries to get attention", "a leader", "reserved".
 - c. The child's academic progress areas of success, areas needing improvement, reading level, mathematics proficiency, "working well", "capable of doing better work".
 - d. Areas of concern "needs drill on basic facts", "seems to need more sleep", "homework needs checking".

D. Parent Participation

1. Encourage parents to talk. Listen attentively.
2. Ask specific questions to let the parent tell you about the child and family. Topics could include:
 - a. parent's description of the child
 - b. child's relationship with others in the family
 - c. family/child activities inside/outside the home
 - d. Responsibilities
 - e. method of discipline
3. Parents are generally willing to help. Encourage and listen to parent's suggestions for initiating a plan of action.

E. Conclusion

1. Keep to time scheduled. If more time is needed, suggest and arrange for another conference.
2. Verbally summarize points covered.
3. Make plans together for the future.
4. End on a note of continuing cooperation.

F. Follow-up

1. Make notes of specific points covered and/or plans for cooperative action.
2. Write a conference summary report. List/summarize major areas of discussion. Cite specific suggestions for improvement. Give a copy to the parent.
3. Follow through with any promises made to parents during conference.
4. Report on child's progress by phone or letter.

ASSEMBLIES

Supervision of students is the responsibility of the teacher or specialist (i.e. art, music, library, lab, or physical education teacher) who is assigned to be with that particular class of pupils during the time when the assembly/program has been scheduled. Where assembly times overlap planning periods, teachers need to be prompt in returning to the gym and making transitions between groups.

To: Board of Education

From: Dr. Jennifer Theis, Principal

Date: June, 2019

Re: Teacher Handbook

Attached is the **Bigelow Hill** Intermediate School Teacher Handbook for 2019-2020 submitted for your approval.

Specialists' schedules (i.e. art, music, library, technology lab and physical education), after school bus duty schedule, two-hour delay schedules, and committee assignments will be inserted within this handbook prior to starting school as they are determined.

BIGELOW HILL

STEAM

INTERMEDIATE SCHOOL

300 Hillcrest
Findlay, Ohio 45840
419-425-8317

Student/ Parent Handbook

2019 - 2020



The mission statement of the Findlay City Schools

Educating and Empowering for Life

The mission statement of Bigelow Hill Intermediate

Inspiring Leaders of Tomorrow



Bigelow Hill Staff 2019-2020

Theis, Jennifer	Principal	Room 117 Office
Baker, Jeanine	4th Grade Teacher	Room 114
Betts, Kim	5th Grade Teacher	Room 102
Boes, Brad	5th Grade Teacher	Room 101
Boes, Lindsey	5th Grade Teacher	Room 104
Bowsher, Denise	Title 1 Teacher	Room 211
Brown, Tom	5th Grade Teacher	Room 107
Bundren, Candace	4th Grade Teacher	Room 112
Burchnell, Cori	Flexible Inst. Asst.	Room 115B
	Custodian, Night	Room 208
Cavitt, Laura	Cashier	Kitchen
	Music Teacher	Room 202 Stage
DeVaul, Joe	Intervention 5th	Room 133
Earl, Jennifer	Speech	Room 122
	Lunch Monitor	
Fleming, Catherine	School Psychologist	
Gray, Jacqueline	Instructional Aide	
	Instructional Aide	
Hemmelgarn, Erin	Physical Education	Room 204 Gym
Hinton, Debra	Lunch Monitor	
	Lunch Monitor	
Kirian, Megan	Guidance Counselor	Room 115
Kin, Katherine	4th Grade Teacher	Room 108
Klausing, Trisha	Occupational Therapist	
Lammers, Julie	Intervention 5th	Room 210
Launder, Brittany	4th Grade Teacher	Room 109
Lloyd, Bridgette	Librarian	Room 131 Library
Manley, Rochelle	Technology Aide	Cart
Mathews, Marcia	Cook	Kitchen
Miller, Julie	Title I Teacher	Room 121
Nissen, Beth Ann	Gifted Teacher	Room 105
Parsell, Teresa	Secretary	Room 118 Office
Phillips, Jodi	5th Grade Teacher	Room 103
Roach, Nicole	Intervention 4 th	Room 110B
Rozman, Kurt	Custodian, Day	Room 208
Schaefer, Deb	Instructional Aide	
	Lunch Monitor	
Stillings, Jennifer	5th Grade Teacher	Room 111
Tate, Jeanette	Art Teacher	Room 105
Thorbahn, Tonya	Intervention 4th	Room 110A
Watts, Kyle	5th Grade Teacher	Room 106
Wenner, Mackenzie	4th Grade Teacher	Room 113
Whitman, Madelynn	Nurse	Room 116



A Message from the Principal ~ Dr. Jennifer Theis

Another school year is upon us! I hope your summer has been full of fun and exciting adventures. I would like to introduce myself as the principal at Bigelow Hill. This will be my 16th year with Findlay City Schools and 5th year as principal at Bigelow Hill. Prior to moving to Bigelow Hill, I taught 5th grade at Wilson Vance for 11 years. It is an honor for me to be here at Bigelow Hill to serve the students, parents, staff, and community. I am excited for a great school year!

We have several staff changes at Bigelow Hill this year.

Mrs. Bundren - 5th Grade

Mrs. Parsell - Secretary

Ms. Kirian - School Counselor

Mr. - Music

I feel very fortunate to be working with such a great staff!

Bigelow Hill is in its fourth year of being a Leader In Me building. The Leader In Me is based on the work of Dr. Stephen Covey's book *The Seven Habits of Highly Effective People*. The goal of the Leader In Me is for students to understand that they all have the essential qualities to become leaders. The Leader In Me also helps to create a common language within a school by teaching students the Seven Habits. Our first three years were a huge success and it is rewarding to see our students learn and live the seven habits in addition to taking on various leadership roles around the school and in their classrooms. We have worked hard as a building to transform the culture of our building and we are looking forward to entering our fourth year.

I am also proud to announce that Bigelow Hill has earned STEAM designation from the Ohio STEM Learning Network. The goal of STEM and STEAM schools is to foster intellectual, entrepreneurial and technical talent and design thinking. This is vital to Ohio's future economic growth and prosperity, which depends on an aligned education system to support the state's economic development efforts and that helps all Ohio students become innovators and inventors, self-reliant and logical thinkers and technologically proficient problem solvers. Bigelow Hill is only one of seven schools who have earned this designation in the state of Ohio for way we are preparing our students to be 21st century learners.

Thank you to our PTO for wonderful support and hard work through the year. Their efforts and work help provide our staff and students with help in the classroom, field trip expenses, classroom books and supplies, technology upgrades, and much more. I hope you will be a part of our PTO. It takes many volunteers to support the several initiatives of the North End PTO.

[Progress Book](#) is an excellent way for parents and students to check grades using the web-based program. Passwords and usernames will be coming home within the first couple weeks of school. Keep this paper close to your computer for future reference.

Finally, be sure to follow us on Facebook and sign up for text alerts to keep informed about all the great things happening at Bigelow Hill!

Have a GREAT school year! ~ Dr. Jennifer Theis, Principal
Findlay City Schools Mission Statement

Educating and Empowering for Life
#TrojanTrue

Bigelow Hill Mission Statement

Inspiring Leaders of Tomorrow!
#TrojanTrue #BeBIG

Bigelow Hill Vision Statement

Our vision as a Bigelow Hill Family is to inspire a community of lifelong learners and leaders through unique opportunities and experiences.

Seven Habits of Highly Effective People

The Seven Habits of Highly Effective People is a set of expectations that have been developed by Stephen Covey and adopted by the Findlay City Schools Board of Education to help guide our students.

Habit 1: Be Proactive • *You're in Charge*

Habit 2: Begin With the End in Mind • *Have a Plan*

Habit 3: Put First Things First • *Work First, Then Play*

Habit 4: Think Win-Win • *Everyone Can Win*

Habit 5: Seek First to Understand, Then to Be Understood • *Listen Before You Talk*

Habit 6: Synergize • *Together Is Better*

Habit 7: Sharpen the Saw • *Balance Feels Best*

SECURITY ENTRANCE

The main entrance by the flagpole is a secure entrance. In order to continue to provide a safe learning environment and monitor who is coming into our building, a secured entrance has been installed inside our front doors. This will be the only door unlocked during the day for you to enter. When you enter you

will walk into a secure area that will be monitored with a second door being locked. Once inside you will need to be “buzzed” in by the secretary. A security camera and intercom system will be used to verify who is entering and the purpose of your visit. If you are picking your child up for an appointment you may want to allow a few extra minutes to enter the building to sign your child out. We hope this is not too much of an inconvenience and will provide a more secure environment for students and staff. The entrance will be secured from 9:05 – 3:30 daily.

School Bus Safe-Riding Rules

Ohio Pupil Transportation Safety Rules Regulation 3301-83-08

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (We recommend 3-4 minutes prior to the scheduled pick up time.)
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. (Local procedure instructs the driver to assign seats to all students on each route.)
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 and drinking on the bus except as required for medical reasons. (Please notify the transportation office in advance.)
9. Pupils must not use tobacco 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. (This includes musical instruments and school projects.)
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.

Please Call the School

When your child is going to be absent, please call the school office at 419-425-8317 by 9:30 a.m. to let us know of his/her absence and the reason for that absence. We have an answering machine for your convenience outside office hours. Once the answering machine message begins, if you don't care to listen to the school's entire message, you may press the # key to immediately leave your voice message. When your child returns please send in a note stating the reason for the absence. If

you child is absent due to an appointment be sure to get a doctor's note and send that in with your child.

Maintain Current Contact Information

Throughout the year there will be times when it is necessary for your student's teacher, the office, or nurse to contact you during the day. It is very important that you maintain current contact information on file in the office. If you change jobs, phone numbers, or move please call or email to let us know so we can make those changes in our records.

School Hours

Arrival Time	8:50 a.m.
Classes Begin	9:05 a.m.
Dismissal	3:30 p.m.

School Delays/Cancellations

Listen to 1330 AM (WFIN) or 100.5 FM (WKXA)
www.findlaycityschools.org

Sign up for the email distribution list at
<http://mailman.findlaycityschools.org/mailman/listinfo/bigelowhillparents>

Sign up for Text Alerts at <http://ohioalerts.org/Findlay>

School and Lunch Fees

School fees for grades 4 and 5 are \$21.50 (semester) or \$43 (year). Fees can be paid in the school office, to your child's teacher, or online at www.fcs.org. Checks should be made payable to **Findlay City Schools.** **To pay online for fees and/or lunches, go to www.fcs.org.** You will see an icon for EZ Pay. Click on the icon and it will walk you through the steps to make your payment. You will need your student's ID number. This is the same number they use to key in for lunches, so ask your child what their number is for lunch. If they have forgotten, feel free to contact Mrs. Czarnecki in the office to get it for you.

How School Fees are Spent (Grades 4 – 5)

Math consumable supplies, Language Arts consumable supplies, Art supplies, Assignment Books, Handbook folders, Attendance Notepads

Lunch and Recess

5th Grade 11:40 a.m. to 12:20 p.m.

4th Grade 12:25 p.m. to 1:05 p.m.

Breakfast/Lunch Prices

	Individual	Month (20)
Individual Lunch	\$2.70	\$54.00
*Reduced Lunch	\$.40	\$ 8.00
Student Breakfast	\$1.75	\$35.00
*Reduced Breakfast	\$.30	\$ 6.00
Individual Milk	\$.50	\$10.00

(Make checks payable to **FCS Food Service** or **PAY ON-LINE**)

**Reduced prices are only for students who qualify. If you qualified last year, you are eligible through the end of September for the same program (free or reduced). A new application must be submitted yearly. Applications are sent home the first day.

Breakfast Guidelines

Breakfast is served from 8:50 a.m. to 9:05 a.m. (except on a two-hour delay, when no breakfast is served). If your child plans to eat breakfast at school, please follow these guidelines:

1. Arrive no earlier than 8:40 a.m. Bus riders are served upon arrival. No service after 9:00 a.m.
2. Enter through the main doors by the flagpole and go directly to the kitchen. Book bags and coats are to be placed on the stage.
3. Only students buying breakfast are allowed in the building at 8:40. Students not buying breakfast should report to class at 8:50 a.m.
4. Students are dismissed from the gym at 8:50 a.m. and should be in their homerooms by 9:00 a.m. All students will walk in an orderly manner to their homerooms. (Students who finish early will remain in the gym until dismissal.)
5. Lunch rules are in effect during breakfast.

Playground/Inside Recess

Although we appreciate your willingness to help during recess times, it is important that the students follow consistent rules that have been set up by the school administration and keep a regular routine. Therefore, in order to ensure a safe and consistent recess environment for our students during inside recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage

parents to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom. Parents are not allowed on the playground due to security and safety concerns.

Birthday Treats

The giving of birthday treats is not practiced in the intermediate grades.

School Parties

At Bigelow Hill there are three recognized parties that are celebrated throughout the year which include: Fall, Winter, and Valentine's Day. We request students do not bring personal gifts for their teachers for any holiday.

School Nurse

A school nurse is on duty from 9:30 a.m. - 2:00 p.m. each school day. The nurse is here to cover medical needs and concerns of students and staff. Some of her duties include eye and ear screenings, distribution of medication, with the proper paperwork completed, and general first aid. If your child has an illness for more than 24 hours a family doctor should be contacted.

Medication

We have many students taking medication at school for a variety of reasons. If your child needs to take prescription medication or daily over the counter medication at school, a Request for Administration of Medication form must be completed before school personnel can give medication. See additional guidelines under Administering Medicines to Students on the back of the student handbook folder. **STUDENTS SHOULD NOT TRANSPORT MEDICINE TO AND FROM SCHOOL.** It is the parent's responsibility to deliver the medicine to school.

Dress Policy

Students are to wear appropriate clothes and shoes to school. Shirts that have words, pictures, or symbols should be suitable for school and our age group. Pants should be worn so as not to show undergarments (boxers, shorts, etc.). Shorts should be long enough that the edge of the shorts should be at the wearer's finger tips when arms are at his/ her side. Sleeveless shirts should have at least a one-inch band over the shoulder; no spaghetti straps or halter tops. The armholes must fit snugly under the arm; no large gapping arm holes. Shirts must cover all of the stomach. Shoes must be appropriate for running and playing outside. Students should also dress appropriately for the weather conditions. Students will go outside even in cold weather.

Directory Information Release

Bigelow Hill makes directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974. On the Student Information form in the Directory information release and permission to use student image, please fill these boxes out accordingly.

Sign Up For School Email

An easy way to keep informed and get the latest news quickly is to sign up for **District and Bigelow Hill emails**. It is simple! Go to the FCS web site. On the left you will find a link (District Information) to sign up for district emails.

While on the FCS web page go to the schools tab at the top and find Bigelow Hill. Scroll to the bottom of the Bigelow Hill page and find the blue email links for each grade. Click on the respective grade of your child and follow the easy step-by-step instructions. When school news, upcoming reminders, and/or PTO news is sent out, you will get the information fast. This also helps with keeping paper costs down. Thank you!

Parent – Teacher Conferences

All FCS elementary schools will hold their Parent-Teacher conferences on the same dates in October. Your child's teacher will be contacting you to schedule an evening conference for one of the following dates: **Thursday, October 24th, Tuesday, November 7th, Thursday, February 27th, and Thursday, March 5th.**

PTO Officers

Bigelow Hill, Northview, Jacobs

2019 – 2020

President - Elizabeth Behrendt

Vice President - Kristy Szkudlarek

Secretary - Valerie Smith

Lead Treasurer (Jacobs) - Amber Hirt

Assistant Treasurer (Northview) - Deborah Anders
Assistant Treasurer (Bigelow) - Carolee Hertel

Grade Cards

Bigelow Hill uses a nine-week grading period. The end of each quarter will be November 6th, January 21st and March 25th, and May 21st. Report cards are sent home with students a week after the quarter ends. Grade cards will be mailed home at the end of the school year as long as a student does not owe school fees or have a library fine. **You may access your child's grades any time using Progress Book.** Passwords, usernames, and web address will be sent home in September.

Honor Roll & High Honors

Students will receive recognition for achieving Honor Roll or High Honors.

Honor Roll All A's and B's

High Honors All A's

Perfect Attendance

In order for students to receive and be recognized for perfect attendance, they must have zero absences, zero tardies and no early dismissals. The students must be at school all day, every day to earn perfect attendance!

Drop Off and Pick-Up

Morning drop off and after school pick-up will take place behind the building. Students will enter or be dismissed through the gymnasium doors. There are **NO EXCEPTIONS** to this policy.

Parents/guardians picking students up at the end of the day will need to get in the car line. With the cooperation of students and parents/guardians, teachers are able to expedite the pick-up process in under 10 minutes. This provides ample time for parents to pick up other children who may be attending Jacobs or Northview.

Bus riders will be dropped off and picked up in the front of the building.

Students arriving after 9:05 a.m. or being picked up for an appointment prior to 3:20, may be picked up at the front of the building. For the safety of our

students, they will not be released to leave through the front of the building after 3:20.

#TrojanTrue #BeBig

Chamberlin Hill Intermediate School



2019-2020

I will challenge myself, show respect, encourage others and take pride in my community because it starts with me!

#ItStartsWithMe

#TrojanTrue

TEACHER ABSENCES - ILLNESS

In case of absence, a teacher should call or text Lyndsey, on her cell phone, or as soon as possible in the morning (before 6:00 am preferred) – cell- **419.306.4587**. Anna **must** be contacted also – cell- **419.581.1355**. It is then the teacher's responsibility to set their sub up through Renhill.

If you are taking a sick day for something other than illness (See teacher contract), you will need to fill out an absence request form through Applitrack and schedule a substitute through Renhill.

Adequate plans for the next day should **always** be available in the Plan Book when a teacher leaves the building at the end of the day. Also, the Daily Schedule and Seating Chart should be available.

SUBSTITUTE FOLDERS

Your sub folder can be rated anywhere from “of great help” to “absolutely useless” by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be attached to your plan book.

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for “Housekeeping” Activities
 - a. lunch money
 - b. money for instructional fees
 - c. attendance
 - d. pledge
 - e. notes from home
 - f. late student arrivals
 - g. requests for early dismissal
 - h. hall and/or playground supervision duty
4. Procedures
 - a. fire drills
 - b. tornado drills
 - c. use of bathroom/drinking fountain
 - d. use of supplies
 - e. use of room equipment (pencil sharpener, learning centers, etc.)
 - f. use of playground equipment
 - g. use of Library
 - h. lunch line and lunch recess
 - i. students going to the Office to use the phone
 - j. students going to purchase supplies in the morning
 - k. entering and dismissal procedures
5. Information about students who:
 - a. are on medication from the Nurse's office
 - b. are behavior problems and the best way to deal with them
 - c. have learning problems and how to react to them

HERE
ARE THE
THINGS
YOUR
SUB
FOLDER
SHOULD
CONTAIN:

- d. are helpful and trustworthy to a substitute teacher
 - e. have special health problems or needs and how to handle these needs
6. Behavior Rules for the Classroom
 7. Location of Needed Materials (teacher's editions, paper, etc)
 8. Names and Room Numbers of Team Teachers at your grade level
 9. "Emergency" suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

OTHER THAN ILLNESS

The procedures for personal leave are outlined in the Master Contract. Professional leave opportunities are made available to staff throughout the school year. Teachers should fill out forms on Applitrack and contact the Principal for personal and professional leave approval.

STUDENT ABSENCE

Absence & Tardiness Parents are to call or send a note if a student is to be absent. If they do not, the Office will try to call them. Please be mindful of students who have been absent. Parents have **two** days to turn in an excuse note. They have to turn in a note even if they call their child in as being absent. We will accept late excuse notes as well. Send these notes to the office ASAP. Any pattern or trend in absence or tardiness should be reported to the Office. (Ten days constitutes as excessive.) Truancy should be brought to the attention of the Principal and it will be investigated at once.

An adult in the Office must pick up students needing to leave the building during school hours. Teachers should send students to the Office, along with a note for early dismissal from a parent, before the time requested to leave for appointments. Parents are asked to sign their children out for early dismissal. **Please send notes down with the Attendance Folder.**

STUDENT VACATIONS

Vacations are considered an absence of choice rather than necessity, and the teacher has options in assigning make-up work. Assignments do not have to be given until the student returns from vacation. Teachers should use their professional judgment in determining the extent and type of make-up work to be assigned to the student.



ILLNESS AND INJURY- STUDENTS

Students who become ill at school should be brought to the Nurse's Office by the teacher or sent with a note of explanation. **Teachers cannot tell the Nurse or Secretary that they think a student is sick and we need to send them home. This decision is for the Nurse or Secretaries to make based on BOE policy.** Students with a temperature of 100 or vomiting are sent home. A parent must be contacted to come to the school and pick up the student. Students are not to be left unattended in the Nurse's Station or classroom. Students are **not** to administer first aid to another student.

If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report. **In case of an accident, seizure or fainting spell on the playground or in the classroom:**

1. **An adult must stay with the child**
2. **Send for help. Notify the Nurse (10:00 - 1:30) or Office**
3. **Follow first-aid procedures**
4. **Check the Emergency Procedure card in the Office and check the authorization form**
5. **Make out an accident report - Forms are available in the Office**

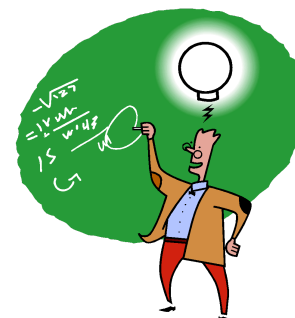
TEACHERS If injured on duty, the Staff needs to make out a Personnel Injury Report and notify the Office

TONE/BELL SCHEDULE

8:50 a.m. -- Arrival of Students/Enter Building

9:05 a.m. -- Students in Homeroom
(In seats and quiet)

3:30 p.m. **Students are dismissed**



CELL PHONES are not be used for personal use during normal student contact hours. If you have good reason to have your cell phone on, please communicate it through the Office.



CHILD ABUSE

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that teachers are **required** to report any suspected child abuse. In order to further facilitate child abuse reports, teachers who suspect child abuse or neglect should inform the School Counselor. It is up to the teacher discretion if they inform the Principal. Children's Services is required to investigate any reported child abuse with 24 hours of the report. CPS Phone Number: **419.429.8008**

HB278 requires all certified staff members must have received training by 3/30/09. Please let Lyndsey know ASAP if you have not received this training.

CLASSROOM SUPPLIES

Supplies- Workroom

Please notify Anna Welker with a note, ***with your name on it***, in her mailbox when a supply is low for any items stored in cabinet- **-Workroom**. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. **DO NOT REMOVE BINDER, ELECTRIC STAPLER OR ELECTRIC PENCIL SHARPENER WITHOUT LEAVING A NOTE IN ITS PLACE ON ITS LOCATION.**

CONFERENCES WITH PARENTS

The value of communication with parents cannot be over emphasized. The Telephone Conference is one way to communicate. However, parents may have a negative view of the school, because teachers call only when there is a

problem. Getting into the habit of making a few calls each week to give parents some **good news** is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, parents are usually more receptive and cooperative if you have spoken to them previously on a positive note. If you are ever worried about making a negative phone call or the outcome of a phone call please inform the Principal ASAP to help assist.

This same concept is import for Administration also. Contact logs for positive parent phone calls will be made available to teachers through the Principal. If you have a parent that you feel should get a follow up call for any reason, especially positive, please let the Principal know in writing (email or note in mailbox).

If the need should arise for a person-to-person Parent/Teacher Conference, feel free to rely on the Principal to help plan a conference strategy or sit in on the conference if you wish.

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox or email the teacher to call the parent to set up a Conference.

Three regularly scheduled Student Led Conferences occur in the fall, one Parent Teacher Conference in the spring. Teachers should prepare students for the Conference so that the Conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. Conferences for the 2018-2019 school year are now determined by the district office for consistency across the district.

- Fall Student Led Conferences:
 - October 8, 2019 4:00 pm-8:00 pm
 - October 10, 2019: 4:00 pm-8:00 pm
 - October 17, 2019: 4:00 pm-8:00 pm
- Spring Conference:
 - February 6, 2020: 4:00 pm-8:00 pm

A brief written report of each conference held with a parent should be kept for future reference.



The copy machine is for the use of Staff Members. Cooperating Teachers are responsible for training Student Teachers & Volunteers to use the copier, and for approving any copying done by Student Teachers. **Use of the machine is limited to materials that directly benefit Chamberlin Hill Students.** The Principal must approve use of the machine by those other than permanent staff members and student teachers. Please be considerate of what you are printing. Any large color orders please clear with Principal and can possibly go through Staples.

CONSULTATION AND TESTING REFERRAL

Follow the District Flow Chart For Behaviors

The Chamberlin Hill Teacher Assistance Team is a school based problem-solving group whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. This team seeks ways to maximize the use of available resources.

Goals

A RTI Team serves as a way to address acknowledged instructional problems, and they have the potential to:

- Enable the school district's instructional program to meet a broader range of pupil needs
 - Offer structured support and assistance to teachers
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills
- Reduce the number of inappropriate referrals for Multi-factored Evaluation
 - Employ group problem solving processing to solve problems
 - Serve as an impetus for teacher growth
 - Refer students for further evaluation

Members

The following are members of the RTI Team:

- Principal
- Teachers making referrals
- School Psychologist
- Title Teacher
- Grade level teachers
- Intervention Specialists as needed
- School Counselor, as her schedule allows

PSYCHOLOGY SERVICES

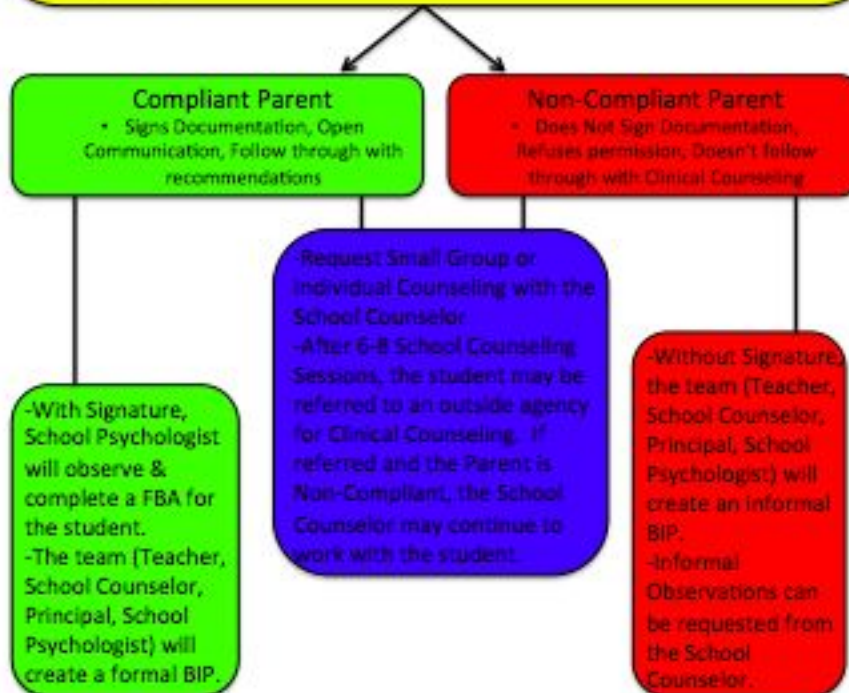
If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the Principal. The school psychologist is a member of the Chamberlin Hill Intervention Assistance Team and participates in activities to assist students and teachers including testing referrals made from the Chamberlin Hill Team Assistance meetings.

For behaviors **Follow the Districts Flow Chart (next page)**



A Teachers Guide to Helping a Behavior Student

1. Review the student's Cumulative File
2. Contact previous teacher for background information
3. Contact the Principal to inform them about your concerns
4. Consult with the School Counselor if there is known trauma (in person, via email, or written note)
5. Contact the students parent and discuss your concerns
6. Start ONE Behavior Intervention that must be in place for at least TWO weeks focused on ONE specific behavior
 1. Positive Reward Chart (sticker, stamp, dots), Behavior Contract, 5-Point Scale, Sensory Breaks (fidget-puff, fidget, frequent breaks, seat disks, physical exercise)
 2. Include Student driven Rewards (Reward Menu)
7. After TWO weeks, if the Behavior Intervention is showing no gains, fill out a Request for, Consultation Form that is pink and can be found in the School Psychologists mailbox



CUMULATIVE FOLDERS

Cumulative folders will be electronic and procedures for viewing will be available soon.

CUSTODIAL SERVICE

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Please stack chairs or place chairs on tables. Any teacher who has an additional need of Custodial Services should **put the request in writing** and give it to the custodian or place in mailbox. Please be aware that classroom teachers must clean after classroom pets.

ROOMS (PHYSICAL CARE)

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed when you vacate the rooms after school and blinds adjusted.

Students should pick up all pieces of paper and other large objects from the floor before dismissal.

If your room is either too hot or too cold, please report the problem to the Office. Every effort will be made to remedy the situation.

DETENTION OF STUDENTS

Parents must be notified **in advance** if a student is going to stay after school for a detention, make-up work, or recreation. The amount of time for staying after school should be explained specifically to the parent. Lunch recess detentions for students, may be done by the teacher, if they desire. Teachers are to complete proper forms and the principal or other adult determined by administration will supervise the children.

DISASTER PLAN

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

Emergency Procedures-quick summary:

Fire-exit building

Disaster/earthquake/tornado-take cover away from glass and wind

Chemical spill-close windows/doors, remain in rooms, leave main phone open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth

Gas leak-call Fire Department, leave building

The alternative signal in case of a power failure will be a whistle or bull horn.

Please refer to our Emergency Operations Plan for a detailed report.

DISCIPLINE PLAN

Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and involve parent contact. The principal should be included in this plan, but thought of as the “last resort”. Follow the Behavior Flow Chart before sending students to the office. Obviously,

there are some behaviors that require the immediate attention of the principal and I will fully support you in those situations.

DUTY SCHEDULES

Duty schedules (bus, hallway, recess, cafeteria) are posted at the beginning of the year. It is your responsibility to trade days to cover your duty if you are not available. If the bus is late, they will be called to a central area where they will be supervised by the principal or other designated staff member.

EMERGENCY MEDICAL FORMS

Emergency medical forms and parent contract cards are issued to students during the first week of school and should be returned **as soon as possible**. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

EQUIPMENT AND MEDIA

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed.

LAMINATOR

The laminators in the workroom are for faculty use in developing materials for Chamberlin Hill students. All materials developed using the laminator then become the property of Findlay City Schools. Use conservatively. Cooperating teachers and community use of the laminator is discouraged since the laminating film is expensive and in limited supply. **Please do not leave the laminator unattended when it is turned on as this causes damage. Notify office when film is low.**

DO NOT RUN ALL THE WAY OUT!!!!!!



Physical Education Equipment

The physical education equipment is located in the gym in storage locations. The key for the equipment is in the main Office. If you would like to borrow equipment, it must be cleared with the Principal and Physical Education teacher. All borrowed equipment must be returned the same day it is used.

FACULTY MEETINGS

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year.

FIELD TRIPS

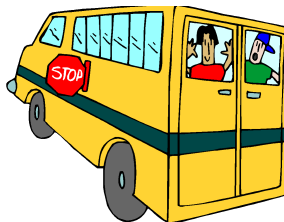
Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. A field trip is defined as anytime students are taken off school grounds.

(See Field Trip Guidelines for approved trips and procedures.)

School buses are utilized for transportation on field trips. It costs the school money to get field trip busses. Please be sure to account for transportation costs. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students if possible). Inform the accompanying adults of their duties and responsibilities.

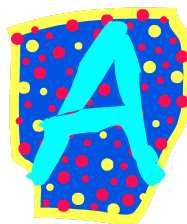
The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible. Account for cost.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of **any** Lunch changes or needs.
10. Take attendance **prior to leaving & before departing for home!**



GRADE BOOKS

Be sure to maintain an account of grades in Progress book (3-5).



GRADE CARDS

Grade cards are issued approximately 5 work days after the end of the grading period. All final grade cards at the end of the year should be placed in the red folder of the students cumulative file.

INTERIM REPORTS

Grade 3-5 will be using Progress Book as their Interim Report. Teachers should make an effort to speak with a parent when a student's achievement means a failing grade, moves downward by more than one letter within the course of a grading period, when effort and/or attitude changes, and whenever unusual accomplishment is made. A copy of the written report or documentation of an oral report that gives the date and summary should be filed in the teacher's grade book.

I.D. BADGES

All adults in the building at all times must wear identification Badges. This includes visitors and student teachers. Please let the principal know if a student teacher does not have an identification badge from their University. All staff members must have I.D. badges on at all times for the safety and security of the students at Chamberlin Hill. If a staff member notices an adult in the building without a badge, please stop the adult and ask them if they have signed in yet with the main office. We appreciate everyone assisting with this.



KEYS

Teachers are assigned room keys and exterior door FOBS, they will be responsible for the keys while employed at Chamberlin Hill.

LESSON PLANS

Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans "shall give direction for instruction and implementation of the course of study." Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day's lessons. Lesson Plans should always correlate to the standards. **(Let your assessment drive your instruction.) Findlay City Schools Course of Study Curriculum Map should be followed as well.**

Teachers should have the next day's lessons plans completed for all subjects **prior** to leaving the building. Teachers should take plan books home **only** if the next day's lessons are left on top of the desk, clearly marked "lesson plans," or if, you can have someone deliver your plans to the school at least one hour prior to starting time. A **seating chart** should be completed and up-to-date for each class.

Principals will be periodically reviewing lesson plans during walk throughs. Please be sure your lesson plans are easily accessible to avoid disruption of your instruction.

LESSON OBJECTIVES should state:

1. **The learning to be achieved (*objective stated*)**
2. **What the student will do to show learning (*activities*)**
3. **Materials to be used**
4. **How well students should perform (*evaluation*)**
5. **Student assessment should drive our instruction**



LOST AND FOUND

The Lost-and-Found box is located by the main office. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. **Urge** your students to put their **names** on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the “lost-and-found” before the morning tardy bell or at lunch.

LOUNGE/WORKROOM

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerators need to **check them often for old food.**

LUNCH/RECESS TIME PERIOD: RULES AND DISCIPLINE

Through the efforts of the Monitors, Principal, and School Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

Teachers please do the following:

1. Discuss lunchroom rules with your class
2. Walk students to the recess line
 - a. If a student is serving a consequence at recess (walking), a note including the students name and length of time needs to be handed to the monitor
3. See that all students come to the recess properly dressed to go outside
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. It's important to be on time.

Students should not return to their classrooms during the recess/lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. **The monitors and/or the Principal will handle lunch- time problems.**

The restrooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon, will be seated in the gym. **No students are to remain in the classroom, hallway or library at noon unsupervised. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.**

Outdoor Play Guidelines For Lunch

P.E. And Classroom Fitness:

Students are to come to the recess each day properly dressed to go outside. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

1. All students go outside unless they have a note from a parent or teacher which limits their activity
2. When the weather is below 15 degrees F and/or the wind is over 20 M.P.H.
 - a. **Intermediate** (grades 3-5) administration will be given a choice as to going outside or staying indoors. The time outside on these days may be limited.

Inside - Cafeteria rules

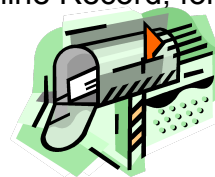
1. Students may choose a table to sit as long as they do not include others. They must remain seated throughout the entire lunch period until dismissed.
2. Students must raise their hand if they need help from a monitor.
3. Students may talk in a normal conversational tone. They may not yell to students at other tables or make loud noises.
4. Students are expected to use proper manners when eating.
5. Students may not throw food nor touch another student's food.
6. Students are expected to keep the table and floor free of litter.
7. Students are required to follow the directions and be respectful to the monitors.
8. NO carbonated drinks (pop) are permitted.

Monitor Procedures

Steps:

Monitors' procedures for students breaking rules:

1. Verbal warning and explanation is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone, or walk on playground.
3. Minor behaviors are then communicated to the teacher.
4. Students are referred to the **Principal**, with a written Discipline Record, for severe and persistent behavior problems.



MAILBOXES

Each staff member has a mailbox in the Office. Please check your mail and the morning and after school.

MAINTENANCE REQUEST

All maintenance requests should be made by filling out a request on the website. *Maintenance Work Order Form* under Staff- electronic forms.



MEDICATION FOR STUDENTS

The school nurses will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. The Nurse, the Principal, and Office Staff can administer medication if the proper permission forms are completed. **A copy of the blue medication permission form is to be given to the Nurse. Teachers may keep the original in your room. When the Nurse is gone, the principal or secretary may give the medication.** Teachers are encouraged to keep some band-aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Chamberlin Hill will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

Money Collection

*****Accuracy** of your records is very important. **Your fee class list is an important record of fees paid for the whole year. BE CAREFUL!!!**

1. Send any money collected to the Office between **9:05-9:35**.
2. Accept money **only** from students in your homeroom.
3. **Family checks** for more than one student should be sent to the **Office**. When you are notified of a payment, write **“Paid Office”** and the **amount and date** by the student’s name on your class fee list.
4. Send the form provided with any money you send to the Office.
5. On your class fee list, list **student’s name** and **the amount paid** and **date** in the appropriate area. (Important, especially at the beginning of the school year.)
6. **Send receipt home.**
7. Fee collection deadline is at the end of the second full week of school.
8. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible (Kindergarten or pack lunch). **Check in office for names if any question.**
(See LUNCH TICKETS)

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.



POST IN EACH CLASSROOM

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class rules
4. School rules (with Color Stick Expectations)
5. Class Mission Statement
6. Behavior Flow Chart

PTO

Updates will come as given to Principals. I would like two Teachers representatives at each monthly meeting. Please let the principal know who will be attending and how a rotation might best meet your grade level team needs.

PROFESSIONAL DRESS

As a licensed professional, we should dress as professionals. Fridays will be casual dress day if wearing blue and gold Trojan clothing.

SCHOOL VISITORS

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

STUDENT/PARENT HANDBOOK AND TELEPHONE DIRECTORY

Teachers need to familiarize themselves with the information in the **Student/Parent Handbook**. These publications are sent home with students early in the school year.

STUDENT TEACHERS

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Chamberlin Hill teachers are always ultimately responsible for the Chamberlin Hill students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Chamberlin Hill students derive the most educational benefit.

4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.



STUDENT SUPERVISION

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students ***to and from*** the special classroom, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

SUPERVISION PROCEDURES

Early Supervision

Teacher volunteers should help to discourage the early arrival of students. Early supervision will be between 8:40 and 9:00 a.m. the first week of school, and other days at random or as directed by the principal.

Students arriving too early may have a notice sent to parents about the early arrival. However, it is better to have them here at school, than running around the neighborhood.

Morning Supervision

Students are to enter the building beginning at 8:50 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

Afternoon Supervision

We will keep the same procedure as last year.

Every teacher is to walk their class to the doors and to **supervise their departure from the school grounds**. Your presence outside helps make for an orderly and safe ending of the day.

Playground Supervision

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building
2. Watch for safety hazards
3. Be available in the case of accidents or disagreements
4. Help students line up
5. Fill out an Accident Report should an injury occur. (Office has form)

Coming Back Into The Building

Students who come back for forgotten items must come in the front door and get permission from the Office before going back to the classroom.



TEACHER'S HOURS

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal.

If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out/in in the Office.

TEACHER ASSISTANCE

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, a contact should be made with the school principal. Each building has its own unique process through which teachers may get assistance. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential. **YOU CAN MAKE THE DIFFERENCE!**

TELEPHONE

Any personal calls will need to be reimbursed to FCS.

****Use of the telephone by children must be only in a legit need.** Limit student use of the Main Office phone between 2:45 and 3:15 p.m. so that incoming calls can be taken. After Dismissal, Students will be allowed to call home after 15 minutes have passed (3:45 p.m.)

TRANSFER OF STUDENTS

When a student withdraws from your classroom, follow these procedures:

1. Make out a transfer form. **Include test results, reading level, the name of the current reading series and competency results.**
2. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, place it in the permanent folder.
3. All information should be brought up to date in the permanent folder. Days due and days absent for the **year to date** should be recorded with

- the school and the teacher's name. Significant anecdotes and grades should also be placed on the folder.
4. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
 5. Notify the special teachers and counselors if the child attends these special services.
 6. Forms to be completed within 72 hours.

VIDEOS - Use in Elementary Classrooms

Board Policy 8.1

Administrative Procedure

ONLY "G" rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5th.

Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated "PG".

VOLUNTEERS

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that "extra help" can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Chamberlin Hill students and activities in the community. They are here to help the children's self-esteem and learning.

NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.

Inquiries concerning the application of this policy may be referred to the Superintendent.

WELCOME TO DONNELL MIDDLE SCHOOL

The administrators and staff of Donnell Middle School welcome you to what we hope will be an exciting year. During your years in middle school, you will grow and change in many ways, and our entire staff is committed to helping you become a mature, responsible citizen. Changes and new experiences are sources of questions. Remember that our staff has your best interest at heart; feel free to ask questions and take advantage of all the help that is available to you. In addition, you may be given a set of classroom rules from each teacher. Read your handbook so that you can do your part to maintain a healthy and safe learning environment at Donnell Middle School.

FINDLAY CITY SCHOOLS MISSION STATEMENT

Educating and empowering for life.

STUDENT EXPECTATIONS

We have high expectations for Donnell students. Good citizenship involves being courteous and respectful to others and their property, being punctual, cooperative, orderly and following all guidelines and procedures. Students should understand that we are here to learn. Those who violate established rules and procedures will be treated fairly, firmly, and swiftly. The right to due process will be afforded to every student. These general guidelines for good citizenship have been established for Findlay students:

1. Incorporate the 7 Habits of Highly Effective People in their daily lives.
2. Appropriate behavior will be expected at all times: coming to school, during school, after school, and at school functions.
3. Maintain a positive attitude.
4. Follow classroom expectations.
5. Respect the rights of others, their property, and school property.
6. Proper language and dress will be expected of all students.

CITIZENSHIP

Findlay City Schools has developed nine virtues as the backbone of good citizenship. These virtues are responsibility, courage, compassion, perseverance, respect, appreciation for diversity, hope, integrity, and self-discipline. Donnell is committed to helping students achieve these virtues as well as the 7 Habits.

ATTENDANCE PROCEDURES

In accordance with Ohio law, students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school, the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

Auto Caller: As a part of our safe arrival process, a daily absence check is conducted by office staff. SafeArrival allows parents to report their child's absence quickly and conveniently in one of three ways:

1. Parents can call into an automated interactive telephone system via a toll free number (1-844-305-3755) through which absences can be reported.
2. Parents can log into a website, fcs.schoolconnects.com to authenticate their Portal account to report absences and update contact information.
3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.

A school day is 7 hours for grades 6- 8; 6.5 hours count towards attendance. Examples of excused absences include:

- A. Personal illness (a physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family (funeral)
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian (s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
Any classroom assignment missed due to the absence shall be completed by the student
- H. Such good cause as may be acceptable to the Superintendent
- I. Medical/counseling/court appointments

Examples of unexcused absences include, but are not limited to the following:

- A. Transportation (car trouble or missed the bus)
- B. Refusal to attend school
- C. Babysitting
- D. Waking up late / oversleeping
- E. Absences not verified in writing
- F. Shopping, haircut/beauty shop appointments, family errands, fishing, hunting, or similar activities

Attendance may not always be within Donnell. A student will be considered in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance when the student reports to assigned staff member(s) for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

UNEXCUSED ABSENCE AND TRUANCY PROCEDURE

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19)
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)

EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing within 7 business days after the date after the absence that triggered the notice requirement (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding OSS).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused,

to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Students may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, or counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

The school may also take any appropriate action as an intervention strategy, such as:

1. Place the student on Attendance Watch
2. Provide counseling
3. Request or require the parent/guardian to attend a parent/guardian education or mediation program
4. Implement an absence intervention plan that will vary based on the individual needs of the student
5. Make community referrals to provide assistance as appropriate to the student and their families in reducing absences
6. Take legal action under section 2919.222, 3321.20, or 3321.38 of the ORC

A student cannot be out-of-school suspended, expelled, or removed from school solely because of truancy issues. Per Board of Education Policy 9.16, information regarding student attendance will be reported to the department of education.

APPLICATION FOR PLANNED EXTENDED ABSENCE

Those students whose parents/guardians request permission for them to miss school three or more days for the purpose of vacation, trips, etc., should complete the **Student Vacation** form. This application should be picked up from and returned to the attendance office a minimum of **one week** before the absence, so special arrangements can be made for make up work and to advise teachers of the dates the student will be absent. **The achievement tests will be given during the spring; therefore, we encourage you not to schedule vacations during this time.**

ARRIVAL AND DISMISSAL

Students are not allowed in the building until 7:20 a.m. unless under teacher or administrative supervision. Students choosing to have breakfast are able to enter the building at 7:10 a.m. Walking students are not to come early! Early arrival is permissible with prior teacher approval or a note from a parent or guardian. At dismissal, **students are expected to be out of the building and off school property by 2:45 p.m.**, unless they are under the supervision of a teacher, coach, or administrator. All activity groups must have a teacher or administrator present. Once a student enters the building in the morning, they need to stay in the building.

ASSIGNMENTS DURING ABSENCES

If you are absent from school three (3) or more days, you may have your parent/guardian request assignments covering the absence or projected absence. They should call the school by **9:00 a.m** if they want to pick up the assignments later that day. Parents or guardians are asked to pick up their student's assignments between 2:45 and 3:15 p.m. in the main office. If such a request is made by the parent/guardian, the student should attempt to have those assignments completed prior to returning to class. Make-up work is the student's responsibility. Failure to assume this responsibility may result in failing grades for the incomplete work. The student must contact the teacher and arrange to complete work under the following guidelines.

One day's absence - make up the next day

Two day's absence - two days to make up

Three or more consecutive days - number of days absent equals the number of days to make up the work unless time is extended by the administration.

Any time a student knows he/she will be absent (ex: field trip, concert, etc.), arrangements to make up

work should be made with teachers prior to the absence. Families with internet access, please check Progressbook daily to view homework assignments.

INCLEMENT WEATHER

If severe weather makes it necessary to close schools, radio stations WFIN (1330 AM)/ WKXA (100.5 FM) or Toledo Television stations 11,12, and 13 will make the announcements early in the morning. Please listen to the radio and/or television channels. You may also visit the district website, www.findlaycityschools.org, and select "News and Delays" or www.thecourier.com. Please do not call the school or radio stations. All extra curricular and athletic programs are also cancelled at the middle school level when school is closed.

PERFECT ATTENDANCE AWARD

We believe that maintaining excellent attendance is a major factor in achieving academic success. Students who maintain perfect attendance (no absences and no tardies) will be honored and presented with an appropriate award at the end of the school year.

TARDINESS

If a student arrives late to school or leaves school early the student and/or their parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline. If a student arrives to school within 30 minutes of the last bell ringing the student will be marked "tardy". If the student arrives 30 minutes or later after the last bell rings the absence will reflect either excused or unexcused hours, depending whether the attendance procedure stated above was followed (parent/guardian providing documentation explaining the absence).

If a student leaves school 30 minutes or less before the end of the school day, based on the dismissal time, the student will be marked as "early release". If the student leaves more than 30 minutes of the dismissal time the absence will reflect either excused or unexcused hours, depending whether the attendance stated above was followed (parent/guardian provided documentation explaining the absence).

TRANSFERRING TO ANOTHER SCHOOL

If a student is planning to move, or for any other reason you must transfer to another school, contact the principal to find out what steps must be taken before you leave Donnell Middle School. It is essential that you follow proper procedures so that we may forward your school records to your new school. Students must return all textbook and school owned materials prior to the transfer to avoid fees.

HEALTH SERVICES

LICE

Students found with live lice will be dismissed with parent/guardian and excused for one additional day for lice treatment. Students are expected to return to school with a parent/guardian the next school day to be rechecked by school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

MEDICATIONS and SCHOOL NURSE

A registered nurse is in the building on a regular schedule. If the nurse is absent from the building and you become ill, check into the attendance office. Students are not permitted to carry any medications and/or pills/substances of any type at school. This includes over-the-counter medications and prescriptions. If you need to take prescribed medicine at school, it must be stored in the nurse's office. Please take the medicine to the attendance office when you arrive at school. Your parent(s)/guardian(s)/physician will need to sign a consent form in order for the medication to be dispensed at school. In Final Forms, parents must also sign permission for students to take over the counter medications in the clinic. Students are not permitted to carry over the counter medications or distribute over the counter medications to other students. The Board of Education policy for medication at school is in accordance with the state law.

SCHOOL COUNSELING SERVICES

The counselors provide many services to the middle school students. The counselor's focus on three domains: Career, Personal-Social and Academic. If a student would like an appointment he/she may make the necessary appointment before or after school, during a class change, or by emailing with one of counselors. Individual appointments made during class time must be with the approval of classroom teachers, the counselor and/or administration. In addition to individual appointments, the counselors also present lessons in classrooms and provide groups that all help to improve student achievement. To obtain additional information and on resources of the counseling program visit the counselor's website, <http://counseling.fcs.org>.

Suicide Intervention Procedure: If a student is a serious threat to self, the school counselor will refer to appropriate psychiatric services. Upon this intervention the principal and parent or guardian will be notified. If parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal may contact the appropriate public or private agency. It is incumbent upon the family to get their child evaluated/cleared to return to school, once an evaluation is requested.

PARENTS SEEKING ASSISTANCE

The Findlay City Schools have always maintained an open door policy to listen to your questions and concerns about your child's education. If you have a concern about classroom instruction or your child's academic achievement, you should first contact your child's classroom teacher. If further assistance is needed, the building principal or assistant principal should be contacted. If you have a social or emotional concern for your child, the building principal, assistant principal, or guidance counselor should be contacted. They will be able to assist you or direct you to the proper community agency. General questions or concerns regarding the School District should be directed to the Superintendent or the Assistant Superintendent. The home and school working together will enable your child to have a successful school experience. We encourage you to call us if you have a question or concern.

Parents have the ability to check their student's progress and grades on-line. If you did not receive a password or have misplaced yours please go to your middle school website and click on Check Student Grades assistance, fill in the form for a request and submit. The parent access site is located at <https://parentaccess.noacsc.org/>. Further questions about grades in Progress Book should be directed to the student's teacher and/or counselor.

Teachers, administrators, counselors, and other school staff are here to help students who may have concerns. If you have any concern about school, please talk with your teacher or other school personnel.

Mr. Edward Kurt	Superintendent	425-8212
Mr. Troy Roth	Asst. Supt.	425-8202

<u>Glenwood</u>			<u>Donnell</u>		
Krista Miller	Principal	429-3759	Don Williams	Principal	425-8240
Anthony Nugeness	Asst. Principal	425-8254	Matt Harp	Asst. Principal	425-8241
Stephan Adams (All 6th Grade & A-L 7th Grade)	Counselor	429-3748	Darlene Mack	Counselor (A-M)	429-3708
Kyle Hackenburg (M-Z 7th Grade & All 8th Grade)	Counselor	429-3747	Kristyn Bishop	Counselor (N-Z)	429-3703

NEED HELP FINDING HELP? Dial 2-1-1

2-1-1 is a free and confidential way to get and give help in your community. One call gives you easy access to information and referral 24 hours/7 days a week. 2-1-1 connects you with health and human services, such as food, shelter, childcare, physical and mental health services, support for seniors and persons with disabilities, assistance for immigrants and more! To speak with a professional dial 2-1-1 or 1-800-650-HELP (4357). Hearing impaired dial 7-1-1. www.hancockcounty2-1-1.org

**Do you or someone you know need help,
feeling stressed or
need to talk?**

Please call (24/7): 1-888-936-7116 This is a toll-free crisis hotline number that will listen and help!

GENERAL INFORMATION

ATHLETIC ELIGIBILITY

The eligibility or ineligibility of a student commences with the start of the fall sports season. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period. The student must receive passing grades during that grading period in 75% of those subjects in which the student received grades and must not have more than 1 "F". The student must have also earned a 1.5 GPA or higher.

BICYCLES

Bicycle racks are provided for your convenience. For the safety of your bicycle, LOCK IT! In the event that your bicycle is stolen and/or damaged, **the school is not liable**. Students must walk their bicycle to/from the bike racks while on school property.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn a student 2/3 of a high school credit and a 1 hour college credit course will convert to 1/3 of a high school credit. In many instances CCP is free, however students who fail a course will be responsible for associated costs of that course. If you choose to attend a private college or university, the student may be responsible for a portion of the costs. Responsibility for transportation rests with the student. Students will be expected to follow the rules and regulations set by the college/university as well as the school's expectations. FCS in grades 7-12 will be offering CCP courses at Findlay High School, depending on teacher credentialing and student requests. Students enrolled in college courses may still be required to take End of Course exams for certain courses. In some cases, the final grade may correspond with a point scale used for graduation requirements. Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If a passing grade is not received, the district may seek reimbursement for the amount of state funds paid to the college on your behalf for the course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Students must notify the district by April 1st of the previous school year to participate. Please see school counselors for any FAQ's and <https://www.ohiohighered.org/ccp> to learn more.

DIRECTORY INFORMATION/STUDENT RECORDS

Donnell makes directory information available upon a legitimate request unless a parent/guardian notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio Law, directory information includes the following: Student's Name, address, telephone listing, date and place of birth, major field of study, participating in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974 and the Uninterrupted Scholars Act of 2013.

FREE AND REDUCED LUNCH

In the event that financial concerns arise that make it difficult to purchase school lunches, students should see their counselor and apply for free and/or reduced lunch. Federal Regulations require all schools to verify the income of applicants for free and reduced lunch. Parents or guardians must have their child pay or pack lunch until the Food Service office approves the application. Applications are available in the Main office.

INCOMPLETES

You must make up all incomplete work within two weeks after the end of the nine week period for which you received the "I". If you do not make up the required work within the two week period, the "I" will become an "F" on your grade card. Exceptions to this rule will be made in cases of extended serious illness which are validated by a physician.

To receive credit in any subject, a student must complete the course requirements by the end of the semester or school year. In cases of extended illness or other extenuating circumstances, a student may be allowed extra time to complete course requirements or modification of course requirements with the approval of the teacher and appropriate principal.

LOCKERS

Each student is assigned a locker and the appropriate combination. Students should not share lockers with other students. The locker combination is private information. It is strictly advised that students **DO NOT** exchange locker combinations with each other. All lockers remain the property of the Board of Education and are not to be used for storing any illegal or inappropriate items. If there is reason to believe a locker is being used improperly or illegally, it MAY be searched. Report locker problems to the main office. Students **MUST** lock their school locker and their gym locker to provide security from theft.

LOST AND FOUND

All items found at school should be turned in to the attendance office immediately. Students may check in the office before or after school for lost items. It is important that students regularly check for items they have misplaced. It is suggested that students place some form of identification on their belongings. Purses and wallets will be searched to find proper identification in order to return the item back to the original owner. Items not claimed will be periodically donated to local agencies or discarded.

NEWS ARTICLES/PICTURES

From time to time, student's pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. If you object to having your child's picture and name used, please notify the school in writing by October 1.

PARENT/STUDENT FINANCIAL OBLIGATIONS and FINES

Students who are delinquent in paying fees/fines and other financial obligations (fundraisers, pictures, book fines, etc.) may have their school records withheld. Failure to meet financial obligations will follow the student each year. Permanent records and diplomas from Findlay High School may be withheld until all financial obligations have been met from kindergarten through twelfth grade. If there is a problem, the parent needs to contact the building principal.

PERSONAL PROPERTY

The Findlay City Schools are **NOT RESPONSIBLE FOR PERSONAL ITEMS ON SCHOOL PROPERTY**; this includes, but is not limited to: musical instruments, clothing, bicycles, calculators, jewelry, cell phones, iPods, portable gaming systems, or personal electronic devices. The Donnell staff encourages students not to bring valuables to school.

PROMOTION / RETENTION OF STUDENTS

In grades 6, 7, and 8, a student must earn at least a "D" average in four of the five core subjects (Language Arts, Reading, Math, Science, Social Studies). Students must earn three quality points in order to pass the course for the year. If a student fails the last two grading periods of the year, they will not earn credit for that course. Students who do not meet grade requirements for the year, may be considered for retention. A student may meet grade requirements by passing classes in summer school. Final promotion/retention decisions shall be determined by principals, teachers and parents.

SCHOOL INSURANCE

A special blanket policy is available with a cost to all students at the beginning of the school year.

SCHOOL PICTURES

All students will have their individual school pictures taken early in the school year. The students will have the option of purchasing these pictures.

SCHOOL SAFETY / DRILLS

School safety is very important to us. We need your help in ensuring the safety of everyone at Donnell Middle School. Students are reminded that they are not to prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks. Students who prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks will be identified using building security resources and disciplined. All visitors must use the main entrance to enter.

When an announcement is made for any school safety drill such as a fire drill, a tornado drill, or a lockdown, all students, staff members, visitors and other people in the building are expected to follow the directions of school officials. Students must refrain from talking and go to the designated areas quickly, quietly and in an orderly manner. Any student in violation of these guidelines may receive disciplinary action.

SCHOOL SUPPLIES

The main hall vending machines contain pens, pencils, and notebook pads for your convenience.

SIGN-POSTING POLICY

All signs must be approved by a principal prior to posting.

STUDENT ACTIVITIES/CONFLICTS

Students are encouraged to participate in numerous activities offered at Findlay. We offer athletics, academic organizations and music performing groups. All activities contribute to the social, athletic and cognitive growth of children. Conflicts between events sometimes occur when students are involved in multiple activities. Advisors and coaches are expected to work together to handle meeting and/or practice conflicts. In the event of competition conflicts, our school policy recognizes that priority will be given to academic-related competitions.

STUDENT GRADING SCALE

The following is the Findlay City School Board adopted grading scale:

A	– 92 – 100%	(4pts)
B	– 82-91%	(3pts)
C	– 72 – 81%	(2pts)
D	– 62 – 71%	(1pt)
F	– 61% or Below	(0pts)

STUDENT HELP SESSIONS

All teachers are available during their conference periods, home base periods and after school each day to help students. Some teachers have regularly scheduled help sessions each week.

STUDENT HONOR ROLLS

Distinguished Honor Roll - 3.5 to 4.0 average.

Merit Honor Roll - 3.0 to 3.49 average.

The list of honor roll students is published in the local newspaper.

Academic Letters - Students who maintain a 3.5 grade point average or higher will receive an academic letter. This is accumulative through the first three grading periods.

ANY STUDENT WHO RECEIVES A “D” OR “F” IN A COURSE WILL NOT BE ELIGIBLE FOR EITHER THE DISTINGUISHED OR MERIT HONOR ROLL.

TEXTBOOKS

The Findlay City Board of Education furnishes books to each student. You are responsible for books assigned to you. For your own protection, sign your name in ink in the place provided in each book when it is issued to you. If you lose, mutilate, or damage a book, you must pay for the damage or loss.

VISITORS

All visitors must be treated with respect. It is school policy not to permit student visitors from other schools at any time. Other visitors entering the school are to check in at the main office to sign in and obtain the required visitor pass. Parents are always welcome; however, prior arrangements are appreciated.

WORK PERMITS

According to Ohio Revised Code Chapter 4109, minor students 14 through 17 years of age are required to have a work permit in order to be employed. Students needing a work permit can obtain an application in the Main Office. Once all parts of the application have been completed, students should take the application to the Main Office. The student's work permit application will then be submitted to a principal for approval, which may take up to five (5) business days. Following approval, the application will be filed on-line to the Ohio Department of Commerce and a copy will be given to the student to give to their employer. In order to have a work permit application approved, students must be in good standing in regards to enrollment in and attendance at school. Students who do not remain in good standing may have their permits revoked.

EXPECTATIONS and SCHOOL DISCIPLINE

BUSES

Riding a bus is a privilege extended to those who qualify to ride school buses to and from school. Once these students arrive at school by buses, they are not permitted to leave the school grounds from the time of arrival until their bus departs after dismissal. Students will be informed about rules governing their behavior on school buses by their drivers. **All school rules and procedures apply while students are being transported by school district vehicles. This includes field trips.** Bus Safety Rules are posted in ALL Findlay City School Buses: Observe classroom conduct; Be courteous, use no profane language; Do not eat or drink on the bus; Keep the bus clean; Cooperate with the driver and/or bus aide(s); Do not smoke; Do not damage or tamper with the bus or equipment; Stay in your seat; Keep head, hands, and feet inside the bus; Do not fight, push, or shove; Do not bring pets on the bus; Do not bring flammable material on the bus; The bus driver is authorized to assign seats; and Observe quiet at ALL railroad crossings. Students must follow safety rules and state regulations, avoid any behavior that may distract the driver, including following designated place of safety rules, keeping the aisles and exits clear, sitting with their back to the back of the seat and feet on the floor, school appropriate objects must be able to be held on student laps, and students must leave or board the bus at locations to which they are assigned (unless there is parent or administration authorization).

CAFETERIA EXPECTATIONS

It is expected that students will use the Donnell cafeteria in a respectful and responsible manner. This means that students will treat the cafeteria as they would treat their dining area at home or restaurant. Students are expected to clean their own areas. Rules are established by the cafeteria and/or recess monitors and are expected to be followed. Food and drink must remain in the cafeteria.

DETENTIONS

Teachers have the authority to detain a student for up to 60 minutes for a detention. If 24 hr. written notice cannot be obtained, then a teacher will contact a parent by phone. Detention appointments must be kept by the student prior to participation in school activities. Students may be assigned administrative detention(s) for various reasons. Administrative detentions are after school and last up to 50 minutes.

FIELD TRIPS

Students may not be permitted to attend field trips if any of the following four conditions exist:

1. Student fails the course during the previous nine weeks.
2. Student is currently failing the course.
3. Student was suspended during the grading period the field trip was to be taken.
4. Student has outstanding fees.

HALLS AND PASSES

Time is set aside for changing classes. If students move directly to the next class, there is plenty of time. Students are encouraged to stop at their lockers only before school, before or after lunch, and after school. Yelling, running, horseplay, or other behaviors that could result in injury, such as jumping down steps, is not permitted. Any time a student leaves a class, he/she must have a pass. Side trips to lockers, restrooms, or other places not designated on the pass are not permitted and could result in disciplinary action. Students must keep their hands and feet to themselves and move through the hallways in a safe manner. Passes and class change times may be amended or eliminated to address student behaviors.

LIBRARY AND COMPUTER LABS

The library and computer room are open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

Acceptable Student Use: 1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. 2. Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. 3. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. 4. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk email", use up limited Network capacity resources. 5. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. 6. Students are not to modify or remove any identifying labels on computer equipment. 7. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision. 8. Students may not install or delete programs on the school's desktop computers. Students may download school appropriate apps/programs from the Internet to install on their Chromebook in accordance with the Findlay City Schools 1:1 Handbook for Students and Parents. 9. Students shall not remove, alter or copy Network software for their own personal use or for the use of others. 10. All electronic communication between students and teachers should take place through their district assigned accounts. 11. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers. 12. Students are asked to advise their teacher when a computer malfunctions in any way. 13. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. 14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. 15. Students may not create, copy, view, transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.

16. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. 17. Students are prohibited from using proxy applications to get around internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Students are prohibited from using a proxy to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. 18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as Facebook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Any parent/guardian of a student under the age of 18 may direct that the student not be given access to the Internet. An "opt out" form for this purpose may be obtained from any school office in the school district. **The complete acceptable use policy is available online at http://www.findlaycityschools.org/policies/9pol/9-21_Student_Acceptable_Use_Policy.pdf**

RESTROOMS

Restroom facilities should be used before or after school, or at lunch. Students who must be excused from class to go to the restroom should have a pass signed by a teacher. Students should not be out of the classroom more than three to five minutes. Please help maintain restroom cleanliness by disposing of paper towels in the waste baskets, flushing toilets, etc. Students must be respectful of others and their privacy. If issues occur, the frequency and timing of restroom use may be monitored by staff.

FREEDOM OF EXPRESSION AND ASSEMBLY

Verbal and Written Expression and Assembly

Schools, by their nature, must encourage free inquiry and free expression of ideas. In so expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane or obscene remarks and to conduct themselves in such a way as to allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assembly peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations which interfere with the operation of the school or classrooms are prohibited. **Symbolic Expression and Related Activities** Symbolic expression is that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student shall be free to determine his/her symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene.

SEARCH AND SEIZURE

The following rules shall apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.

- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved shall be notified.
- Items which are used to disrupt or interfere with the education process will be removed from the student's possession.

SURVEILLANCE CAMERA

Students are duly informed that behavior may be monitored on school and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

TELEPHONES/CELLPHONES

Since the school office telephones are for business use only, they will be used by students in emergencies only. If a student must use the office phones during school hours, he/she must receive prior permission from a staff member. Personal cell phones may only be used ***before and after school***. Throughout the day, cell phones **must** be turned off and stored in your locker.

STUDENT CONDUCT CODE

Self-discipline is one of the most important lessons education should teach. Though it does not appear as a subject, discipline underlies the whole educational system and develops self-control, character, and orderliness. Self-discipline is the key to good conduct and proper consideration for other people.

Approved disciplinary action may include a verbal or written warning, referral to a school counselor, mediations, parent/guardian contact or conference, closed lunch, detentions, Weeknight School, In-School Assignment (ISA), Out-of-School Suspension (OSS), emergency removal, and/or expulsion. All students will be disciplined in a fair and consistent manner. The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property, if the misconduct is directed at a district official or employee or the property of a district official or employee.

Violations of the student discipline code are classified according to the seriousness of the offense. Certain violations require immediate suspension and/or recommendation for expulsion. Other violations may result in the discipline listed above, and/or loss of extracurricular activities (ex: pep rallies, dances, attendance at sporting events, and/or other school rewards). ISA assignments count as an excused absence which means students may make up work missed during the assigned time. OSS also count as excused absences. A student with an unexcused absence or OSS may be permitted to make up assignments, tests, quizzes missed during the absence for credit, or partial credit, at the discretion of the principal. When an OSS is imposed, the student may not attend school or extracurricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Note: a student who is expelled or suspended out-of-school may not set foot on any Findlay City School property during the suspension/expulsion. **WEEKNIGHT SCHOOL** lasts from 2:35 p.m. to 5:00 p.m. Failure to attend may result in a suspension. The superintendent, principal or assistant principal may suspend a student from school for a period up to 10 days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to 80 days and in some cases for an entire year.

Suspension/No Participation Guideline – Extracurricular activities and school events (such as dances, assemblies, pep rallies) are privileges not rights. Extracurricular activities are reserved for students who behave appropriately in school. Any student who is issued a suspension for inappropriate behavior may not be able to participate in Findlay extracurricular activities for any length of time as determined by the building administration. The building principal will determine eligibility for all students under this provision. Findlay City Schools Training Rules will be followed for all athletes in addition to the above guidelines.

Student Conduct Policy

1. **Disruption of School** - A student shall not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extra-curricular activities. Students are only permitted to enter academic areas of the building, such as classrooms, and are expected to leave school promptly at the end of the school day unless they are involved in a legitimate school-related activity. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent or principal. **In school or on school property after 2:45 without permission may result in school consequences for loitering.**
2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.
4. **Bullying and Hazing** - A student shall not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their **principal or school** counselor. Students may report incidents of bullying to any school employee. Students who make false reports of bullying may be disciplined up to a school suspension.
5. **Unauthorized Bodily Contact (Level I, II, III)** - The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.
Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining
Level II—**Two or more students** shall not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm **to each other** or other persons while under the jurisdiction of the school.
Level III— **A student** shall not attempt or willingly **attack another person** [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.
6. **Dangerous Activities, Weapons, Instruments and Substances**- A student shall not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, or other school personnel. A student shall not possess, handle, transmit or conceal any object,

which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon. Examples of such instruments include, but are not limited to, the following: lighters, tasers, laser pointers, mace, guns, knives, smoke bombs, martial arts instruments, any dangerous ordnance or explosive, fireworks, bullets, and/or gun powder. This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District. Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.

7. Tobacco - A student shall not smoke, use tobacco, possess, or display any substance containing tobacco, or paraphernalia (including but not limited to vaping supplies (juices), e-cigarette and vaping devices), in any area under the control of the school district or at any activity supervised by the school district. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-tobacco policy.

8. Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances - A student shall not display, possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used, any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, medical marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia, other pills/substances, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student shall not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as: • Any drug that bears, or whose container or label bears a trademark, trade name, or identifying mark without authorization of the owner. • Any substance that is represented as a controlled substance. • Any substance other than controlled substance that a reasonable person would believe to be a controlled substance. Consequences for violation of this policy will follow BOE 9.11

9. Theft - A student shall not take or attempt to take into possession the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.

10. Frightening, Degrading, or Disgraceful Acts - A student shall not engage in any act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written, verbal, visual, gestural, and/or technological means.

11. Insubordination - A student shall not disregard or refuse to obey reasonable directions given by school personnel or substitutes.

12. School Transportation - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.

13. Dress, Appearance - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to:

- Clothing or accessories that display **inappropriate language/graphics**, depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers. (If you are not permitted to say it, do it, or bring it to school, you are not permitted to advertise it or display it on your person, clothing, accessories or materials/possessions).
- Hats, head apparel, and hoodies must be off while in the building and school is in session. The head and face must be visible at all times. Hats/head apparel, including bandanas of any kind and coats must be kept in the locker during the school day, and cannot be carried to and from class. Hats/head apparel and/or jackets may be worn in a classroom via administrative permission.
- Spiked bracelets or necklaces or long linked chains as decorative apparel.
- Brief and revealing clothing is not permitted. All shirts/tops must touch the pants/skirts while standing with arms down. Tank tops & cut-off shirts are only permitted when/if all undergarments, back, chest & sides are covered. A tank top that meets appropriate shoulder width criteria is a minimum of 2". Tube tops, shirts with spaghetti straps, halter tops, mesh shirts (unless a T-shirt is worn underneath) or shirts that expose the midriff are not permitted. Shorts/skirts must have a minimum of a 3" inseam. Skirts need

to be equivalent to the length of appropriate shorts. Shorts, skirts, and dresses need to stay at an appropriate length while walking. The overriding determination to the appropriateness of shorts, skirts, dresses and tops will be at the discretion of administration.

- Book bags, briefcases, duffel bags, lap top/computer bags, or other similar items, including purses used to carry school books, are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building.
- Any other apparel deemed as inappropriate by the administration. All dress code rules must be followed during spirit weeks/dress up days unless approved by an administrator.

14. Tardiness - Tardiness at the beginning of school will be handled in the attendance office. Tardies may result in a warning or after school consequences such as detentions or a week-night school.

15. Sexual Harassment - A student shall not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature on school premises or off school premises at a school-sponsored activity. Sexual harassment includes but is not limited to: written, drawn, electronic or verbal comments of a sexual nature, sexual activity, repeated propositions, or unwanted body contact.

16. Violations of Directions, Policies, Rules, Etc. - A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.

17. Altered or Forged Passes/Documents - A student shall not alter, forge, or use a fraudulent document.

18. Public Display of Affection - A student shall not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while attending a school function. Kissing, holding hands, or having the arm of one partner about the other is not permitted. Dating is a socially accepted act, but not during school hours or during school related activities.

19. Profanity/Obscene Language/Swearing - Profanity/obscene language will not be tolerated on school property. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions. Profane or inappropriate language could be written, verbal, gestures, signs, pictures, or publications, or other methods of communication with other individuals.

20. Extortion - A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

21. Slur and/or Intimidation – The Middle School Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

22. Computer Technology and Network Guidelines - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement where a first offense could include termination of a student's access to the computer network and internet, and prohibition of bringing personal technology devices to school. (See Middle School Library and Computer Labs Language)

23. Academic Dishonesty - A student shall not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary consequences that may be imposed. Examples of cheating are telling or receiving answers during a test or quiz, using cheat sheets during a test or quiz, giving or copying someone else's homework, or any other questionable circumstance that is determined to be cheating by the administrator. Examples of plagiarism are word-for-word copying of someone else's work, paraphrasing another person's work or in any way taking credit for the work of another person. Board of Education Procedures outline the following two guidelines in dealing with cases of plagiarism at the middle school level: a) The student must revise the assignment, eliminating plagiarized portions and acknowledging resources used. b) The teacher may grant partial credit, depending on his/her judgment of the intentional plagiarism.

24. Bomb Threats - A student shall not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

25. Disrespectful Behavior - A student shall not be disrespectful toward a student, school personnel, substitute, or school visitors.

26. Failure to Serve Disciplinary Assignments - A student shall not fail to serve disciplinary assignments. Failure to serve a detention may result in the following: 1st offense - weeknight school; 2nd offense - weeknight school or other appropriate discipline assigned by the principal. Failure to serve a weeknight school may result in a suspension.

27. Gang Activity - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at any FCS school or school event. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with any gang.
- Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
- Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
- Engaging in violence, extortion or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

28. Threatening/Intimidation – causing another person to believe that physical harm may come to them (menacing). A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

29. Dating Violence or Sexting - A student shall not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Sexting is defined as possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, or inappropriate messages, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.

30. False Reporting – A student shall not make a false statement, a false accusation, or provide false information that in any way that would lead to school personnel conducting an investigation or assigning disciplinary action. A student shall not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

31. Food/Beverage/Gum Chewing/Non-school approved items (items that may cause a disruption or mess) - Food and beverages shall only be consumed during breakfast or lunch periods in the cafeteria or other areas approved by teachers or administrators. Gum chewing is not permitted on school property. Students may only bring school approved items onto school property.

- 32. Skipping a class** - Detention(s) or a weeknight school may be assigned. This rule also applies to skipping a study hall, lunch period, assembly, or homeroom period.
- 33. Leaving school grounds without permission**- Permission to leave the school grounds during the school day can only be given by the principal or his/her designee.
- 34. Unruly Behavior** - Unruly behaviors includes but is not limited to refusal to comply with reasonable requests from school personnel, running in the halls, tripping other students, throwing snow/ice, horseplay, or any other behaviors that result in classroom or other school disruptions.
- 35. Cell phones and other personal electronic devices** - Students may not use personal electronic devices in school during school hours unless authorized to do so by a teacher, in which case the item must be stored in the student's locker and turned off. It is the student's responsibility to keep all technology in a safe location at school. Taking photos, videos, and video chats are not permitted. First offense: the item will be confiscated by a school employee and may be picked up after school by the student in the office. Second offense: the item will be confiscated and the parent/guardian must come to school to retrieve the device. Violation of these rules may result in the confiscation of the technology and other discipline as deemed appropriate by administration.
- 36. Sales** – All fundraisers have to be affiliated with a school approved club/activity and approved by a principal. Students are only permitted to sell products that have been previously approved by a principal. Students are financially responsible for all fundraiser materials received and/or not turned in per the fundraiser guidelines.

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school during the school day, including foods sold through school fundraisers.

The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

Applicability of the Smart Snacks Standards

- The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available **for sale** to students at that time must comply with the Smart Snacks requirements.

Non-Violence Statement

Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Donnell Middle School will conform to school regulations and accept directions from school personnel. A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. Donnell Middle School will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student code of Conduct. As a member of the Donnell Middle School community, I pledge to be respectful and kind to others, resolve conflicts peacefully, use appropriate language, and display safe and non-threatening behaviors. In order to assist me with the above, I am aware that the following resources are available to me: counselors, principal, teachers and other school employees, and mediations

Suspensions, Expulsions, and Removals – Due Process & Appeals

Due process for out-of-school suspensions, expulsions and removals will be in accordance with O.R.C. Section 3313.66. No due process guarantees are implied as to any in-school assignment. With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in O.R.C. Section 3313.664 are implied. The Superintendent may prohibit a student from participating in a particular or all extra-curricular activities independent of or in lieu of other disciplinary actions for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility

independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend school or extra-curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions may be considered an excused or unexcused at the principal's discretion. Administration has the right to reschedule ISA or OSS at their discretion due to calamity days or unforeseen circumstances.

APPEALS: Suspensions may be appealed. If an assistant principal issued the suspension, the appeal is made to the principal. If the principal issued the suspension, the appeal is made to the superintendent or designee. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change, and the student may have the right to make up all work.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. The provisions of this handbook are in effect at school, on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the District. These rules also apply off school property, if the misconduct is directed at a District official or employee or the property of a District official or employee.

Findlay City Schools
Home Of The TROJANS!



**ELEMENTARY
SCHOOL
PARENT AND STUDENT
HANDBOOK**

Revised June 2019

Educating and Empowering for Life

Attendance Procedure

In accordance with Ohio law students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of

the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence. All professional documentation must be original signed copies; photocopies and/or stamped copies will not be accepted.

One school day is considered 6.08 hours for grades Kindergarten- 5th.

Tardiness

If a student arrives late to school or leaves school early the student and/or their parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline. Time missed due to tardiness will accumulate and count toward absence and truancy procedures.

Unexcused Absence and Truancy Procedure

- 1-Schools shall send notice to the child and parent/guardian, in writing, the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- 2-Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19).
- 3-Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant.
- 4-The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191) and may request a pre court conference.
- 5-Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27) with Hancock County Juvenile Court.

Excessive Unexcused or Excused Absence Procedure

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding funeral, college visits, OSS, etc.).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

ADMINISTERING MEDICINES TO STUDENTS

Oral Medication in Schools

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent and physician will be required and will include:
 - a. Child's name, address, school attended, and grade;
 - b. name of medication;
 - c. purpose of medication;
 - d. time to be administered;
 - e. dosage;
 - f. possible severe adverse reactions;

- g. date administration is to begin;
 - h. date administration is to cease, and;
 - i. special instructions for administration of drugs, including sterile conditions and storage.
2. The school nurse or the principal's designee will:
 - a. inform appropriate school personnel of the medication;
 - b. keep a record of the administration of medication;
 - c. keep medication in a locked cabinet, and;
 - d. return unused medication to the parent only.
 3. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
 4. The school district retains the discretion to reject requests for administration of medicine.
 5. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

BICYCLES

Students riding bicycles must respect the right of those walking. Pupils riding bicycles to school should dismount on the play areas and walk/push their bikes to the parking rack. Bikes are not to be ridden on school grounds. All bicycles must be parked in the racks provided. Locks are recommended. The school is not responsible for the security of bicycles. Pupils who do **not** follow these safety procedures will be denied the privilege of riding their bikes to school.

BUS POLICY

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student.

Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements.

If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus.

Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. Parent may request a change of bus or stop assignment by completing a form available in the school office.

BUS RULES

1. Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop. A designated place of safety will be established by the bus driver.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their assigned seat. All students on Findlay City Schools buses have assigned seats.
5. Pupils must remain seated, keeping the aisles and exits clear. We teach students to sit back to back of seat to seat, and feet to floor.
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 and drinking on the bus, except as required for medical reasons.
9. Pupils must not use tobacco 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 any portion of their bodies out the bus windows.
15. Pupils must depart promptly from the bus and when crossing the street will walk ten (10) feet in front of the bus, stopping midway in the road to check traffic.
16. Pupils must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of emergency door will be for emergency purposes only.

CAFETERIA RULES

1. Students will enter and leave the cafeteria in a quiet, orderly fashion.
2. Students will sit at their assigned tables and remain seated throughout the entire lunch period until dismissed.
3. Students must raise their hand if they need help from a monitor.
4. Students may talk in normal conversational tones. Students are not permitted to talk across to other students seated at other tables or make loud noises.
5. Students are expected to use proper manners when eating.
6. Students are expected to eat their own lunches and not trade or give away food.
7. Students are not allowed to throw food or to touch another student's food.
8. Students are expected to keep table and floor free of litter.
9. Students are expected to follow directions and be respectful of monitors.

CANCELLATION OR DELAY OF SCHOOL

The district's web site www.findlaycityschools.org may also be accessed for delays and closings and to sign up for District email notification.

Also, you can continue to tune to Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

If school is cancelled before the completion of the school day, announcements will also be made on the radio. Parents and guardians are requested to develop a plan for these emergencies in advance. The school telephone lines are frequently jammed after school closing announcements.

When school is cancelled, any activity scheduled at the building on that day (e.g. P.T.O. meeting, skating party, Gray-Y basketball practice, scout meeting, etc.) is automatically cancelled as well.

CONDUCT

As all citizens realize, a school cannot operate effectively without reasonable rules and responsible students. It is firmly believed that it is the student's responsibility to exercise self-discipline and accept responsibility for his/her actions. However, this ideal is not always realized.

Rule violations and misconduct will be dealt with in a progressive fashion. Consequences for students who misbehave in the classroom, on the playground or in the cafeteria include warnings, parent conferences, detentions, denial of cafeteria and/or playground privileges, and/or referral to the principal. Parents will be notified of each serious offense. Consequences for those students referred to the principal for repeated rule violations and/or severe misbehavior may include disciplinary action as per Board of Education Policies (i.e. suspension, emergency removal, and/or expulsion). Violations of bus rules may result in denial of riding privileges. (See Student Conduct Policy).

Parents are asked to review with their children the rules listed in this handbook regarding proper conduct for school. If you are contacted about a behavior problem involving your child, your help and assistance will be requested in resolving the matter. As parents, your support is always appreciated. By working together we can ensure a successful school year for your child.

DRESS CODE/PUPIL GROOMING AND APPEARANCE

Parents are requested to send pupils to school clean, neat, and appropriately dressed for a good school experience. Clothing should be comfortable to enable a child to participate in class work as well as physical education and playground activities. Shorts are permitted during warm days. Clothing should be appropriate for weather conditions since outdoor recess is held whenever weather permits. It is recommended that clothing items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes be labeled as an insurance against loss.

Inappropriate clothing that distracts students or disrupts the learning process is not acceptable in the school. Students are not to wear hats in the school building. Clothing with drugs, alcohol, or tobacco advertising or displaying unacceptable behavior and/or offensive language is prohibited. (See Student Conduct Policy) **Bare midriffs, tank tops, spaghetti string tops, and mesh jerseys without t-shirts underneath are also prohibited. Flip-flops or footwear without heels or heel straps are discouraged for safety reasons.**

DUE PROCESS

(SUSPENSIONS, EXPULSIONS, AND REMOVALS)

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised

Code of Ohio. With respect to the suspension of any student from any particular extracurricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may suspend a student from a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the athletic director, relevant coach, or director may suspend a student from any particular or all extracurricular activities falling within such person's responsibility, independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

When out-of-school suspension is imposed, the student may not attend school or extracurricular activities, and class work may be made up for credit or partial credit at the discretion of the appropriate principal. Suspensions and expulsions are considered unexcused absences.

EMERGENCY MEDICAL FORM

At the beginning of the school year, each parent is asked to complete an emergency medical form. This information is necessary for emergency situations. The form must be completed yearly and updated when situations change.

FEEES

School fees are due at the beginning of each semester (Aug/Jan) or may be paid for the entire year. Please do not combine payment for school fees and school lunches in the same check. Contact the school office for the schedule of fees. Make checks payable to **Findlay City Schools**. Fees may also be paid online through the Findlay City Schools link to *EZpay*.

GENERAL SCHOOL RULES

1. Students will enter the building in an orderly fashion and go directly to their rooms.
2. Students will walk in the halls at all times.
3. When moving through the hallways during school hours, students will refrain from talking. **Quiet** is expected in the building so as not to disturb students learning in other classes.
4. Students will obey direction given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
5. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from any threatening, teasing, name-calling, harassing, putting down, etc. of fellow students.
6. Students will refrain from touching other students in any manner which bothers, frightens or hurts them. Students are **not** to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play-fight", etc.
7. Students will conduct themselves in a manner that removal from a class will **not** be necessary.
8. Profanity and/or abusive language are prohibited.
9. **NO** gum is allowed in school or on school grounds.
10. **NO** toys, novelties, electronic games, athletic equipment, rollerblades, skateboards, etc. are to be brought from home to school.
11. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden.
12. **Cell phones and electronic devices are not to be seen or heard during school hours.**

HAZING, DATING VIOLENCE, AND BULLYING

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Dating violence is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other student. Bullying is prohibited at school and on the bus.

Permission, consent or assumption of risk by an individual subjected to hazing, dating violence, and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communication devices are inconsistent with the educational process and are prohibited. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing, dating violence, and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing, dating violence, and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, dating violence, and/or bullying. If hazing, dating violence, and/or bullying or planned hazing, dating violence, and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing, dating violence, and/or bullying activities immediately. All hazing, dating violence, and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

Parents or guardians of any student involved in a prohibited incident shall be notified and, to the extent permitted by the "Family Educational Rights and Privacy Act of 1974" (FERPA), have access to any written reports pertaining to the prohibited incident.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing, dating violence, and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing, dating violence, and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against any employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing, dating violence, and/or bullying of an individual.

GUIDANCE AND COUNSELING

All primary and intermediate buildings are served by a guidance counselor. The counselor works with students in small group and classroom settings to promote positive social interaction, good work habits, healthful attitudes, etc. Individual counseling is available to students when requested by students, parents, and/or teachers. Parent conferences can also be arranged by calling the guidance office at your child's school.

HEAD LICE

Students found with live lice will be dismissed until approved lice treatment is completed. Student is expected to return to school with parent the next school day to be rechecked by school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

HOMEWORK

Homework is designed to provide practice and to expand the student's academic skills. While parents may assist with homework, the teachers expect that homework be written and accomplished by the student to maximize learning.

Make-up work will be given on the return of the student to school. The teacher will inform the child when the work is due; it is the responsibility of the parent and child to see that make-up assignments are completed and returned.

HOURS

Students should not arrive at school before the designated arrival times for their individual buildings. Supervision of the children is not provided by school personnel before these times. Parental assistance with this matter is appreciated.

IDENTIFICATION OF PERSONAL ARTICLES

PLEASE label coats, jackets, sweaters, hats, gloves, gym shoes, books, musical instruments, lunch boxes, etc. Lost items should be brought to the principal's office and will be returned to the students if proper identification can be established. A lost and found area is maintained at each building.

IMMUNIZATIONS

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies in writing that such immunizations are medically contraindicated. In accordance with State Board of Education guidelines, we will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

LUNCH PERIOD

The Findlay City Schools Food Service provides a school lunch for children daily. Funds may be added to student accounts through the EZpay link on the FCS website, or sending cash or checks to the schools office. Make checks payable to: **Findlay City Schools**. Free/Reduced price lunch application forms are sent home on the first day of school and details are available in the school offices.

Children may carry lunch to school and eat in the cafeteria with those who purchase the school lunch. The lunch period is supervised by school monitors.

Parents are encouraged to participate in our pre-payment system. School personnel are not permitted to loan money to students.

Students must remain at school during the noon lunch period and are **not** permitted to leave school grounds unless the parents pick them up.

NO SMOKING POLICY

Board of Education policy prohibits smoking or any use of tobacco products at all times in any building, vehicle, outdoor bleachers or other school property.

NURSE

A school nurse is on duty three and one-half (3 1/2) hours per day. The nurse assists with implementation of the health policies of the Findlay City Schools. The nurse also compiles an individual health record for each pupil.

OUTSIDE RECESS

The need for exercise and playtime is very important to a growing child's development. All children will participate in outdoor recess unless excused by the family doctor. The temperature will be the major factor to determine whether recess is outdoors or indoors. Normally, outside recess will occur when the temperature (wind chill) is 15 degrees and above. The general conditions of the weather will be considered to determine if the children shall stay indoors for recess, each building principal will use their discretion as the final determining factor. Please dress your child properly for all weather conditions. Boots, scarf, hat, and mittens or gloves are a necessity during the cold weather. Your child will be outside whenever possible.

PHOTO RELEASE

From time to time, student pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. Videotaping is occasionally done during student programs and other special events. If a parent/guardian objects to having their child's picture and name used, they should notify the school in writing.

PLAYING AT SCHOOL AFTER DISMISSAL

Pupils are instructed to leave the building and school grounds immediately after school is dismissed. Once a pupil steps off school property, the school's responsibility for your child ends. Students may return to play on the playgrounds after school hours with parental permission. Children should be instructed to respect the building and grounds and the rights of others who may also be playing on the school grounds. Supervision of children is not provided by school personnel on the playground after school hours.

PROGRESS REPORTS

Progress reports are issued on the fifth school day following the end of each grading period. The school will hold final progress reports if school fees, lunch charges, and/or book fines are owed. If parents have questions or concerns regarding a progress report, they should contact their child's teacher. A conference may be arranged, if necessary. A copy of the progress report will be mailed to non-custodial parents upon request and with a valid mailing address.

RECESS AND PLAYGROUND RULES

In addition to the regular "common sense" rules of fair play among groups of children, students are not permitted to use skateboards, hardballs, or throw snow/stones at anytime while at school. Tackle football or other rough games are not permitted. Fighting and profanity are prohibited. Students are expected to follow the directions and be respectful of noon hour monitors. Please see your building's handbook for additional rules.

RECESS POLICY

In order to ensure a safe and consistent recess environment for our students during inside recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage parents to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom.

RECORDS

Cumulative records (sometimes called permanent records) are kept in the school office for each pupil enrolled in kindergarten through grade five (5). Information such as the student's academic progress, health record, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act state that the material in these records is confidential. This information can be released only with the written permission of a parent, or with the written permission of the student if over eighteen (18) years of age. This act also states that the parents must be granted the right to view these records if they so desire. A qualified representative will assist the parent or guardian to help interpret the records.

SAFETY REMINDERS

We recommend that parents establish a safe, regular route for their child to use going to and from school. Stress the need to stay on sidewalks and to cross streets only at crosswalks. Encourage students to walk with friends and not alone.

Parents are also asked to explain to children the services of the adult/student crossing guards. Children are informed at school to cross streets where the adult/student guards are available.

If you do pick your child up after school, **avoid double parking automobiles and please observe areas (painted yellow or street signs) designated for bus parking only.**

All schools will conduct fire, tornado, and lock-down drills as required by law.

SALE of SNACKS to STUDENTS

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school during the school day, including foods sold through school fundraisers.

The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

Applicability of the Smart Snacks Standards

The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available for sale to students at that time must comply with the Smart Snacks requirements.

STUDENT CONDUCT POLICY

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property when a student is going to or from school premises for instruction or to or from a school-sponsored activity if the misconduct occurs within one-quarter mile of the school premises or the location of the school-sponsored activity and also occurs within fifteen minutes of the time the student was scheduled to arrive at or left the school premises or the location of the school-sponsored activity. These rules also apply off school property, without regard to time or distance, if the misconduct directly and predictably interferes with the ability of another student to participate in the educational process. Whether and when to apply these rules under such circumstances will be evaluated case-by-case by the appropriate school personnel.

Violation by a student of any one (1) or more of these may result in disciplinary action, including In-School Suspension, detention, Out of school suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration, including referral to the appropriate authority for prosecution. For certain serious offenses committed by a student age sixteen (16) or over, the Board of Education may also seek to have the student permanently excluded from school in accordance with Ohio law.

1. **Disruption of School** - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property on or off school premises at any school activity.
4. **Threatening or Bullying** - A student shall not threaten or bully teachers, students, or other persons.
5. **Assault and/or Fighting** - A student shall not cause physical injury or behave in such a manner, which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge others to fight may be disciplined as though they were a violator of the no-fighting policy.
6. **Dangerous Activities, Weapons, and Instruments** - A student shall not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, other school personnel or visitors to school property or school-sponsored activities. A student shall not possess, handle, transmit, or conceal any object that might be considered a weapon or instrument of violence. Examples of such instruments are included in, but not limited to, the following: lighters, guns, knives, smoke bombs, any dangerous ordinance or explosive, martial arts instruments, and fireworks.
7. **Tobacco** - A student shall not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the school district or at any activity supervised by the school district. Tobacco look-alike products, such as mint snuff, are included within the prohibitions of this rule. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the **no-smoking policy**.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, and Stimulant Drugs** - A student shall not possess, sell, transmit, use or have used, any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pills, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcoholic substitute, inhalant, drug paraphernalia, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities.
A student shall not use, possess, distribute, sell, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property.

A counterfeit controlled substance is defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
- b. Any substance that is represented as a controlled substance.
- c. Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board Of Education Policy 9.11.

18. **Theft** - A student shall not take, attempt to take, or possess the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
19. **Frightening, Degrading, or Disgraceful Acts** - A student shall not engage in any hazing or other act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written or verbal expressions, or by means of gestures.

20. **Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
21. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
22. **Dress and Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. Examples of inappropriate dress include, but are not limited to:
 - a. Clothing or accessories that display inappropriate language/graphics representing drugs, alcohol, tobacco, sex, or gang identifiers.
 - b. Hats or coats during the school day (6:30 a.m. - 4:00 p.m.).
 - c. Spiked bracelets or necklaces or long linked chains as decorative apparel.
 - d. Book bags are not to be taken to classrooms or worn in the hallways other than when entering or leaving the building.
23. **Truancy/Excessive Absence/Tardiness/Hazing** - The adopted Board Policy applies.
24. **Sexual Harassment** - A student shall not display unwelcome sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
25. **Repeated Violations of Directions, Policies, Rules, Etc.** - A student shall not repeatedly fail to comply with directions, policies, rules, etc., of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel during any period of time when the student is under the authority of any such school personnel.
26. **Altered or Forged Passes** - A student shall not alter, forge, or use a fraudulent pass/excuse.
27. **Public Display of Affection** - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
28. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
29. **Extortion** - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.
30. **Ethnic Slur and/or Intimidation** - The Findlay City School Administration recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of slurs, disparagement, and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.
 Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats, and would be punishable under one or more sections of the Code of Conduct.

STUDENT INFORMATION RELEASE

“Under Ohio Law we are required to release student directory info such as name, address, telephone, and date of birth to those requesting it UNLESS the parent or guardian notifies the school that such information is not to be released. Please notify the school by September 20th if you do NOT wish such information to be released this school year.”

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concern about school, please talk with your teacher or other personnel.

TECHNOLOGY/1:1 DEVICES

Refer to Findlay City Schools 1:1 Device Handbook for Students and Parents regarding the rules and expectations for students with 1:1 devices. Also review the Board of Education Policy 9.21 for Students Acceptable Use and Internet Safety for the Computer Network of the Findlay City School District.

TELEPHONE USE BY PUPILS

The telephone in the school office is reserved for official business during school hours and is not intended for personal calls. Only calls of an emergency nature will be made for/by students and students will not be called to the phone to take incoming calls. We will deliver important messages to any student during the school day. Students should make necessary personal arrangements (e.g. clubs, scout meetings, etc.) before coming to school.

USE OF SCHOOL BUILDING

The building may be used by various youth groups, including Scout organizations, Campfire, YMCA activities, and 4-H. In all cases, after school groups must be supervised by a qualified adult leader. These and other functions may be scheduled through the school office facilities permit online and with documentation of liability insurance.

VACATION POLICY

We discourage families from taking students out of school for vacations. However, if the parents decide that this must be done, then the teacher and the office should be notified as early as possible.

The teachers will give pupils their assignments upon returning to school. It is the responsibility of the parent to see that make-up work is completed. Students will be given a period of time equivalent to the amount of school they missed to complete their assignments.

VISITORS TO THE SCHOOLS

Parents are encouraged to visit the school frequently and actively participate in the education of their child. Classroom visits may be arranged through the principal or the teacher.

We request that parents avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

For the protection of students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. Loitering and trespassing laws will be enforced.

If you need to give your child a message, medication, homework, lunch, money, supplies, etc please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment.

Students from other schools are not permitted to visit class with your child.

WITHDRAWING FROM SCHOOL

If it becomes necessary to withdraw a student from school, the office should be notified. After returning textbooks, paying any financial obligations, and receiving the current grades in each course, the necessary student records are then sent to the receiving school after parents or guardians sign the release forms.



Findlay High School

Student Handbook

2019-2020

Attendance Hotline: 1-844-305-3755 or fcs.schoolconnects.com

Transportation: 419-425-8363

Findlay City Schools Administration Office: 419-427-5487

Findlay City Schools Internet Home Page: <http://www.findlaycityschools.org>

Class of 2020 Motto:

"You have brains in your head. You have feet in your shoes.
You can steer yourself any direction you choose." - *Dr. Seuss*

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HELP AT SCHOOL AND IN THE COMMUNITY

WHAT TO DO IN CASE...

1. You are hurt or ill: Get a pass to the nurse/clinic or appropriate principal.
2. You have been absent: You must bring a valid explanation in writing from home (see attendance policy).
3. You need to leave the building for any reason: You must sign out at the attendance office.
4. You have lost books or belongings: Report to the main office to check the lost and found.
5. If a teacher detains you: Get a pass from the teacher who detained you, including the time of departure, and show it to your next teacher.
6. You want to leave the classroom: Request a pass from your classroom teacher.
7. You have a personal problem: Make an appointment with the counselor and/or principal.
8. You have locker trouble: Report to the main office in grades 10, 11, 12 or freshman office in grade nine.
9. You stay home at lunch ill: A parent must call the attendance office the same day and a written excuse must be presented to the appropriate attendance aide upon returning to school.

WHERE TO GO FOR...

Address Change Form	EMIS Coordinator
Announcement Forms	Executive Secretary
Athletic Concerns	Athletic Director
Attendance Information	Attendance Aides
Book Fee Payments	Secretary
Class Rank/GPA/Credit Status	College & Career Office
Class/Schedule Changes (Add/Drop)	College & Career Office
College Information/Visitation Forms	College & Career Office
Enrollment Forms	EMIS Coordinator
Emergency Medical Forms	Online
Fee Waiver Form	Secretary
Free/Reduced Lunch Forms	Secretary
I.D. Cards	Activities Secretary
Millstream Information	Millstream Counselor
Parking Tag	Online / then Main Office – Parking Secretary
Scholarship Information/Career Information	College & Career Office
School Calendars	Online
Transfer Forms	College & Career Office
Vacation Forms	Attendance Aide / Secretary
Visitors/Guest Speakers	Main Office
Withdrawal Forms	College & Career Office
Work Permits	Main Office

NEED HELP FINDING HELP?



FHS Hotline 419-429-8994 or <http://fhs.findlaycityschools.org/incident.html> to report an incident

Do you or someone you know need help? The Hotline is available 24 hours a day, 7 days a week. Look for this ICON on the webpage listed above.

Helping Agencies (419 area code)

Dial 2-1-1 (for help linking to any resource)

ADAMHS 1-888-936-7116

Hancock County Board of Alcohol,
Drugs, and Mental Health services

Family Resource Center 419-422-8616

Youth in Crisis Hotline (after hours) 419-420-5842

Food

CHOPIN Hall 419-422-6401

Salvation Army 419-422-8238

Women Infants Children (WIC) 419-424-0720

Hancock Christian Clearing House 419-422-2222

Food and/or Homeless Shelter

City Mission 419-423-9151

Helpline - Local mental health resource 800-684-2324

Housing Services

Hope House 419-425-4673

Information and Referral

Help Me Grow 419-423-8687

HC Job and Family Services 800-228-2732 and 419-422-0182

Library, Hancock County 419-422-1712

Medical and Prescription

Caughman Health Center 419-427-0809

Women's Resource Center 419-424-9948

National Suicide Prevention Lifeline (24 hr) 800-273-TALK(8255)

National Domestic Violence Hotline (24 hr) 800-799-7233

Support Groups

Century Health -

Therapy & Emergency Services 419-425-5050

Utility Assistance

Associated Charities 419-423-2021

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GENERAL INFORMATION

ASSEMBLIES

Periodically assembly programs will be presented. Those of a more formal nature will be held in the auditorium whenever possible. If the nature of the program is such that it is advisable to have the entire student body together at one time, the program will be presented in the gymnasium. Always remember those presenting programs are our guests. Be a courteous audience. If there is a reason for you to be excused from the program, contact one of the principals.

CHEMICAL HEALTH POLICY

Findlay City Schools believes that a chemical health policy (9.23) is part of a comprehensive education on substance abuse for students (e.g. health curriculum, counseling services, red ribbon week, challenge day, etc.) and is complemented by the extra-curricular activities rules and eligibility policy 9.22. This policy also reemphasizes the Board of Education's support of student programs that assist students and parents in dealing with many of today's unique challenges.

Recognizing that observed and suspected use of alcohol and illicit drugs by school students is a serious concern, a program of deterrence will be instituted as a proactive approach to a drug free school. Likewise, students using drugs pose a threat to their own safety, as well as to that of other students.

The purpose of this program is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug treatment programs; and
4. To prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Findlay City Schools.

Therefore, during each season, activity or school year when a student moves into the School District, all students wishing to participate in athletics, extra-curricular activities and/or purchase a parking permit will be subject to urine testing for illicit or banned substances. Eligible students may be randomly tested anytime during the school year, or tested upon suspicion. Any student who refuses to submit to urine drug testing may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, nonathletic extra-curricular activities, or purchase a parking permit for their career.

Please visit <http://www.findlaycityschools.org/board-policy.htm> for the complete Chemical Health Policy 9.23 or 9.23a for the complete Chemical Health procedures.

DANCES & PROM

FHS students may bring a guest to Homecoming and/or Prom provided a Guest Permission Request form has been turned in prior to the deadline. **Students must be current on school fees or make arrangements with the appropriate principal.** All guests are required to have photo identification, which includes a birth date, unless approved by the appropriate principal. No students in eighth grade or younger are permitted to attend FHS Dances/Prom. Guests must not be over the age of 20 years old. **All FHS students must bring their school ID to be admitted.** The administration reserves the right to deny admittance to guests.

Homecoming, Prom Court, and other dances sponsored by Student Council are considered an extension of the Student Council Auxiliary, and therefore to be eligible for the Court (e.x. Homecoming & Prom) a candidate must meet the same eligibility requirements as an auxiliary member including all extracurricular rules and chemical health policies. See 9.22 & 9.23 of FCS board policy.

DIRECTORY INFORMATION/ STUDENT RECORDS

Findlay High School makes directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974 and the Uninterrupted Scholars Act of 2013.

FINES

Students will be assessed fines for non-payment of school debts. Students who have accrued fees, fines and other unpaid debts may have permanent records and diplomas withheld and will not be able to secure a parking permit until the full amount of the debt is repaid or a payment schedule has been established and fulfilled.

FUNDRAISERS/SALES

All fundraisers have to be affiliated with a school approved club/activity and approved by a principal on a sales and service form. Students are only permitted to sell products that have been previously approved, as mentioned above, during the time-frame specified on the sales and service form.

HALL PASSES

If a student must leave the classroom, the teacher will issue an official pass to the student. It is the student's responsibility to obtain a pass prior to leaving the classroom. **Do not leave the room without a pass.** Passes will be issued only when absolutely necessary. Students in the halls without an official pass will be subject to disciplinary action.

HEALTH SERVICES

The School Nurse is available in the health clinic five days per week. Any student who becomes ill or injured during the school day should report to the clinic, or to the appropriate principal. Students must get a pass from their classroom teacher to go to the nurse. Students should not go to the nurse between classes unless it is an emergency. If it is necessary for the student to go home, the nurse or the office will contact the parent or guardian. Students are expected to call home from the nurse's or principal's office to obtain permission from a parent to be sent home for an illness.

INCLEMENT WEATHER

Radio stations WFIN/WKXA, WHMQ, WBVI and local television stations will be used to inform the community when school is delayed or cancelled due to inclement weather. Please consider signing up for text alerts at: <http://www.findlaycityschools.org/text.htm>. The information will also be posted on the school's web site, <http://www.findlaycityschools.org>. Students who are open enrolled may follow the delay and cancellation decisions of their home district and will be excused. When students are released early because of the weather, the building principal will decide if any after school activities may be held. If held, these practices or activities will not be mandatory.

LIBRARY GUIDELINES

The library is open before school at 7 a.m. and after school until 3:30p daily.

Study hall: Students wishing to report to the library during study hall can check in at the library entrance door using their student ID. Students should report directly to the library before the tardy bell. The student ID is required. All study hall rules listed in the student handbook also apply. A library study hall schedule is posted at the entrance door. Any schedule changes will be posted to Twitter @FHS_MC

Materials: Students may check out books during the school year for two weeks. Students may renew materials needed for a longer period. Ebooks and databases are available through INFOhio.org. Lost or damaged materials will be charged to the student's account at the cost of replacement.

LOCKERS

Each student is issued a locker for their individual use only, for storage of books and equipment. It is the responsibility of each student to see that his/her locker is locked at all times. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** The lockers are the property of the school and may be searched by authorized personnel. All locker combinations should be kept confidential.

MEDICATION

Students are not permitted to carry any medications and/or pills/substances of any type at school. This includes over-the-counter medications and prescriptions. Medications should be given at home. If it becomes necessary to have medication during the school day, the physician and parent must complete and sign the medication form and the medication must be brought to the clinic in the original labeled container. The Board of Education policy for medication at school is in accordance with the state law. Students are required to have a current Emergency Medical Form on file with the school nurse.

PERSONAL PROPERTY

The Findlay City Schools are not responsible for personal property, including musical instruments and athletic equipment, brought onto school property.

SCHOOL PUBLICATIONS

The newspaper, *The Blue & Gold*, is published periodically. Each issue contains interesting and important information concerning the school, its activities, students, and faculty. It is available to the students free of charge. *The Trojan* is the school yearbook and is published once each year. It will include pictures of all students and student organizations, and information concerning them. There is a fee for the yearbook.

SCHOOL SAFETY DRILLS

When an announcement is made for any school safety drill such as a fire drill, a tornado drill, or a lockdown, all students, staff members, visitors and other people in the building are expected to follow the directions of school officials. Students must go to the designated areas quickly, quietly and in an orderly manner. Any student in violation of these guidelines may receive disciplinary action.

SCHOOL SAFETY

School safety is very important to us. We need your help in ensuring the safety of everyone at Findlay High School. Students are reminded that they are not to prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks. Students who prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks will be identified using building security resources and disciplined.

SIGN-POSTING POLICY

- The Principal of Student Activities or the Activities Director must sign each poster in the lower right-hand corner signifying approval before it is posted.
- All signs and posters must be done legibly and in good taste. Judgments of taste are the responsibility of the school administration.
- All posters advertising coming events may be placed in the halls no sooner than two weeks before the event and must be removed promptly after the event.
- No signs or posters may be placed on glass or the painted portion of the walls. Signs/posters should be hung on the tack strips if possible.
- Signs must be attached with masking tape, not cellophane tape, and should never be suspended or attached to light fixtures.
- Only Findlay High School organizations or groups with special permission may post signs only in designated areas, no commercial signs are to be placed in the building without principal permission.
- Defacing or destroying signs is prohibited and the student will be subject to disciplinary action.

SIGNING IN AND OUT OF THE BUILDING

For safety purposes, students are expected to remain on campus upon arrival and throughout the school day. Students must sign out when leaving the high school/Millstream and sign in upon return with the appropriate attendance aide at all times during the school day (excluding lunch, Millstream classes, CCP, and/or field trips). Failure to sign in or out of school may result in disciplinary action. Parent communication with office staff must take place to confirm departure.

STUDENT PICTURES / ID CARDS

A photo for the student identification card will be taken before students pick up their schedules in August or at the time a student enrolls at Findlay High School. All students are required to have a current year, student ID. Students are encouraged to wear their FHS ID's. All students must have their ID badge on them during school. Students must present their ID's to school personnel **when asked, this includes entering the building after the doors have been locked, entering the library or computer lab, after returning from open lunch, and all school dances/tickets.** If the ID badge is lost an additional ID badge must be purchased for \$5.00. Student's pictures are necessary for office records, ID cards, and the Trojan Yearbook. Packages of various size prints will be available for those who care to purchase them. From time to time, students' pictures may be taken by photographers and local/school newspapers to be used in school press releases, school publications and school websites. Students may also be videotaped in the classroom, including but not limited to situations involving teachers who are completing college/university requirements. **If you object to having your child's picture and name used, please notify the school in writing by October 1.**

STUDY HALL

1. iPods, Kindles, and other forms of technology may be used by students during study halls as long as students do so quietly and do not cause disruptions.
2. Students will be permitted to use Smart Phones and other similar devices to read textbooks, view teacher lessons, and other educational activities.
3. Students must use ear buds so that others are not disrupted. The volume of the electronic device must be low enough that the student can hear alarms/bells.
5. This electronic procedure applies to all study halls. It does not apply to instructional classes.
6. It is the student's responsibility to keep all technology in a safe location at school.
7. Taking photos, videos, and video chats are not permitted.
8. Violation of these rules may result in discipline as deemed appropriate by administration.
9. Students are expected to attend study halls. Students who are tardy or skip study hall may receive school consequences.

TELEPHONE USE / CONTACTING A STUDENT

Students will not be called to the telephone during the school day. Emergency messages will be accepted and delivered by the office personnel. Messages will only be accepted from a student's parent or guardian. Students should not expect to be excused from class or study hall to use the telephone, nor is using the telephone a legitimate reason for being tardy to class.

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PERMANENT PASSES

This permit will be requested by a teacher who desires a student to do work during a specified period when the student is normally in a study hall. The student is required to attend their scheduled study hall until the permit has been processed with the office.

WORK PERMITS

According to Ohio Revised Code Chapter 4109, minor students 14 through 17 years of age are required to have a work permit in order to be employed. Students needing a work permit can obtain an application in the Main Office. Once all parts of the application have been completed, students should take the application to the Main Office. The student's work permit application will then be submitted to the appropriate assistant principal for approval, which may take up to five (5) business days. Following approval, the application will be filed on-line to the Ohio Department of Commerce and a copy will be given to the student to give to their employer. In order to have a work permit application approved, students must be in good standing in regards to enrollment in and attendance at school. Students who do not remain in good standing may have their permits revoked.

PARKING / TRANSPORTATION / FIELD TRIPS

BUS POLICY

It is the intent of the Pupil Transportation Policies to assure pupils and parents a safe, dependable, and efficient program. Rules are necessary to govern the operation of such a program. Any violation of these rules, including those listed below, may result in disciplinary action.

BUSES

Riding a bus is a privilege extended to those who qualify to ride school buses to and from school. Once these students arrive at school by buses, they are not permitted to leave the school grounds from the time of arrival until their bus departs after dismissal. Students will be informed about rules governing their behavior on school buses by their drivers. **All school rules and procedures apply while students are being transported by school district vehicles.** Bus Safety Rules are posted in ALL Findlay City School Buses: Observe classroom conduct; Be courteous; Use no profane language; Do not eat or drink on the bus; Keep the bus clean; Cooperate with the driver and/or bus aide(s); Do not smoke; Do not damage or tamper with the bus or equipment; Stay in your seat; Keep head, hands, and feet inside the bus; Do not fight, push, or shove; Do not bring pets on the bus; Do not bring flammable material on the bus; The bus driver is authorized to assign seats; Observe quiet at ALL railroad crossings. Students must follow safety rules and state regulations, avoid any behavior that may distract the driver, including following designated safety rules, keeping the aisles and exits clear, and sitting with their back to the back of the seat and feet on the floor. School appropriate objects must be able to be held on student laps. Students must leave or board the bus at locations to which they are assigned (unless there is parent or administration authorization).

BUS RULES FOR FIELD TRIPS

In general, buses will transport students to and from school-sponsored activities in which students are participating. These buses will be under faculty supervision. Exceptions will be made in this requirement with the specific approval of a principal and then only upon a request made in advance by the parent of a student in writing to the advisor and appropriate principal. This should be allowed only in exceptional cases. For groups other than athletic, musical or Millstream Career Center, who sponsor an occasional trip, students are to submit to the advisor of the group a permission slip filled out by the parent of the student before the student may make the trip. If the student will be missing any part of a school day, they must follow the guidelines for school related absence.

DRIVING/PARKING

The following are the guidelines that all student drivers (permanent and temporary permit holders) are required to follow. All student drivers and their parents are required to sign a Parking Contract before a parking permit will be issued. **Parking on campus is a privilege. All students wishing to purchase a Findlay High School parking permit will be required to sign an Informed Consent Agreement and participate in both random drug testing and/or drug testing upon reasonable suspicion. Students refusing to participate in drug testing will not be permitted to purchase a Findlay High School parking permit or to park on campus.** Vehicles that have not been registered may be ticketed after the first 2 weeks of the school year.

PARKING REGULATIONS

- 1) **All vehicles parked on school grounds must be registered with the school and must display/hang** the current tag from the front of the vehicle. Parking privileges may be revoked if the tag is not displayed correctly.
- 2) **A student may register multiple vehicles under their permit.** Please complete the following three tabs in Final Forms before coming to the parking secretary to purchase the permit: Parking Permit Application, Emergency Medical Authorization, and informed Consent Agreement.
- 3) **The registration fee of \$35 must be paid with cash or check in the exact dollar amount.** (Price will be reduced to \$18 after January 1 and to \$9.00 during the fourth quarter.)
- 4) **All prior year fees must be paid in full before a student will be able to purchase a Findlay High School parking permit.** Students unable to fully pay prior year fees because of financial difficulties need to meet with the principal in charge of parking to discuss a payment plan in order to purchase a parking permit.
- 5) **Parking regulations are enforced.** It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of tags, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations.
- 6) **Parking is strictly limited to the student parking area behind Findlay High School.** Students parking in designated faculty, visitor, or handicapped areas may be fined and/or towed. This includes vehicles parked near Millstream, the administrative offices, or Elmer Graham Stadium.
- 7) **Unpaid tickets** may be cause for revocation of parking privileges on FHS property. Fines are as follows:

a) Improper Parking/Display	\$5.00	e) Replacement tag	\$35.00
b) Expired Temporary Permit	\$5.00	f) Reduced cost during the year	\$18.00 (after Jan. 1) & \$9.00 (4th qtr.)
c) Parking in Restricted Area	\$15.00	g) Temporary Tag	\$5 (up to 2 weeks)
d) Failure to register	\$35.00		
- 8) **Findlay High School is a private tow-away zone.** Parking is by permit only and registration tags are required. During regular school hours, violators may be towed at owner's expense. Vehicles may be recovered at Dick's Towing, 4404 Allen T.R.142, Findlay, Ohio, by presenting proof of ownership and paying towing and storage charges. The towing is done under authority of Ohio Revised Code 4513.60.
- 9) **All student drivers must be licensed and covered by insurance.** The school is NOT responsible for the vehicle or its contents. Freshmen may not park on school property during a scheduled school day.
- 10) **Vehicles will be appropriately parked on arrival,** one vehicle per space. Pull -in parking only will be permitted. Back -in parking and pull-through parking constitutes a violation for improper parking.
- 11) **Parking lot speed may not exceed 15 miles per hour.** Reckless and/or irresponsible operation is cause for revocation of parking privileges (Irresponsible operation includes, but is not limited to: stop sign violation, screeching of tires, failure to yield in crosswalks, and speeding). A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.
- 12) **Students who park on campus after privileges have been revoked** may receive additional disciplinary consequences.
- 13) **All regulations of the student handbook apply to the parking lot,** including tobacco violations. Students are not to loiter in the parking area, nor are they to sit in their vehicles while parked on school grounds. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- 14) **Student vehicles are subject to search.** Any student who exercises the privilege of parking an automobile on school grounds may be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.
- 15) **Falsifying a contract, permitting others to use your permit, misrepresenting a tag as lost or stolen, or displaying a tag not registered to you** are causes for revocation of a parking permit, a fine and/or additional disciplinary consequences.
- 16) **Students who have a permit and need to drive an alternate vehicle that is not registered,** please move the current tag to that new vehicle and add the new vehicle to the Final Forms registration.
- 17) **If a student changes vehicles at any point during the school year,** add the new vehicle to the Final Forms registration and report the addition to the parking secretary. There is no additional charge to add a vehicle. Under no circumstances should a car be parked without a permit. (also see #16 and #18)
- 18) **If a student forgets to switch the pass to another vehicle registered with the school,** they must come to the main office right away in the morning to inform the about the oversight. Provide license plate number, make and model of the car so security can be informed. If a ticket is received, the student must bring it in the next day at the latest to void. In the case of repeated infractions, the ticket may not be voided.

- 19) **Temporary Parking Permits for Extenuating Circumstances** - Students who have not purchased a permanent parking permit may purchase a temporary parking permit if extenuating circumstances exist, at the discretion of an assistant principal. Each temporary parking permit will cost \$5, will last for no more than two weeks, and can be purchased on no more than two occasions.
- 20) **Temporary Parking Permits for Exam Sessions** - Students who have not purchased a permanent parking permit may also purchase a temporary parking permit during mid- year and end -of-year exams, at a cost of \$5 per session. Final Forms must be completed before the temporary permit will be issued.
- 21) **Tickets may be reduced or voided at the discretion of an assistant principal.** Please inform the main office within 24 hours if you would like the assistant principal to review your ticket. This is the precedent for all parking fines.
- 22) **The administration reserves the right to revoke parking privileges** for violation(s) of the Student Handbook.

FIELD TRIPS

Going on a field trip is a privilege that requires responsibility. You must personally see your teacher(s) a few days before the field trip to make plans for the work that you will miss on the day of the trip.

OVERNIGHT TRIPS / HOTEL RULES

- At no time is a student to enter the room of another student of the opposite gender without specific permission from the advisor or a designated chaperone. NO EXCUSE IS ACCEPTABLE.
- Students are to be assigned rooms by the advisor and a curfew established for students to be in their assigned room. No room switching is permitted. After curfew, no one is to enter a student's room except a staff member or chaperone, if necessary.
- Students are not to take towels or souvenirs from the rooms. Students sharing a room will be equally financially responsible for any missing items or damage to a room.
- Throwing or dropping anything from any window is prohibited.
- The noise level in a room is not to extend beyond the room into the hall or neighboring rooms.
- The advisor and chaperones are to be available **at all times**. Reasonable supervision will be provided.
- Rooms are to be locked at all times.
- Anything ordered to a room must be paid for by the students assigned to the room. Nothing is to be delivered to the room after curfew.
- Students are not to leave a supervised area without gaining special permission from an advisor or chaperone.
- Where it appears reasonably necessary to prevent immediate harm, either to a student him/herself or to others, or if there is reasonable suspicion of a rule violation, a student may be questioned or his/her property searched. Any search of a person shall be done in private.
- The advisor may send a student home, at the parents' expense, at any time.

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ACADEMIC INFORMATION

ACADEMIC DISHONESTY

The purpose of writing is to help the student express his/her own ideas and to improve the student's ability to convey these ideas. It is our primary concern that the written material the student submits is, in fact, the product of the student's own mind, research, and documentation. To use the ideas or words of another person without proper documentation is a form of literary stealing called plagiarism. This is a serious offense and will not be dealt with lightly. The following are forms of plagiarism:

- Any paper (including homework) written by another person, or partially written by another person, but turned in as a student's own work constitutes plagiarism. Others may help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having someone else decide what to say or how to say something is a dishonest misrepresentation of the writer's own ability of expression.
- A student who knowingly gives or receives an assignment to or from another student for the purpose of plagiarism is also guilty and subject to punishment.
- Any idea copied word for word from another source or even put into the student's own words, unless the idea is documented properly.
- Any assignment that contains falsified documentation.
- It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of a student who has plagiarized. The teacher will determine the extent of the plagiarism after consultation with two other teachers. It is the student who knowingly plagiarizes who is of major concern; it is faculty policy to assist students who plagiarize out of ignorance. The policy demands some significant action for intentional plagiarism. This may include:
 - Failure (no credit) for the assignment in question.
 - Revision of the paper, without credit.

- Failure for the nine-week grading period.
- Recommendation to the National Honor Society Selection Committee that the student be removed for a willful, flagrant violation.
- Possible legal action in the case of plagiarizing professional copyrighted articles.

TRANSCRIPTS

Transcripts are a record of a student's complete academic achievement while at Findlay High School, as well as those academic records sent to Findlay High School from third party testing companies (ACT, SAT, Advanced Placement, State Tests, etc.) and those records obtained through a records request when a student transfers to Findlay High School. Students consent to the inclusion of ACT, SAT, and Advanced Placement scores when they provide their third party testing site with the school's IRN number or school name. Once these records are sent to the high school from the third party testing site they become a part of the student's educational record. Only those scores sent directly to the school from the third party testing company are accepted as a part of the student's educational record. "Score Choice" from the College Board (SAT) refers only to particular test scores sent to colleges/scholarship programs via student requests directly from the College Board and not to test scores forwarded from Findlay High School. The transcript also includes the following information: courses completed and/or In Progress, withdraw failures (when a student withdraws from courses for reasons not approved by the principal), class rank, grade point average, attendance, course retakes, audits, etc. Findlay High School will not honor a request to alter a student's transcript except in the case of a clerical error or the removal of ACT, SAT, or AP scores at parent/guardian's written request. The written request to have an ACT, SAT, or AP score removed from a transcript must include the reason, be signed, dated, and submitted to the school counselor. The building principal will make the determination. Once a score/s is removed at the parent/guardian's request, it will not be re-entered for any reason. The request to have a score removed from a transcript can only be made once. Transcripts may be obtained by contacting your school counselor or guidance secretary at (419)425-8270. Transcripts will not be issued until all financial obligations are fulfilled. Current Findlay High School students may receive a copy of their transcript free of charge while a student at Findlay High School using Parchment. A link to Parchment can be found on the FHS website. Senior transcripts requested by August 1, shall be free of charge, thereafter a \$5 fee will be assessed.

AUDITING A COURSE

Students may be permitted to audit a course provided there is sufficient room and approval is obtained in writing from the principal, counselor, and teacher no later than **5 school days after first quarter interims are posted and 5 school days after third quarter interims are posted for a second semester course**. A request to audit a course after the deadline must be approved by the building principal. Students receive no credit for audited courses. Admissions will be on a space-available basis, and credit-seeking students will be accommodated first. Any student auditing a course must attend as if regularly scheduled, do all the work assigned, and take exams as required for other students. A grade of AUD* will be recorded on the transcript and will not be calculated into the student's GPA/class rank. Students who fail to comply with the expectations of auditing a course may be removed from the course and assigned a course grade of an F, which will be recorded on the transcript and calculated into the student's GPA/class rank.

COURSE FEES

Students are required to pay fees in some courses. The fee money is used to purchase material used by the students in those courses. Students having a financial problem should see their counselor or principal.

CREDIT FLEXIBILITY

Students may earn credit towards graduation by completing traditional coursework, by testing out or otherwise demonstrating mastery of the course content, and/or by pursuing educational options through Credit Flex. Credit Flex will focus on performance, not counting seat hours. Credit Flex will acknowledge and address students' different learning styles, paces and interests, offering students the opportunity to demonstrate creativity, explore academic and career interests, and practice critical thinking. Credits earned will be included on the transcript and calculated in the GPA. Teachers, a multi-disciplinary team, a professional panel from the community or a state performance-based assessment may be used to determine credit. The credit flex committee, chaired by the high school principal, must approve the Credit Flex proposal. The student is responsible for following the board of education policies and procedures, 8.24; 8.24a1 and 8.24a1f.

CREDIT RECOVERY

Findlay High School will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through computer-aided instruction as an option instead of requiring the student to repeat the entire course. For further details regarding this process, refer to board policy on the FHS website or see your school counselor.

ACCELERATED GRADUATION

The Findlay City Schools Board of Education believes that four years of high school are valuable and important for most students. However, the Board acknowledges that some students seek to pursue personal education goals that include graduation from high school at an earlier date than their designated class. If a student desires to graduate from Findlay High School early, procedures are highlighted in Board Policy 8.22.

GRADING PERIODS

First 9-Week Grading Period	Aug. 28 – Oct. 30	45 days
Second 9-Week Grading Period	Oct. 31 – Jan. 14	44 days
Third 9-Week Grading Period	Jan. 15 - March 18	44 days
Fourth 9-Week Grading Period	March 19 – May 21	44 days

TOTAL DAYS IN SESSION **177 days**

NOTE: Weather/calamity days will be made up according to the state and school district guidelines and will be posted on the district web-site.

GRADUATION REQUIREMENTS

The State of Ohio and Findlay City Schools have mandated graduation requirements:

(The following are subject to legislative changes).

CLASS OF 2020 & BEYOND- GRADUATION REQUIREMENTS

A minimum of twenty-one (21) credits are required for graduation including:

English/Language Arts	4.0 Credits
Communications	1.0 Credit (0.5 Communications AND 0.5 Info./Emerg. Tech.)
Mathematics	4.0 Credits (Including Alg. II or equivalent)
Science	3.0 Credits (1 Life Science, 1 Physical Science, 1 Advanced Science)
*Social Studies	3.0 Credits
Health	0.5 Credit
Phys. Educ.	0.5 Credit (2 PE classes OR 2 PE waivers)
Electives	5.0 Credits (1 Fine Arts)
TOTAL	21.0 Credits

**Required classes varies by graduating year. See counselors for guidance.*

Earning 21 credits is the first of two requirements for graduation.

The second requirement is to meet the expectations of one of the following three options:

Option 1: Accumulate 18 points

18 points on state End of Course Exams: English I, English II, Algebra I, Geometry, American History, American Government, Biology

Performance Level	Points
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

End of Course Tests	Minimum Points Required
ELA 1, ELA 2,	4
Algebra I, Geometry	4
Biology, American History, Government	6
TOTAL POINTS REQUIRED	18 *4 greater than sub score minimums above

Option 2: College Readiness Score

Students choosing this option must earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2020 and beyond to take the exam free of charge. Remediation scores are determined by the Ohio Department of Education and are set by Feb 1st of the cohorts junior year.

Option 3: Earn Industry Certification & Work- Readiness Score on WorkKeys

Students choosing this option must earn 12 points through a State Board of Education-approved, industry-recognized credential, or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment. Please contact your counselor and Millstream as soon as possible if this is a viable option. **Students must meet all graduation requirements, including assessments, in order to participate in commencement activities.**

GPA FORMULA

- Figure the GPA at the conclusion of each semester based on a 4-point system and credits earned.
 - A = 2 points D = .5
 - B = 1.5 points F = 0 points
 - C = 1 point
- Semester Credit:** Each grading period is 37.5% of the final grade; exam is 25% of the final grade.
- The cumulative GPA is updated after each semester

VALEDICTORIAN/SALUTATORIAN and CLASS RANK

Class rank, including Valedictorian and Salutatorian honors, is determined using several factors as listed below:

To attain the distinction of Valedictorian or Salutatorian the student must have attended Findlay High School not less than two years.

The student with the highest GPA who has successfully completed a minimum of 28 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the highest composite score on the ACT, as of the February test results in the year of graduation, will be recognized as the Valedictorian.

The student with the highest GPA who has successfully completed a minimum of 28 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the second highest composite score on the ACT, as of the February test results in the year of graduation, will be recognized as the Salutatorian.

If two or more students are tied on the above criteria for Valedictorian honors, the tie breaker will be the highest composite score on the SAT (sum of both EBRW and Math) as of the March test results in the year of graduation, with the second highest score on the SAT taking the Salutatorian honors. If a tie remains after both ACT and SAT scores are compared, the result will be multiple students recognized as Valedictorians and no Salutatorian will be recognized that year.

In the event two or more students are tied on the above criteria for Salutatorian honors, the tie breaker will be the highest composite score on the SAT (sum of both EBRW and Math), as of the March test results in the year of graduation. If a tie remains on both the ACT and the SAT composite, multiple Salutatorians will be recognized.

Outside of the Valedictorian and Salutatorian, students who attain a 4.0 cumulative GPA will be further ranked by ACT composite score, as of the February test results in the year of graduation. Where two or more are tied on ACT, they will hold the same ranking and the next rank will be appropriated accordingly (see example below). Where no ACT test scores are available, they may fall to the lowest available ranking within the 4.0 designation. Where cumulative grade point averages are below 4.0, no ACT scores are used to rank further.

In order to ensure that proper data exists to be most representative of the class, rank will be calculated at the end of students' sixth semester.

Middle school classes taken for high school credit will be included in the calculation of a student's GPA.

All students attaining a 4.0 GPA will be honored at a awards program for seniors.Example: (other criteria for Val/Sal in the example below presupposes other requirements are met, i.e., AP/CCP, 28 credits, etc.

Val - 4.0 - 35 - 1410
 Sal - 4.0 - 35 - 1370
 4.0 - 34 - 3rd
 4.0 - 33 - 4th
 4.0 - 33 - 4th
 4.0 - 29 - 6th
 4.0 - 27 - 7th
 4.0 - 24 - 8th
 4.0 - 23 - 9th
 4.0 - 23 - 9th
 4.0 - 23 - 9th
 4.0 - 20 - 12th
 4.0 - 18 - 13th
 4.0 - 16 - 14th
 4.0 - (no ACT score) - 15th
 4.0 - (no ACT score) - 15th
 3.97674 - 17th
 3.97368 - 18th
 3.97368 - 18th
 3.89248 - 20th

GRADING SCALE

<u>Grade</u>	<u>C.P.</u>	<u>Honors</u>	<u>A.P.</u>
A	92.0	90.0	86.0
B	82.0	80.0	80.0
C	72.0	70.0	70.0
D	62.0	60.0	60.0

The above percentages are minimums for each grade and therefore, percentages are not to be rounded.

GRADE REPORTS

Credit will be awarded for each semester in which a student receives a passing grade, with the exception of some Millstream Programs, which grant year-long rather than semester credit. Students may earn (2) .5 credits in FHS year-long courses. For example, a student may fail first semester, pass second semester and make up the .5 credit from first semester in summer school or credit recovery. Students must obtain a minimum of two (2) passing grades from the two grading periods and semester exam, each semester, in order to earn credit. Students may re-take a course, but the student will NOT receive double credit for the course (except for courses such as music courses, yearbook, PE, fashion design and art). All failed courses required for graduation must be retaken. Failing grades will remain on the transcript; however, if the student retakes the course only the higher grade will be calculated in the GPA. All high school credits/grades must remain on the transcript to reflect an accurate academic record (for example, high school credits granted in middle school, or earned in CCP courses, correspondence courses, summer school courses, etc.). To receive credit in any subject, a student must complete the course requirements by the end of the semester (unless there is an incomplete issued). Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

Students withdrawing from a course after the deadline described in the schedule change section shall receive a WD/F unless:

- A counselor makes a recommendation to an administrator for a withdrawal without penalty after consulting with the student and parent(s) and determining if there are extenuating circumstances.
- The final decision regarding whether the student receives WD/F will be made by the high school principal.

A WD/F is used for the calculation of extracurricular eligibility during each grading period. Students receiving a WD/F should make sure they have 5 additional credit classes and receive no other failing grades in order to become or remain eligible.

COUNSELING SERVICES

The services provided by the high school counselors are:

- Information about academic, career and social-emotional concerns.
- Student appraisals to help identify their abilities, achievements, and interests.
- Group counseling provides the sharing of information through group discussion.

- Individual and group counseling is available to students upon request or referral.
- Consultation services with school personnel, parents, teachers, and administrators.
- Parent conferences provide opportunities for home and school cooperation.
- Coordination of community resources.
- Placement services aid students in educational or employment transitions.

Students and parents must be aware of and responsible for meeting the requirements specified by Findlay City Schools as well as those requirements of any post high school organization.

SUICIDE INTERVENTION PROCEDURE

If a student is a serious threat to self, the school counselor will refer to appropriate psychiatric services. Upon this intervention the principal and parent or guardian will be notified. If parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal may contact the appropriate public or private agency. It is incumbent upon the family to get their child evaluated/cleared to return to school, once an evaluation is requested.

PE WAIVER POLICY

PE Waiver forms must be completed online, started by the parent. Submission for waiver must occur within 1 calendar year of the completion of the season as defined by the end of the year banquet. <http://www.findlaycityschools.org/board-policy.htm>. Under the section [8.22F2](#) of the BOE policy, click "Online" to begin the waiver request process. A student may be exempted from the graduation requirement of two required high school quarter-credit physical education courses by participating in two seasons of the high school's interscholastic athletic teams, marching band, cheerleading squad, and /or JROTC. See [BOE policy 8.22 section 7](#) under **Other Requirements and Guidelines** for details.

HOMEWORK REQUEST DURING ABSENCE

In order to give teachers enough time to prepare assignments for absent students, a parent may request homework assignments for a student who anticipates an extended absence of 3 or more days. To request assignments, the parent must contact their principal's secretary to arrange to pick up assignments and any books that may be in the student's locker. Communication with teachers is encouraged.

HONOR ROLL

The following standards will be used in determining the high school honor rolls:

1. **Distinguished**—3.75 and above with no grade below a "C". No WD/F or Incomplete (INC)
2. **Merit**—3.25-3.74 with no grade below a "C". No WD/F or Incomplete (INC)
3. **A/B**—Any combination of all "A's" and/or "B's". No WD/F or Incomplete (INC)

HONORS DIPLOMA

The Ohio Department of Education has several options for earning an honors diploma and includes the following: Academic Honors, International Baccalaureate (not available at FHS), Career Tech, STEM, Arts, and Social Science & Civic Engagement. Students and parents should refer to the Ohio Department of Education website for details specific to each track. **The established criteria for earning an Academic Honors diploma is listed below.**

High School Academic Diploma with Honors –

Students must meet at least seven of the following eight criteria established by the Ohio Department of Education. The criteria for academic students are as follows:

1. Earn 4 credits of English.
2. Earn 4 credits of Math including Algebra I, Algebra II, and Geometry or equivalent and another higher level course or a 4-yr sequence of courses that contain equivalent content.
3. Earn at least 4 units of science
4. Earn 4 credits of Social Studies.
5. Earn either 3 credits of one Foreign Language or 2 units in each of two different Foreign Languages.
6. Earn 1 credit of Fine Arts.
7. Maintain an overall high school grade point average of at least 3.5 on a 4-point scale, determined after the first semester of the senior year.
8. Obtain a 27 ACT composite or a 1280* on the SAT. Writing sections of either test should not be included in the calculation of the score.
*1210 if the SAT was taken prior to March 2016

**Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements in the Ohio Revised Code including:

½ unit of physical education (or exemption as defined by Findlay City Schools B.O.E.)

½ unit in American history

½ unit health

½ unit in government

CAREER READINESS SEAL

The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need.

To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

The OhioMeansJobs-Readiness Seal is available for the graduating classes of 2018 and beyond and will be printed directly on Ohio diplomas and transcripts.

BILITERACY SEAL

The Ohio Seal of Biliteracy recognizes graduating seniors who can demonstrate high levels of proficiency in English and at least one other language. Findlay City Schools is able to add this award to the student's transcript according to state-established guidelines. In order to receive the Seal of Biliteracy, students must be eligible to earn a high school diploma, meet one of the English language arts proficiency requirements (ie. Ohio state tests or ACT scores) and satisfy one of the foreign language proficiency requirements (ie. AP exam with a 4 or higher or receive the score of intermediate High on an ACTFL approved assessment).

INTERIM REPORTS

During the middle of each nine-week grading period, students will be given interim reports to update them on their academic progress. It is the student's responsibility to take this report home. Student progress is also available on Progress Book.

NATIONAL HONOR SOCIETY

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to serve the community, to promote leadership, and to develop character in students. To qualify, a junior or senior candidate must meet the minimum standard for scholarship, which is a G.P.A. of 3.5. After qualifying and completing the appropriate candidate forms, students will be evaluated by the Faculty Council to determine if the student exemplifies outstanding character, leadership, and service. Candidate packets will be made available in the fall with induction held shortly after. Help sessions for completing the candidate packets are available and highly recommended. See the advisor for more information.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus program can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Students must be admitted to the college in order to participate. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn a student 2/3 of a high school credit and a 1 hour college credit course will convert to 1/3 of a high school credit. In many instances CCP is free, however students who fail a course will be responsible for associated costs of that course. If you choose to attend a private college or university, the student may be responsible for a portion of the costs. Responsibility for transportation rests with the student. Students will be expected to follow the rules and regulations set by the college/university as well as the high school's expectations. FHS will be offering CCP courses at Findlay High School, depending on teacher credentialing and student requests. Students enrolled in college courses may still be required to take End of Course exams for certain courses. In some courses, the final grade may correspond with a point scale used for graduation requirements. Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If a passing grade is not received, the district may, seek reimbursement for the amount of state funds paid to the college on your behalf for the course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Students must notify the district by **April 1st** of the previous school year with their intention to participate. **Please see your school counselor for any FAQ's, the FHS website <http://fhs.fcs.org/ccp.htm>, or <https://www.ohiohighered.org/ccp> to learn more.**

PROGRESS BOOK ACCESS

Parents have the ability to check their student's progress and grades online. If you did not receive a password or have misplaced yours please go to the FHS website and click on Progress book assistance. The parent access site is located at <https://parentaccess.noacsc.org/>. Further Questions about grades in Progress Book should be directed to the student's teacher and/or counselor.

SCHEDULE CHANGES

During the spring a series of scheduling activities take place to assist each student in selecting appropriate courses for the following year and to allow for parent feedback. Extensive time is spent developing course planning information, credit check worksheets, course advisement information, and counseling by teachers and counselors. Because of this detailed process, students need to plan their schedule carefully since schedule changes will only be permitted for the reasons below. When the number of requests for a class exceeds the number of available spots, priority may be given to those requests based on various factors including: demonstration of prior success, grade level, course sequencing, prior courses taken and other factors, at the discretion of the principal.

Students may not add a course after the first **10 days of each semester** or the **first 5 days of a technology class**. In order to ensure that students are able to take another class, students are **not permitted to drop a course after the course has been in session for 10 days**. Dropping after that date would result in a WD/F. Failure to follow the proper schedule change procedures will result in a failing grade for the course and loss of credit. Students requesting a schedule change must complete the Drop/Add form, meet at least one of the criteria below for a schedule change, and obtain all of the necessary signatures, prior to the schedule change being made. Schedule change requests after the 10 days must receive approval by the building principal. Level changes must be requested no later than 5 school days after grade cards are distributed at the end of the first quarter. Level changes after the first quarter of the course must receive approval by the building principal. If approved, the student must follow the current schedule until notified that the change has been made. Requests for specific teachers, lunch periods, and/or courses offered during specific periods will not be honored. Students and parents are responsible for making sure that the schedule change does not impact athletic eligibility, graduation status, the college core, and/or earning the honors diploma.

Reasons that justify changes in your schedule:

- Semester/Class imbalances and/or clerical errors.
- Replacement of summer school course(s) successfully completed.
- Level change – AP to CP and/or CP to Basic. Students transferring from an honors course to a college prep course must request no later than 5 school days after grade cards are distributed at the end of the first quarter or with administrative approval.
- Scheduled college class to replace FHS class (provided all deadlines were followed; provide a copy of college schedule).
- Adding a course to ensure athletic and/or extracurricular eligibility.
- * Other Principal approved

JUNIOR/SENIOR PRIVILEGE

- Must be on track for graduation to be dismissed from a first or last period study hall
- Complete form on FHS website for consideration.
- The student is to continue to report to study hall until notified that it has been approved and the schedule has been changed.
- **The student's parents or administrator may revoke this privilege for any reason.**

STUDENT WITHDRAWAL PROCEDURES

1. The student or parent must contact the main office to meet with the counselor or principal to determine the reason for withdrawal. **All school related materials/books must be returned to the office to avoid fees.**
2. Office staff will produce a current marks screen of the students current academic progress at the request of the student or parent.
3. If the student is 18 years old or older and dropping out, he/she is encouraged to follow the above procedure.

TEXTBOOKS

All textbooks are provided at public expense for all students. In turn, the students are responsible for returning all books issued to them at the end of the semester or year showing no more than normal wear. Fines will be assessed in all cases where books show evidence of carelessness. **Students have 3 days after receiving a textbook to report any damage to the library staff.** After 3 days, the student who checked the book out is responsible for any damage. Lost or stolen textbooks must be paid for as soon as possible. The price will be that of a new book. A second book will be issued to the student. If the lost book is recovered, the payment will be refunded.

WORKBOOKS

Some courses require the use of workbooks. Since these are not reusable, the student is expected to purchase them. Teachers will inform you if a workbook is required in their course. If so, you may purchase them from the school. You should obtain them as soon as possible in order not to fall behind in your schoolwork. Students having a financial problem should see their counselor.

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ATTENDANCE POLICY

Attendance 1-844-305-3755 or fcs.schoolconnects.com

ATTENDANCE / ABSENT NOTES

A parent/guardian should call the Attendance Hotline at **1-844-305-3755** or go to **go.schoolmessenger.com** to report a student absence. If at all possible, this call should be made before school starts on the day of the absence. When a student returns to school after an absence, he/she must present a written statement **certifying the reason for the absence** from his/her parent/guardian within **two (2) DAYS to the appropriate attendance aide to avoid a disciplinary consequence**. (A parent note should be turned in for ALL absences, even if a student is on attendance watch and has not provided a doctor's note as required and/or the note is turned in after 2 days, to verify that the parent is aware of the absence.) Failure to present the absence form to the teacher within two school days after the absence may result in a student not being permitted to make up missed assignments, quizzes and tests and may result in a loss of credit for assignments. A student with an unexcused absence is permitted to make up assignments/tests/quizzes missed during the unexcused absence for credit or partial credit at the discretion of the appropriate principal. If a student is planning to be absent for any other reason, the parent should put the request in writing prior to the absence. The student should present the request to his/her attendance aide first, and then present the pre-excused absence form to his/her individual teachers for signatures. Finally, the form must be returned to his/her assistant principal for approval. The student will be granted the same number of school days missed to complete any assignments given during the time of the absence.

Since the school is required to know why students are not in school, parents are urged to call the Attendance Hotline at **1-844-305-3755** or go to **go.schoolmessenger.com** when an absence is necessary. The school will make attempts to notify the parent/guardian or designee of the absence. Parents may provide the school with a home phone number, work number, email and/or a designee to enable us to comply with state law.

ATTENDANCE PROCEDURE

In accordance with Ohio law students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

Excused absences are for the following reasons: personal illness or medical appointments, illness in the immediate family, death in the family, religious observances, quarantine of the home, any reason that qualifies as a legitimate excuse under O.R.C section 2151.011, or other legitimate reasons where the principal provides approval.

Unexcused absences include, but are not limited to the following: absent without written explanation, oversleeping, car trouble, missed the bus, shopping, haircut/beauty shop appointment, babysitting, truancy, family errands, hunting, fishing or similar reasons.

One school day is considered 6.5 hours for grades 6th-12th.

Unexcused Absence and Truancy Procedure

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19)
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district may implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)

EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing within 7 business days after the date after the absence that triggered the notice requirement (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding college visits, OSS, etc.).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Students may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

MEDICAL, DENTAL, AND/OR COURT APPOINTMENTS

As much as possible, please make appointments during your study hall periods. We realize this cannot always be done, but please make an attempt. Professionals in the city of Findlay have been very cooperative in the past, and we will cooperate with them. If you have an appointment in Findlay, **you will be excused from school 45 minutes prior to the appointment and are required to be back in school 45 minutes after the appointment.** When you do have an appointment, please bring a written note from your parents requesting that you be excused at the necessary time. In the morning, present the request to the appropriate attendance aide or secretary to receive a pass to **sign out** at the time of the appointment. Students must also **sign in** upon returning to school. **Students are not required to attend school prior to the appointment if the appointment is at 9:00 or earlier.**

STUDENTS BECOMING ILL DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she should report to the school nurse or the appropriate principal. If the illness causes a need for the student to go home, the nurse must receive permission for the student to sign-out from a parent/guardian or another person as designated on the student's emergency medical form. **If a student goes home for lunch and does not return due to an illness, a parent must call the Attendance Aide (425-8228) the same day** and a written excuse must be presented to the appropriate attendance aide upon returning to school. Failure to follow attendance procedures may result in school consequences. Students who develop a pattern of not returning from lunch due to illness may be placed on Attendance Watch.

TARDY POLICY

A student is considered tardy to school if he/she is not in his/her seat when the bell sounds and prior to fifteen (15) minutes into the first period class. Students less than fifteen (15) minutes late to first period will report directly to class and the teacher will assign classroom consequences. Students should first check in at the Attendance Office if they are bringing in a note or medical excuse in regards to their late arrival. Excessive tardies may result in Administrative Discipline.

COLLEGE CAMPUS VISITATIONS, ARMED SERVICE TESTING & CAREER-JOB SHADOWING

Students should write or telephone the admissions office to make an appointment for a visit. This should be done at least one week in advance because some colleges have special programs and tours for students, others allow students to visit any time. Students must provide official documentation with proof of visit. Students are allowed a total of four (4) days for visitation. These may only be taken during the junior and senior years. This process may now include Career-Job Shadowing, the same process for a college visit will be followed. Please arrange ahead of time, follow all attendance procedures and obtain written documentation from placement that you completed the visit.

FAMILY VACATION REGULATIONS

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of Findlay High School has set the following regulations to insure uniform handling of vacation situations:

- A student is expected to give a written request from the parents to the appropriate attendance aide to obtain the excused absence request (blue form), which will be given to the appropriate principal for his/her approval before the vacation.
- This excused absence request (blue form) should then be presented to each of the student's teachers.
- A sincere attempt must be made by the student to obtain all of the assignments in advance and complete them upon returning to regular classes.

The completed blue form must be returned to the attendance aide for the absence(s) to be excused.

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STUDENT DISCIPLINE/BEHAVIOR CODE

NON - VIOLENCE PLEDGE

As a member of the Findlay High School community, I will:

1. Display an attitude of respect and kindness.
2. Refrain from confronting another person in anger.
3. Refrain from using or threatening any physical force.
4. Refrain from participating in any way in a physical fight.
5. Refrain from using any foul or profane language.

In order to assist me with the above, I am aware that the following interventions are available to me:

- Talk to a counselor
- Talk to a principal
- Take advantage of mediation
- Talk to a teacher

NON-VIOLENCE STATEMENT

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Findlay High School will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. Findlay High School will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

STUDENT DISCIPLINE CODE

We at Findlay High School encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at FHS make poor choices. However, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. It is our duty and obligation to ensure an educational environment where positive learning experiences can take place. The discipline code is listed to serve this purpose.

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, in the line of sight of the high school (including open lunch) or otherwise subject to the authority of school officials. These rules also apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the district, or if the misconduct is directed at a district official or employee or the property of a district official or employee. Violation on the part of a student of any one or more of the following rules of conduct or assisting, aiding and/or abetting a student who is violating the rules of conduct while on school property or while under the jurisdiction of the school may result in disciplinary action, including a verbal or written warning or reprimand, referral to a school counselor, parental contact or conference, community service, before school, lunch or after school detention(s), in-school assignment, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration including referral to the appropriate authority for prosecution.

The superintendent, principal or assistant principal may suspend a student from school for a period up to 10 days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to 80 days and in some cases for an entire year. A student may have his/her Driver's License suspended if he/she is suspended or expelled for the use or possession of alcohol or drugs or for being excessively truant. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Expulsion may result in the loss of credit for courses being taken at FHS or Millstream, or at any college or university, CCP, at the student's own expense. Administration has the right to reschedule ISA or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

Extracurricular activities and school events (such as Graduation Ceremony, Prom, and Sporting Events) are privileges not rights. Violation of the code of conduct may result in the loss of these privileges in addition to other school discipline.

Compliance with this code is mandatory.

1. **Disruption of School** - A student may not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extracurricular activities. **Students are only permitted to enter academic areas of the building, such as classrooms, and are expected to leave school promptly at the end of the school day unless they are involved in a legitimate school-related activity. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent or principal.**

2. **Damage to School Property** - A student may not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.
3. **Damage to Private Property** - A student may not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.
4. **Bullying and Hazing** – A student may not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their assistant principal or guidance counselor. Students may report incidents of bullying to any school employee. **Students may also call 419-429-8994 to leave a report of bullying. Students may also go onto the FHS webpage and submit a report that goes directly to an administrators email. Students who make false reports of bullying may be disciplined up to a school suspension.**
5. **Unauthorized Bodily Contact (Level I, II, III)**—The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.
 - Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining
 - Level II—Two or more students may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm to each other or other persons while under the jurisdiction of the school.
 - Level III— A student may not attempt or willingly attack another person [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.
6. **Dangerous Activities, Weapons and Instruments** - A student may not engage in any activity which threatens, endangers or tends to threaten or endanger the health or safety of students, teachers or other school personnel. A student may not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon.
 - Examples of such instruments include, but are not limited to, the following: lighters, guns, knives, smoke bombs, tasers, mace, lasers, martial arts instruments, fireworks, bullets, and/or gunpowder.
 - This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District.
 - Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.
7. **Tobacco/Nicotine** - A student may not smoke, use tobacco/nicotine, possess, or display any substance containing tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), in any area under the control of the school district or at any activity supervised by the school district.
 - Students serving as a “lookout” or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances** - A student may not display, knowingly possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), other pills/substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student may not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:
 - Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
 - Any substance that is represented as a controlled substance.
 - Any substance other than controlled substance that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board of Education Policy 9.11.

9. **Theft** - A student may not take or attempt to take into possession the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
10. **Frightening, Degrading, or Disgraceful Acts** - A student may not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, visual, gestural, and/or technological means.
11. **Insubordination** - A student may not disregard or refuse to obey reasonable directions given by school personnel.
12. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. **Dress, Appearance** - A student may not dress in a manner that will present health or safety problems or cause disruption of school. Clothing or accessories that depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers are not permitted. Brief and revealing clothing or any other apparel deemed as inappropriate by the administration is not permitted. Brief and revealing clothing is not permitted.
14. **Truancy/Excessive Absence/Tardiness** -The adopted Board Policy applies.
15. **Sexual Harassment** - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
16. **Violations of Directions, Policies, Rules, Etc.**- A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.
17. **Altered or Forged Passes/Documents** - A student may not alter, forge, or use a fraudulent document.
18. **Public Display of Affection** - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
19. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
20. **Extortion** - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. (See 28.)
21. **Slur** - The Findlay High School Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.
22. **Computer Technology and Network Guidelines** - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's high school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement were a first offense could include termination of a student's access to the computer network and internet and prohibition of bringing personal technology devices to school.
23. **Academic Dishonesty** - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary consequences that may be imposed.
24. **Threats** - A student may not make any threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Including but not limited to, threats of violence that could induce panic or cause mental, physical, and emotional harm.
25. **Disrespectful Behavior** - A student may not be disrespectful toward a student, school personnel and school visitors.
26. **Failure to Serve Disciplinary Assignments** - A student may not fail to serve disciplinary assignments.
27. **Gang Activity** - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay High School according to the following:
 - Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
 - Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with, any gang.
 - Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or

- personal property brought to school.
 - Engaging in violence, extortion or any other illegal act or other violation of school policy.
 - Soliciting any person to engage in physical violence against any other person.
- 28. Threatening/Intimidation** – causing another person to believe that physical harm may come to them (menacing). A student may not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation includes, but is not limited to threats used to extort money or any other item of value from another student or person (see 20.)
- 29. Dating Violence or Sexting** - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.
- 30. False reporting:** A student may not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

“Discipline yourself so that others don’t have to.” John Wooden, Basketball Hall of Fame / former coach.

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APPEALS

Suspensions may be appealed. If an assistant principal issued the suspension, the appeal is made to the principal. If the principal issued the suspension, the appeal is made to the superintendent or designee. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change, and the student may have the right to make up all work.

DUE PROCESS

Out-of-School Suspensions, Expulsions and Removals

Due process for out-of-school suspensions, expulsions and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. No due process guarantees are implied as to any in-school alternative. With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may prohibit a student from participating in a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension may not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend school or extracurricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal.

EIGHTEEN YEAR OLD STUDENTS

Eighteen-year-old students must comply with the rules and regulations of Findlay High School and attend school consequences as assigned. Parents are requested to write excuses for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance. In order to monitor attendance for adult students and to provide support, 18 year old students will be placed on attendance watch, and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.

Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.

FREEDOM OF EXPRESSION AND ASSEMBLY

Verbal and Written Expression and Assembly

Schools, by their very nature, must encourage free inquiry and free expression of ideas. In so expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane or obscene remarks and to conduct themselves in such a way as to allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assemble peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations which interfere with the operation of the school or classrooms are prohibited.

Symbolic Expression and Related Activities

Symbolic expression is that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student is free to determine his/her symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene.

SEARCH AND SEIZURE

The following rules apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities and the student and parents involved shall be notified.
- Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

An automobile, used by a student as transportation to and from school or any school-related activity, may be searched. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.

SURVEILLANCE CAMERA

Students are duly informed that behavior may be monitored on school property and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

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TECHNOLOGY

COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

Several hundred users share the computing resources at Findlay High School. To protect the integrity of the networks and workstations, users are expected to exercise responsible, ethical, and unselfish behavior when using any technology equipment at Findlay High School. Each student is responsible for reading and abiding by the Student Acceptable Use and Internet Safety Policy (9.21). Failure to comply may result in disciplinary action and/or loss of computer privileges, access to accounts and/or use of the internet. Multiple violations could result in being banned from computer use for the remainder of the semester, school year or a student's high school career. Violations may be referred to the appropriate legal authorities and/or other legal action may be pursued. Exceptions to any of these rules are permitted only under direct teacher supervision.

1. To deny a student under the age of 18 computer network and internet access at FHS, a parent/guardian must complete an "opt out" form, available in the main office.
2. Students may only access the district network and/or internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
3. Students may not seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
4. Students may not upload, download, create or transmit confidential information, harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.

5. Students may not engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, don't waste toner, paper in printers or send "junk e-mail."
6. Students are encouraged to save and store their work in their server account, understanding that school staff may review student computer files or messages. Material may be reviewed for grading and appropriate content. Files may be reviewed for harassing or threatening material, and/or any vulgar or obscene content.
7. Students are not to modify or remove any identifying labels on computer equipment.
8. Students are permitted to use networked and school-supplied software. Programs written by the student as part of an assignment in a course may be run, as required, with teacher supervision.
9. Students may not install or delete programs on the school's desktop computers. Students may download and install school appropriate programs on their Chromebooks in accordance with the Findlay City Schools 1:1 handbook for Student and Parents..
10. Students may not remove, alter or copy Network software for their own personal use or for the use of others.
11. All electronic communication between students and teachers should take place through their district assigned accounts.
12. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers and/or when a computer malfunctions in any way.
13. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code.
14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials, and/or any materials that include the design or detailed information for the purposes of creating any explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.
15. Students may not upload, download, copy, redistribute or republish copyrighted materials without express written permission from the owner of the copyright. Students should assume that all materials on the Network are protected under copyright laws unless there is explicit permission on the materials to use them.
16. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or view or access content or information unrelated to the curriculum.
17. Students are prohibited from using proxy applications to get around FHS internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Any student engaging in such activity will receive an **"IBOSS ALERT - HIGH RISK ACTIVITY DEVICE LOCK"** message and will be blocked from the Findlay City Schools wireless network. A Student in violation will need to register their device (android phone, iPhone, iPod, etc.) with technological support staff in order to get back on FHS wireless network.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind) electronically. This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to videos, images, audio, text, or any other media.

ELECTRONIC DEVICES (B.Y.O.T)

Providing students and staff with a 21st century digital learning environment is part of the technology plan for Findlay City Schools. Students will be permitted to bring their own technology devices (such as laptops, eReaders, iPads, Smart Phones, etc.) to use at specified times during the school day. Cell phones and Smart Phones, as voice and text communication devices, are a separate category addressed in the handbook.

Use of these devices, intended to enhance learning in the classroom, will be permitted when deemed appropriate at the individual teacher's discretion. Students should be aware that these devices should be used for educational purposes only. **Each teacher has the discretion to limit or forbid the use of a student's personal electronic devices in their classroom.**

When using their own equipment, students must follow the guidelines below which are in addition to, and in expansion of, the District's acceptable use guidelines for students using District provided equipment:

1. Students using their own electronic devices must use the "Guest" or "Student" wireless Internet access provided by the District. "These wireless networks provide Internet access that is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G, 4G, 5G, etc. access are not permitted on school grounds as the District must abide by the Children's Internet Protection Act.
2. Students must not create, publish, submit or display any material or media that are abusive, obscene, sexually oriented, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission being given by the subject of the video or photo.
4. Students may never use their personal electronic device in restrooms or locker rooms.
5. Use of a student's personal electronic device in the classroom, or at any school-sponsored event, is at the discretion of the administration, faculty or staff.
6. **Students are responsible for keeping their personal electronic devices safe and secure. The district is not responsible for any device lost, stolen or damaged while on school property.**

7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with your other personal property brought to school, students should not have any expectation of privacy on personal electronic devices brought onto school property. If improper use of technology or abuse of this, or the student acceptable use policy is suspected, the administration, faculty and/or staff have the right to examine the student's electronic device.
 8. Students must never use their personal electronic device to access, modify, download or install computer programs, files or information belonging to others.
 9. The District will primarily provide technical support for school owned devices. Technical support for B.Y.O.T devices may be provided only as time permits.
 10. The District may not provide users of personally owned devices the opportunity to charge those devices on school property.
 11. Any disciplinary action that occurs due to a student's personal device being used improperly will be dealt with at the discretion of the building administrator as prescribed by the student handbook.
- These guidelines may be altered by the administration at any time based on violation of these rules and disruption(s) to the educational setting.

CELL PHONES

The administration realizes that technological advancements have led to an increased number of students who have cell phones. In order to preserve academic integrity and the safety of the learning community, it will be necessary to place some limitations on the use of cell phones at school. Violation of this policy may result in disciplinary action being taken, as well as the cell phone being confiscated. When a cell phone is confiscated, the student and/or parent may retrieve the phone from the appropriate principal at the end of the day, provided there are no concerns with the contents of the phone. Bringing a cell phone to school on a scheduled school day is a privilege, not a right; a student does not have a legitimate expectation of privacy as to the contents of a cell phone the student chooses to bring to school. However, a cell phone will only be searched if there is a reasonable individualized suspicion that the cell phone may have been used as a part of a school-related prohibited activity identified in the student handbook. **The school and school personnel are not responsible for lost or stolen cell phones. Cell phones may be taken by a teacher and brought to the office due to a student not following BYOD guidelines.**

COMPUTER LAB GUIDELINES

Students must sign in and present an ID before the tardy bell unless otherwise authorized by an administrator or a teacher. Computers will be used **for school related projects only. Materials may only be saved to a student account.** Print only what you need using print preview up to 10 pages. Color printouts must be teacher approved and if printing multiple pictures, then a minimum of 2 pictures per page is required. Clear WATER bottles must remain on the floor. Disruptions may result in removal from computer labs.

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LUNCH / CAFETERIA USAGE

Our high school will operate on the basis of an open lunch period for grades 10-12. During your scheduled lunch period you may leave the building to eat if you wish, but it is your responsibility to be back on time and you must return to the building through the appropriate doors. Under some situations, students may be assigned a Lunch Detention. Those of you who elect to stay in the building must eat your lunch in the cafeteria or other designated areas. You may bring your own lunch from home or may purchase one in the cafeteria. The price for a school lunch will be \$2.85 for the 2017-2018 school year. Students are only permitted to have food in the cafeteria during their assigned lunch period. There are several serving lines. A complete tray lunch will be served on two lines inside the kitchen and at the Deli line which will serve a variety of salads, wraps, and miscellaneous entrees along with a la carte items. Leave nothing on the tables. Do your part to see that the cafeteria is kept clean. Card playing is permitted only during the lunch periods and only in the cafeteria area. No gambling is permitted.

FREE/REDUCED LUNCH

In the event that financial concerns arise that make it difficult to purchase school lunches, students should see their counselor and apply for free and/or reduced lunch. Federal Regulations require all schools to verify the income of applicants for free and reduced lunch. Parents or guardians must have their child pay or pack lunch until the Food Service office approves the application. Applications are available in the Main office.

OPEN LUNCH CONTRACT GRADES 10-12

Lunch Behavior

Open lunch is a privilege that must be earned and certain standards must be followed while off campus, or a student will lose the privilege. Findlay High School currently has an open lunch for students in grades 10-12 who have signed the Open Lunch Contract. Freshman lunch is closed. Students are expected to behave responsibly during lunch either on or off school property. If a student is disruptive, he/she may be assigned "Closed Lunch". The lunch detention assignment will directly reflect the infraction. Serious infractions will result in lunch detentions for the remainder of the school year. The following standards are expected while off campus:

1. Appropriate behavior at all times. Examples of inappropriate behavior include, but are not limited to: fighting, smoking and causing disturbances in the community.
2. Keep safety in mind at all times. Cross the street at proper places and at the appropriate time.
3. No trespassing on private property. It is expected that students will respect our neighbors.
4. There will be no loitering. The corners must stay clear so students can use the crosswalks.
5. No littering. Please place refuse in appropriate containers.
6. Use sidewalks at all times. Do not walk in the streets.
7. Students in grades 10-12 may walk to local restaurants during open lunch. Students will NOT be permitted to drive off campus during open lunch.

"SMART SNACKS"

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school during the school day, including foods sold through school fundraisers. The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

Applicability of the Smart Snacks Standards:

The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available for sale to students at that time must comply with the Smart Snacks requirements.

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FHS EXTRA-CURRICULAR ACTIVITIES RULES & ELIGIBILITY

*See Parent & Student Interscholastic Athletic Handbook for full details.

GOALS & PHILOSOPHY

Findlay City Schools believes that all participants covered by these rules are students who have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of being a good role model. Thus, these rules are designed to discourage all participants in extra-curricular activities, from the use of drugs, alcohol, and tobacco in any form.

These rules are established for the benefit and well-being of the students. Your support and encouragement for your student to abide by these rules is vital. **These rules are in effect year round. The Extra-Curricular Activities Rules and Eligibility Policy are posted on the school website and in the FHS main office. Students participating in extra-curricular activities will receive a copy of the policies and procedures. Students participating in extra-curricular activities will be required to submit to all Findlay City School District policy and procedures.**

GOOD SPORTSMANSHIP / ATTENDANCE AT ATHLETIC EVENTS

The Student Athlete Leadership Team (SALT), administration and staff at FHS promote enthusiastic support of our athletic teams. Please display positive behavior that promotes good sportsmanship by treating all fans, officials, coaches and student athletes with respect.

RESPONSIBILITY OF SCHOOL & COACHES/ADVISORS

Prior to the first meeting/event of the season, coaches/advisors are to hold a meeting open to parents and students for the purpose of reviewing these rules and additional rules specific to a sport or activity, eligibility guidelines, and any other information relative to the sport or activity. We strongly encourage parents and their children to review these rules together.

ELIGIBILITY

In order to remain eligible to participate in extra-curricular activities, students must adhere to the following requirements:

- A. The current Ohio High School Athletic Association minimum standards:
 1. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
 2. A student in grades 7-8 (includes incoming 9th graders) must have received passing grades in 75% of the subjects in which he/she is enrolled during the preceding grading period.
- B. Maintained a minimum 1.5 GPA in the previous grading period.
- C. Received no more than one F in classes in which he/she was enrolled during the preceding grading period, whether for full or partial credit.
- D. After a student completes the eighth grade, or is otherwise eligible for high school extra-curricular activities, the student may be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.

It is strongly recommended students/athletes carry more than the minimum five credits since some classes are worth one full credit, some 1/2 credit, etc. **Summer school grades may NOT be used for eligibility purposes** in accordance with the Ohio High School Athletic Association standards.

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NON-DISCRIMINATION POLICY

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. When this handbook is in conflict with the provisions of Ohio Revised Code 3301.60 (Interstate Compact on Educational Opportunity for Military Children), the provisions of ORC 3301.60 will apply. This handbook does not supersede ORC 3301.60.

The Board designates:

Director of Elementary Instruction - Title I Coordinator
Director of Secondary Instruction - Title VI Coordinator
Assistant Superintendent - Title IX Coordinator
Special Education Coordinator - Section 504 Coordinator

Complaints should be referred to:

Title VI (race, color and national origin)

Mr. Troy Roth
1219 Broad Avenue
Findlay, Ohio 45840
419-425-2569

Title IX (gender)

Mr. Troy Roth
1219 Broad Avenue
Findlay, Ohio 45840
419-425-8202

Section 504 (disability)

Mrs. Kelly Glick
1100 Broad Avenue
Findlay, Ohio 45840
419-425-8238

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This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.



FINDLAY LEARNING CENTER K12 BLENDED LEARNING SCHOOL

2019-2020 Staff Handbook

Meeting our students where they are and guiding them to their future.

Educating and Empowering for Life

FINDLAY LEARNING CENTER SCHOOL
1100 Broad Avenue Findlay Ohio
School phone: 419-429-8938
Fax: 419-427-5483
Webpage: flc.fcs.org

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INTRODUCTION

The Findlay Learning Center is a K12 blended learning school designed to meet the needs of self-motivated students who have the desire and ability to participate in a self-paced¹ program of blended learning instruction that includes online instruction with the support of a licensed educator who can help provide assistance. In order for students to be successful in a blended-learning environment students must be able to effectively manage their time, learn independently, and take responsibility for their learning. Students are required to complete their course work according to the course-pacing guides and the goals established with the input of their educational coach.

Students in Kindergarten are required to have 15 hours of online activities each week. Students in grades 1-6 are required to have a minimum of 25 hours of online activity time each week. Students in grades 7-12 are required to have a minimum of 27.5 hours of instructional activities each week which is made up of 22.5 hours of online instructional activities and up to 5 hours of activity time credited each week for off-line activities, which includes **required** note taking. Activity time is calculated as time spent by a student actively working in online lessons (tutorial, assignments, tests, exams, school assessments, etc.). Students may also have required offline activities, such as additional reading selections, reports, projects, etc. that are considered to be homework and are required in addition to their required hours of online activity time each week.

The staff of the Findlay Learning Center are committed to helping our students' reach their academic goals. We believe that this is achieved through a partnership with our families and students in order to help our student achieve the State and district's high standards.

Findlay Learning Center Commitment to Students and Parents

1. The Findlay Learning Center will provide a high-quality online curriculum in a supportive and effective learning environment that is aligned with the Ohio Content Standards.
2. The staff at the Findlay Learning Center will provide each child with assistance and feedback during normal operating hours.
3. The staff at the Findlay Learning Center will return parent phone calls and emails within 24 hours during normal operating hours.
4. Parent conferences will occur on a quarterly basis and by appointment when a parent or staff member requests a conference.
5. Parents will receive student progress reports on a quarterly basis.
6. Parents will have access to their child's progress through the online system.
7. Educational Coaches will meet with the students they coach at least every other week to monitor progress, set and review goals, and provide mentoring assistance. In addition, the staff will email copies of this information to parents if the parent has provided current

¹ Self-paced means that students may work faster than established timelines. However, students may not work slower than the established timelines.

email address.

8. Educational Coaches will make every possible attempt to contact parents by telephone, text message, or email, or mail to discuss student attendance and progress concerns in a timely manner.

Parent and Student Commitment

- Unless otherwise approved by the director, when a student first begins attending the Findlay Learning Center they will be required to attend the lab or classroom for at least 14 hours a week for the first three weeks. This is to ensure that the student understands how to use the online program, how to get assistance, and can establish a learning routine that will ensure they are successful using this blended learning option.
- Students must be physically present at the Findlay Learning Center for at least a minimum of 3 hours each week. During this time, students will participate in a variety of activities that may include a review of student's overall progress, establishing weekly goals, tutoring, test taking, etc. This requirement may be altered at the discretion of the program director.
- Student attendance is calculated beginning at midnight on Monday through 11:59 PM Sunday evening. Students who do not work on their online course work for their minimum hours of weekly activity time (Monday-Sunday) will be marked unexcused absent. **Attempts to falsify online activity time will result in unexcused absences.**
- Parents must contact the school when their child will be absent from their regularly schedule day(s) of attendance.
- Absent notes are required to excuse a student when they are unable to meet their weekly instructional hour requirements due to an FCS approved absence reason. Juvenile court requires that notes be submitted within 2 days of a student returning from the absence in order to be considered for excusal. The note must state the date, duration of time, and reason for the request to excuse an absence. When a request to excuse an absence fails to state the duration of time for the absence, the director or designee will use their best judgement to determine the amount of time that will be permitted to be excused.
 - a. Kindergarten students are required to complete 540 hours of instructional activities per year, which equals 15 hours a week of computer time-on-task (Monday-Sunday).
 - b. Elementary students are required to complete 920 hours of instructional activities per year, which equals 25 hours a week of computer time-on-task (Monday-Sunday).
 - c. Secondary students are required to complete 1001 hours of instructional activities per year, which equal 27.5 hours a week. Findlay Learning Center secondary level students must complete at least 22.5 hours of computer (online) time-on-task (Monday-Sunday) and at least 5 hours of time credited to working on off-line activities including note taking. This work is counted as homework.

- Students are required to complete their weekly hours, including times when school is delayed or cancelled **due to weather or other reasons determined by the superintendent of schools.**
- Students who do not maintain adequate progress **will be** required to attend the lab more frequently (see #16 below regarding sleeping and disruptive behavior).
- When a student is marked absence, the absence is noted on the student's attendance record for any day of the week from Monday through Friday, according to the student's online attendance activity. It will be at the Findlay Learning Center director's discretion, in accordance with the laws, whether an absence is marked excused or unexcused based on the reason and documentation given for the absence. Students are truant from school when they have no valid reason for missing school or not participating in their online coursework.
- A student's enrollment and successful participation in the Findlay Learning Center School requires that the family provides and maintains a connection to the internet. The student and family understands that when they are not able to provide a connection to the internet they must make other necessary arrangements in order for their child to complete their coursework. This may include using the internet connection provided by the local public library or increasing their time at the FLC lab.
- Parents and guardians agree to attend at least two parent conferences throughout the school year in order to receive updates on student progress.
- Parents, guardians and students understand that all tests and final exams must be taken at the school in order to ensure the integrity of our program.
- Findlay City School issued computer and school supplies are the property of the State of Ohio, purchased by Findlay City Schools and assigned to you (your child) for use while enrolled in the Findlay City School District. Students and parents assume responsibility for the equipment and school supplies issued to you (your child) and agree to take due care in the handling and use of this equipment and school supplies. Parents and/or students are responsible for computer and/or peripheral equipment that are lost, stolen, damaged or destroyed in any manner.
- Parents, guardians and students must provide within the home a structured schedule during which the student is engaged in the Findlay Learning Center's program of study, and adult supervision and support to ensure the student's safe and responsible participation in the learning program.
- Students must be committed working on their lessons, asking for assistance when they need help, and helping to ensure that the Findlay Learning Center is a safe and respectful learning environment.
- Students will be required to follow all rules and regulations of the Findlay City School District whenever they are on Findlay City School property.
- Parents, guardians, and students understand that students are not permitted to be disruptive or sleep in the lab. Students who are disruptive or unable to stay awake during their time at the lab will be required to go home and are still required to meet their online attendance requirements. The director or principal can reduce a student's time at the lab, up to the state

minimum of three hours of attendance at the lab per week.

- Students will be required to work on off-line activities, according to the course syllabus. This work is counted as homework and is not a part of the student's weekly required online hours of time-on-task.

Essential Functions of Findlay Learning Center Staff

1. Create a positive and caring educational environment that is conducive to learning and appropriate to the maturity and interests of the students.
2. Promote an environment that is safe and conducive to individualized and small group instruction, and student learning.
3. Implement instructional methods consistent with a blended learning environment.
4. Select instructional resources to meet the individual needs of students.
5. Employ a variety of instructional techniques consistent with the needs and capabilities of the individual or student groups involved.
6. Facilitate instruction appropriate to the subject matter as well as the age and maturity of the students.
7. Conduct ongoing assessments of student learning and progress, and modify instructional methods to fit individual student's needs, including students with special needs.
8. Analyze students' assessment results and other data, making adjustments in instruction as needed to ensure student academic growth.
9. Maintain familiarity with district and State of Ohio standardized tests for adapting curriculum to maximize student achievement on such tests.
10. Acquire professional knowledge of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
11. Maintain a professional appearance and attitude in the performance of all duties.
12. Organize and maintain a system for accurate and complete record keeping, grading, and reporting for all student activities, achievements and attendance as required by district procedures and applicable laws.
13. Encourage parental involvement in their student's education and ensures effective communication with students and parents.
14. Make provisions for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
15. Ensure that student conduct conforms to the school's standards and school district policies, and establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
16. Collaborate with other professional staff members, especially within the Findlay Learning Center.
17. Track student growth through various assessments, which may include some scoring of assessments or activities.
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

- 19. Help to ensure a professional and collaborative work environment.
- 20. Take on additional duties willingly to ensure the smooth operation of the school.

CONTACT INFORMATION

Findlay Learning Center School -----	419-429-8938
Attendance Calls-----	419-429-8938
Fax-----	419-427-5467
Director -----	419-427-5424
Mrs. Sara Sublett, Attendance Case Manager-----	419-427-5401
Mr. Nate Weihrauch, Athletic Director -----	419-425-8399
Mrs. Pam Hamlin, Millstream Director -----	419-425-8293
Mr. Justin Shank, Career Tech Coordinator -----	419-425-8256
Transportation -----	419-425-8363
Findlay City Schools Administration Office -----	419-427-5487
Findlay City Schools Internet Home Page-----	findlaycityschools.org

ACADEMIC HONESTY & INTEGRITY

Academic honesty and integrity are essential to the value of a school diploma or record of academic achievement. As such, the Findlay City School District policy 8.20a2 addresses acts of plagiarism and cheating.

Borrowing ideas from other sources that will help the student’s own ideas is often necessary to make a paper more convincing and more authoritative. When borrowing an idea is desirable, the student must properly acknowledge or give credit for each idea, sentence and phrase used. This is called documenting the source. It requires a citation for each specific bit of borrowed material and a bibliography at the end of the paper that includes all sources from which the student has borrowed ideas.

Proper documentation applies to two types of borrowed ideas.

1. Direct Quotations

If the student copies any ideas, usually three words or more, from any source, these exact words must be enclosed in quotation marks, followed by a superscript number, and corresponding footnote or acknowledgement in the text.

* Note: Using a specific idea and changing a few words at random to disguise a direct quotation in order to avoid the minor effort of documentation is plagiarism.

2. Paraphrasing

Paraphrasing means using one’s own words to tell someone else’s idea. Again this does not allow the changing of a word here and there but is, instead, an honest attempt to convey the essence of another’s meaning through the student’s own expression. Like a direct quotation,

a paraphrase is followed by a superscript number and documented with a corresponding footnote or acknowledged in the text.

The following are forms of plagiarism:

1. Any paper (including homework) written by another person, or partially written by another person, but turned in as the student's own work constitutes plagiarism. A student may have help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having that person tell exactly what to say or how to say something is a dishonest misrepresentation of the student's own ability of expression.
2. Any idea copied word for word from another source or even put into the student's own words is considered plagiarism unless the idea is documented properly with a footnote that acknowledges the source of the idea.
3. Using an internet search (ie: googling an answer) to obtain an answer that is available in the student's online course, in order to avoid or reduce the student's exposure to the lesson.

If proper documentation is omitted in quoting or paraphrasing, the person submitting such a paper as his/her own work is guilty of plagiarism.

It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of the student who has plagiarized. It is the policy of the District to assist students who plagiarize out of ignorance.

Significant action for intentional plagiarism is required. These guidelines apply to speeches and written work, which are plagiarized. Students affected by these guidelines may appeal to the building administrator.

Elementary Level Guidelines:

- The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.

Middle School Level Guidelines:

- The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.
- The teacher may grant partial credit, depending on his/her judgement of the degree of intentional plagiarism.

High School Guidelines:

- The student must revise the paper, eliminating plagiarized portions and acknowledging resources used. No credit will be granted.
- The student may receive a failing grade for the nine weeks grading period or be dropped

from the course for repeated offenses.

ACCIDENT REPORTS

When an accident causes injury to a student, the person in charge must fill out a report. If the school nurse sees the injured student, she will place the form in your mailbox. If the accident is not reported to the nurse, you may get the proper form from her office or from Nelda Benavidez. In case of personal injury, you must report to the Assistant Superintendent's office, as soon as possible after the injury.

ATTENDANCE - STAFF

Procedures for Staff Leave of Absence

Teachers, FIAs, aides and secretaries may only go into Renhill to put in an absence request due to illness the night before the expected day of absence due to illness. Teachers, aides and secretaries may not put other types of absences into Renhill. All other absences must use the procedure described below.

1. Sudden Illnesses:
 - a. Due to an illness the night before the expected day of absence (Illness the night before or sudden onset day of) – Log into Renhill or call Renhill (no follow-up paperwork necessary)
 - b. Due to an illness at work the day of absence due to illness (Illness at work) – the director to obtain a sub.
2. Sudden absence the night before the expected day of absence due to emergency (this type of absence must be one for which a personal day absence is appropriate – see page 21 of FEA negotiated agreement for Certified staff and pages 11-12 of Operational Procedures for Classified staff). FIAs do not receive Personal Days, however, compensatory time may be used with permission by the director. Call Renhill and leave a message (must follow up with director to notify with the necessary information so that the correct reason can be documented in Renhill). You may also call the director at 419-427-5424 weekdays 7:00-4:00 or the director's cell phone number (after hours) if you have questions.
3. Bereavement –
 - If the loss is sudden, contact Renhill for a substitute using the illness reason. Follow up with the director to notify with the necessary information so the reason can be corrected to indicate Bereavement. (See negotiated agreement – page 19-20 regarding death of immediate family vs. death of other relative or close friend or for classified staff see pages 13-14 of the Operational Procedures). FIAs do not receive Personal Days, however, compensatory time may be used with permission by the director.
 - When the bereavement leave is known in advance, you must submit appropriate absence request through the Findlay City Schools Employee Portal (<https://a1-3.applitrack.com/findlaycityschools/onlineapp/employee.aspx>) to the director in advance of date requested.

4. *Planned Sick day* – – Must submit appropriate absence request through the Findlay City Schools Employee Portal (<https://a1-3.applitrack.com/findlaycityschools/onlineapp/employee.aspx>) to the director in advance of date requested.
5. *Personal Day* – Must submit appropriate absence request through the Findlay City Schools Employee Portal (<https://a1-3.applitrack.com/findlaycityschools/onlineapp/employee.aspx>) to the director in advance of date requested. FIAs do not receive Personal Days.
 - Whenever the number of requests for personal leave on any specific day causes the supply of substitute teachers to be depleted, those employees who cannot be relieved by substitutes shall be expected to select another date for their personal day. If a substitute cannot be obtained, the principal shall notify the teacher three (3) days before the requested personal day.
 - They shall not be used for recreational activities, shopping, or vacation. The first 2 weeks and the last two weeks of the school year and the day immediately preceding and following holiday breaks shall be avoided except in emergency cases approved by the Superintendent.
 - Application for personal day shall be in writing on the approved form (APPENDIX C). The application shall be given to the building principal at least five (5) days before the desired date
7. *Professional Leave* – – Must submit appropriate absence request through the Findlay City Schools Employee Portal (<https://a1-3.applitrack.com/findlaycityschools/onlineapp/employee.aspx>) to the director in advance of date requested.

ATTENDANCE - STUDENTS

The Findlay Learning Center School is a blended-learning school where students attend school by logging into their online lessons and by attending their assigned coaching sessions. Using this blended method of instruction allows our students to have access to their lessons twenty-four hours a day, seven days a week. The Findlay Learning Center is open from ~~9:00 am until 2:00~~ 7:30 am until 2:30 pm Monday-Thursday, and by appointment for times outside of the regular school hours. Please see Appendix A for a copy of the school calendar.

Upon arrival, our students sign in, noting the time when they arrive at the Findlay Learning Center, and again when they leave. This helps us to maintain an accurate record of who is at the Findlay Learning Center and aides us during evacuations.

Types of Attendance

Schools utilizing online educational options are required to ensure students are actively participating in learning opportunities averaging 3 hours a day for Kindergarten students, 5 hours a day for students in grades 1-6, and 5.5 hours for students in 7-12. Students attending blended learning schools are also required to be physical present at the school a minimum of three hours

each week. Students who meet these requirements are marked as present at school. Failing to meet these attendance requirements will result in a documented absence.

Online Attendance

Students have from midnight Monday until 11:59 pm Sunday to accrue online activity time. The secretary of the Findlay Learning Center begins running reports for students' online time on Monday following the completion of a school week. We analyze the activity attendance report to determine if whether a student participated in the required hours of online activity time.

Absences are then entered in the student information system for students who fail to meet their weekly attendance requirements. **If a staff member finds an online activity pattern that indicates that a student's online activity time has been falsified, the identified time is subtracted from the student's attendance record, a documented unexcused absence is entered in the student's attendance record, and the student's parent is contacted so as to be made aware of the issue.**

Physical Attendance at the School

In order to ensure accurate attendance and instructional assistance is available for all students, our students are required to set up regularly scheduled appointments in order to meet with their educational coach or teacher for weekly goal setting, progress monitoring and to receive instructional assistance. This is also how students meet the state's requirement that the student physically attends the blended learning school for the minimum of three hours each week.

Parents may request to change their child's hours at the Findlay Learning Center by submitting an update Learning Lab Hours form (see Appendix B) or by sending other written documentation to the school secretary or director.

Understanding student attendance letters

If a student fails to meet their weekly online activity attendance requirements, the data is entered into the students' attendance in DASL (the student information system) for the day in which the student is lacking online attendance hours. For example, an elementary student has online activity hours on Monday, Tuesday, Wednesday, Thursday, and Saturday, but the total of these hours equals 20 hours out of the 25 hours required for the week. The student's attendance will be marked indicating the student is absent for 5 hours on Friday.

Findlay Learning Center does track students' physical presence at the Findlay Learning Center by having students log in and out of the attendance computer when they are at the lab; however, their physical presence alone does not count towards the students' online time.

Example A: A student and parent has requested that the student attend the lab Monday-Thursday 7:30-2:30. The student does not come to the lab on Monday, but still gets their required online activity hours for the week. The student's attendance will be mark indicating the student is not present on Monday, but the absence is coded as a non-absence to indicate they were not at school on an assigned day, but met their online activity time requirement.

Example B: A high school student attends the lab Monday-Thursday from 7:30-2:30, and the student is only actively logging online for five hours a day on Monday-Thursday. The student

does not have online activity time on Friday, Saturday or Sunday and therefore only gets 20 hours of activity time for the week. The student does not provide a documented absence note for the additional two and a half hours of required online attendance time. The student's attendance record will be mark indicating the student has a partial unexcused absence on Friday.

Attendance Reporting Procedures

In accordance with Ohio law students are expected to be in school every day on time, unless they have a legitimate excuse to be absent. When a student is absence from school the parent/guardian should call the child's school at 419-429-8938 to report the absence the day of the absence.

When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request for the school to excuse the absence. In cases of extended absences, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 2 days of the first day of the doctor's order for the absence.

Ohio law recognizes the following as being valid reasons for being absent from school: personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardians, observances of religious holidays, other emergencies of a set of circumstances which constitute good and sufficient cause. All other absences will be considered unexcused. Unexcused absences will be closely monitored and the following procedures will be maintained: The Hancock County Juvenile Court requires a truancy attendance meeting **when a student has accumulated a significant amount of unexcused hours, typically warranting an absence intervention plan created by the school. After an absence intervention plan is deemed unsuccessful the student and/or the guardians may have truancy and /or contributing to the delinquency of a minor charges filed against them.**

Students who become ill at school may only be excused to go home by the school nurse or authorized administrator. Students who go home ill without being excused by the school nurse will need to complete the required time for instruction or the lack to time will be marked as an unexcused absence. **The school nurse is available Monday – Thursday between the hours of 9:30-2:30.**

Absence Types

There are two types of absences that are reported according to Ohio law, excused absences and unexcused absences.

Examples of excused absences include:

- Illness
- Funeral
- Pre-approved vacation
- Medical/counseling/court appointments

- Religious observances

Examples of unexcused absences include:

- Transportation
- Refusal to attend school
- Babysitting
- Waking up late
- Absences not verified in writing

Tardiness

Since student attendance is calculated according to the student's activity time online, the Findlay Learning Center does not mark students tardy. However, each student has an appointed time that they are required to be present at the Findlay Learning Center. If a student arrives late to school or leaves school early the student and/or their parent/guardian must notify the office so that we ensure the child is safe and the parents have knowledge about their child's time at the Findlay Learning Center.

When a student does not attend their scheduled time at the Findlay Learning Center their attendance will note that the student is Not Present. Not Present does not count towards a student's days absent as long as the student participates in the necessary number of online activity hours.

Since the Findlay Learning Center provides instruction using an internet-based instructional option, it is not subject to the Sec. 3321.141 requirement to notify parents of a student's absence within one hundred twenty minutes after the beginning of each school day. Students who attend the Findlay Learning Center have various lab attendance options and parents may change their child's lab attendance as needed as long as students make regular progress and meet the state minimum requirements for attending the lab. This often makes it difficult for staff to know the individual attendance schedule of each student. Therefore, it is very important that parents contact the school when their child will not be attending on their regular scheduled day.

Unexcused Absence Procedure

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19).
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant.
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours**

in a school year. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191) and may request a pre court conference.

- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27) with Hancock County Juvenile Court.

Excessive Unexcused or Excused Absence Procedure

- If a student accumulates **38 hours or more in 1 school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing (ORC Sec. 3321.191). Once a student meets this criterion, a student may be placed on **Attendance Watch** (excluding funeral, college visits, OSS, etc.).
- The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and assist the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. The school nurse may also excuse students who are ill from school.
- Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.
- All students who are age 18 or older will be placed on Attendance Watch and their attendance will be closely monitored in an effort to minimize absences and assist the student. This means that they will be required to provide a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, the reason for the absence and the date and times to be excused to the attendance office within 2 days of the absence. *The school nurse may also excuse ill students from school.*

Activity time in electronic coursework

Activity time in an online educational program is defined as the actual time that a student is actively engaged in their online coursework. Activity time is time spent by a learner working in online lessons (tutorial, course activities, tests, etc.).

Log in time is defined as the timespan in which a student logged into their online program and then logged out. However, log in time does not mean that a student is actively working on their lessons.

Family Vacation Request for Excused Absence

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of Findlay Learning Center has set the following regulations to insure uniform handling of vacation situations:

- A student is expected to give a written request from the parents to the Findlay Learning Center secretary or director to obtain the excused vacation, which shall be equivalent to no more than 5 days of activity time. Students are still expected to turn in assignments according to the due date or the system will automatically issues a grade of zero. Students can submit those assignments upon returning from vacation to have the zero removed from their grades.
- Requests for additional vacation time will not be granted for excused time. Students requesting additional vacation time will be required to continue to work on assignments and complete their required activity time during their approved vacation absence.

Medical, Dental, and/or Court Appointment Request for Excused Absence

When absence for medical, dental, and other formal appointments are necessary we request that the student bring to school the doctor's appointment card or a written note from their parents with the date and time of the appointment. Present the request the secretary upon arrival in order to sign out prior to the appointment. Students must also sign in upon returning to school.

- Students are still expected to turn in assignments according to the due date or the system will automatically issues a grade of zero. Students can submit those assignments upon returning from their appointment to have the zero removed from their grades.

BUS POLICY

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student. Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements. If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus. Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. Parent may request a change of bus or stop assignment by completing a form available in the school office.

Bus Rules

1. Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop. A designated place of safety will be established by the bus driver.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their assigned seat. All students on Findlay City School buses have assigned seats.
5. Pupils must remain seated, keeping the aisles and exits clear. We teach students to sit to the back of the seat with their feet on floor.

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 and drinking on the bus, except as required for medical reasons.
9. Pupils must not use tobacco 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 any portion of their bodies out the bus windows.
15. Pupils must depart promptly from the bus and when crossing the street will walk ten (10) feet in front of the bus, stopping midway in the road to check traffic.
16. Pupils must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of the emergency door will be for emergency purposes only.

CANCELLATION OR DELAY OF SCHOOL

For information regarding cancellations or delays due to inclement weather:

- Students attending the Findlay Learning Center have an attendance time requirement that is set at or near the state minimum time for public school attendance. Therefore, in order to meet the minimum requirements, students are required to complete their weekly online activity hours, including times when school is delayed or cancelled. Failure to do so can result in students accruing unexcused absences.
- You can sign up for Ohio Alerts text & email alerts at:
<http://www.findlaycityschools.org/text.htm>. Click on the Ohio symbol and click the ‘Subscribe to Alerts’ link. Add your name, alert method (text or email), your mobile phone number, mobile provider, and then check the box in front of **Findlay Learning Center**. Do not check the box for the ‘Findlay Learning Center Staff’, as that is for staff only.
- You can call the InFo-Line at 421-8888 and press selection #3333 for the latest official announcements from the Superintendent’s office.
- The district’s web site www.findlaycityschools.org may also be accessed for delays and closings and to sign up for District email notifications.
- Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.
- Text Alerts – Be sure to sign up for staff Text Alerts through <http://www.findlaycityschools.org/text.htm> . Click on the image of Ohio, then Subscribe to Alerts, enter your full name, alert method, mobile number, and mobile provider. Click the Findlay Learning Center Staff list to subscribe.

If school is cancelled before the completion of the school day, announcements will also be made on the radio. Parents and guardians are requested to develop a plan for these emergencies in advance. The school telephone lines are frequently jammed after school closing announcements. When school is cancelled, any activity scheduled at the building on that day (e.g. P.T.O. meeting, skating party, Gray-Y basketball practice, scout meeting, etc.) is automatically cancelled as well.

CELL PHONE & OTHER PERSONAL ELECTRONIC DEVICE USE

Students attend the Findlay Learning Center as an educational option to the traditional classroom setting. Many of our students are here in order to advance or catch up in their course requirements, which necessitates intentional focus and minimizing distractions. Therefore, cell phones and other personal electronic devices are not to be used except during lunch and school sanctioned breaks. If a student possesses a cell phone or other device during the school day, the device must be placed in the teacher's cell phone storage unit as the student enters the classroom. During school sanctioned breaks and lunch, students in grades 9-12 may retrieve their devices for use. All other students should keep their cell phones and other personal electronic devices at home or they will be required to be secured for the duration of the time they are at the Learning Lab. Students caught using the cells phones and other personal electronic devices during instructional periods of the day will have their device confiscated by the teacher and locked up or given to the director or designee. By no means does the use of the device during non-instructional periods or lunch time overrule the District's policy on acceptable use, harassment, cyber-bullying, cheating, or other policies set forth in the handbook.

- Cell phone and other personal electronic device usage during state testing may be found to constitute as cheating. If a student were found cheating on a state assessment, the student's tests must be invalidated.
- Students are not to use personal electronic devices while using the rest room.
- Students are not permitted to use school computers to make phone calls or text.

Violation of this policy will result in disciplinary action being taken, as well as the cell phone being confiscated.

1. The first offense of a student being found using a cell phone or other non-school electronic devices during instructional times without the express permission from a teacher, coach, or administrator, the phone will be confiscated and secured in the cell phone locker and a parent/guardian will be notified.
2. A second offense will result in a parent/guardian being required to pick up the phone from the school.
3. A third offense will result in a reduction of the student's time at the lab.

4. A fourth offense may result in the student being required to enroll in their neighborhood or other school.

CLASSROOM MANAGEMENT

Classroom expectations and procedures should be documented and discussed with students at the beginning of each school year.

Discipline: An important part of an educator's job is to handle discipline problems effectively. Don't hesitate to consult the director or a colleague on how to handle a group or an individual discipline concern. Prior to referring a student to the director for routine discipline infraction, the educator should conference with the student, and then contact parents. Individual student referrals to the director are to be held at a minimum. Documentation of student behaviors, conferences with students, discipline actions and parent contact is required on the discipline referral form and for teacher records.

- Grades: Assignment/exam grades must be accurately recorded in a timely manner.
- Lesson planning: Lesson Plans that describe daily routines must be available and easily accessible for a substitute.
- Seating Chart: An up-to-date seating chart for each class must be available for use by a substitute.
- Supervision: NEVER LEAVE YOUR STUDENTS UNSUPERVISED. Emphasis must be placed on proper supervision of students at all times. Teachers and FIAs must be on time to class and supervise students at all times.

COLLEGE CREDIT PLUS (CCP)

College Credit Plus is Ohio's dual credit program whereby students in grades 7-12 may earn high school and college credit at the same time. Students enroll in college courses and adhere to the requirements of the college.

1. Students must complete an assessment exam and be determined "eligible" for CCP
1. Students may apply to any public college or participating private college
2. Students may apply to multiple institutions
3. Students must be Ohio residents
4. Can earn credit to satisfy both high school and college requirements:
 - 3+ Credit Hours = 1 HS Unit, 2 Credit Hours = 2/3 HS unit, 1 Credit Hour = 1/3 HS unit
5. Students must successfully complete the courses in order to earn the credit
6. Students may take classes in the summer, fall, and spring semesters
7. Students may take courses at the high school¹, college campus, or online

¹This option is available if the high school has partnered with a college or university to offer college courses at the high school

See Appendix C for College Credit Plus Student Eligibility Process.

How Students Participate

Step 1:

1. Students must be “eligible” for College Credit Plus participation based on assessment exam scores
2. Assessment exam examples:
 - a. ACT, SAT, Accuplacer, ALEKS, PlaceU, MapleSoft (see Appendix D)
3. Each college/university has different exam requirements
4. Students’ scores must indicate that they are ready for “college-level” courses in at least one subject area
5. Colleges and universities will review students’ scores using statewide standards
6. If a student’s scores are not “college-level,” other conditions may be considered depending on the exam scores and if the student has:
 - a. Overall GPA (3.0) or
 - b. Recommendation form/letter

Step 2:

1. Students must apply for admission
2. Contact the high school counselor/college to learn about their processes, paperwork and deadlines
3. Colleges have the final decision on student admission

Step 3:

1. If the student is considered eligible and has been admitted to the college/university, then the college will discuss course options with the student

Available Courses

College advisors will help students know which **level 1 courses** they can take based on assessment scores and on course prerequisites. **Fifteen semester hours of level 1 courses are required before taking level 2 courses.** Courses can satisfy high school graduation requirements. The school counselor can help students understand requirements and course substitutions. Schools might have additional requirements in addition to the state minimum. Courses must be college-level or non-remedial and courses must be nonreligious.

Other Requirements

Grades

College Credit Plus grades earned in the college course is the same grade that will be on the high school transcript. Grades will be factored into the high school and college GPA. Students may take College Credit Plus courses in subject areas that will satisfy graduation requirements. Students must complete End of Course exams for English, math, and science.

Students may be enrolled in up to 30 credit hours including high school only courses **(high school credits times 3 plus the college semester hours)**:

- a. The maximum number of credits allowable during the program is 120 **(grades 7-12)**
- b. If a student enrolls in more than 30 credit hours, the school will discuss with the student whether to drop the course or the student must pay for the entire course

- c. If a student enrolls in more than 30 credit hours and PAYS for the course, Student/family will assume the cost of course credits and books at the college's standard rates

Consequences of Underperforming

If students fail or withdraw too late from a college course, the district may seek reimbursement for the tuition costs from the student/family. The grades that students earn on the college transcript are permanent.

Cost:

- a. At public colleges or universities, there is no cost to the students/families for tuition, required fees, and books
- b. At private colleges or universities, a small cost per credit hour may be charged
- c. Some optional expenses are the responsibility of the student/family
 - Example: Parking, transportation and **required equipment.**

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

Athletic Eligibility

Student athletes should:

1. Confirm their school is an Ohio High School Athletic Association (OHSAA) member
2. Learn the OHSAA requirements
3. Know that summer term CCP courses may not be used to bring a student into compliance with the OHSAA requirements for interscholastic athletic participation

Transfer of Course Credits

Certain general education and technical courses will transfer especially from one public college to another public college. However, students must check with colleges to confirm transferability. Students should check <https://transfercredit.ohio.gov/> for transfer info. **Upon application to a college, both the high school transcript and any CCP college transcripts will be required.**

College Transcripts

Students wishing to receive a copy of their college transcript documenting college credits earned through CCP will need to contact the registrar's office of the college issuing the credit. Findlay City School transcripts only document grades and credits earned towards high school graduation requirements.

Other High School Requirements

CCP does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Student's enrolled in college courses must take the end-of-course exams in English I, English II, Algebra I and Geometry. A student does not have to take end-of-course exams in Physical Science, American Government, and American History if you are enrolled in qualifying CCP. A CCP student's end-of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.

Deadlines

Students must notify the district by submitting to the school office the *Intent to Participate* form (see Appendix E) by April 1st of the previous school year to participate. Please see guidance counselors for any FAQ's and <https://www.ohiohighered.org/ccp> to learn more.

COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

Several hundred users share the computing resources at the Findlay Learning Center. To protect the integrity of the networks and workstations, users are expected to exercise responsible, ethical, and unselfish behavior when using any technology equipment at the Findlay Learning Center. Each student is responsible for reading and abiding by the Student Acceptable Use and Internet Safety Policy (9.21). Failure to comply may result in disciplinary action and/or loss of computer privileges, access to accounts and/or use of the internet. Multiple violations could result in being banned from computer use for the remainder of the semester, school year or a student's high school career. Violations may be referred to the appropriate legal authorities and/or other legal action may be pursued. Exceptions to any of these rules are permitted only under direct teacher supervision.

1. To deny a student under the age of 18 computer network and internet access at FLC, the parent/guardian must complete an "opt out" form, available from the secretary or online.
2. Students may only access the district network and/or internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
3. Students may not seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
4. Students may not upload, download, create or transmit confidential information, harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.
5. Students may not engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources.
6. Students are encouraged to save and store their work in their server account, understanding that school staff may review student computer files or messages. Material may be reviewed for grading and appropriate content. Files may be reviewed for harassing or threatening material, and/or any vulgar or obscene content.
7. Students are not to modify or remove any identifying labels on computer equipment.
8. Students are permitted to use networked and school-supplied software. Programs written by the student as part of an assignment in a course may be run, as required, with teacher supervision.

9. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers.
10. Students shall not remove, alter or copy Network software for their own personal use or for the use of others.
11. All electronic communication between students and teachers should take place through their district assigned accounts.
12. Students are asked to advise school staff when they observe any violation of the school's policy or the use of the school's computers and/or when a computer malfunctions in any way.
13. Students may not use the District's computers or network to offer for sale any substance in possession or use of which is prohibited by law or the Student Discipline Code.
14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials, and/or any materials that include the design or detailed information for the purposes of creating any explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.
15. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Students should assume that all materials on the Network are protected under copyright laws unless there is explicit permission on the materials to use them.
16. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or view or access content or information unrelated to the curriculum.
17. Students are prohibited from using proxy applications, such as TOR or Ultrasurf, to get around FCS internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Any student engaging in such activity will receive an "IBOSS ALERT - HIGH RISK ACTIVITY DEVICE LOCK" message and will be blocked from the FCS wireless network. A Student in violation can only get back on FCS wireless network after registering their device (android phone, iPhone, iPod, etc.) with a computer technology aide.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind) electronically (e-mail, instant messaging, MySpace, Facebook, etc.). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to videos, images, audio, text, or any other media.

Electronic Devices (B.Y.O.T)

Providing students and staff with a 21st century digital learning environment is part of the technology plan for Findlay City Schools. Students will be permitted to bring their own

technology devices (such as laptops, eReaders, iPads, Smart Phones, etc.) to use at specified times during the school day. Cell phones and Smart Phones, as voice and text communication devices, are a separate category addressed in the handbook.

Use of these devices, intended to enhance learning in the classroom, will be permitted when deemed appropriate at the individual teacher's discretion. Students should be aware that these devices should be used for educational purposes only. Staff has the discretion to limit or forbid the use of a student's personal electronic devices in their classroom.

When using their own equipment, students must follow the guidelines below which are in addition to, and in expansion of, the District's acceptable use guidelines for students using District provided equipment:

1. Students using their own electronic devices must use only the "Guest" wireless Internet access provided by the District. The "Guest" wireless Internet access is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G or 4G access are not permitted on school grounds as the District must abide by the Children's Internet Protection Act.
2. Students must not create, publish, submit or display any material or media that are abusive, obscene, sexually oriented, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission being given by the subject of the video or photo.
4. Students may never use their personal electronic device in restrooms or locker rooms.
5. Use of a student's personal electronic device in the classroom, or at any school-sponsored event, is at the discretion of the administration, faculty or staff.
6. Students are responsible for keeping their personal electronic devices safe and secure. The district is not responsible for any device lost, stolen or damaged while on school property.
7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with your other personal property brought to school, students should not have any expectation of privacy on personal electronic devices brought onto school property. If improper use of technology or abuse of this, or the student acceptable use policy is suspected, the administration, faculty and/or staff have the right to examine the student's electronic device.
8. Students must never use their personal electronic device to access, modify, download or install computer programs, files or information belonging to others.
9. Students using personal electronic devices will not be given access to school district printers, copiers or servers. If a student wants/needs to utilize these devices, the student will need to transfer his/her work to a school-owned computer or device.
10. The District will only provide technical support for school owned devices.

11. Any disciplinary action that occurs due to a student's personal device being used improperly will be dealt with at the discretion of the building administrator as prescribed by the student handbook.
12. These guidelines may be altered by the administration at any time based on violation of these rules and disruption(s) to the educational setting.

CURRICULUM MATERIALS

Courses of Study

The district curriculum course of study for each subject and grade level can be located on the Findlay City Schools webpage.

Webpage directions: www.findlaycityschools.org,

- a. Open blue tab at top titled District Information,
- b. In the drop down box open Curriculum,
- c. Select High School.

Contact the Director of Elementary or Secondary Instruction for help with getting copies of courses of study.

Curriculum for electronic platform

Curriculum for the electronic platform is embedded in the electronic tools. For example, the following curriculum resources are available for Edivate Learn courses:

1. Electronic teacher tutorials:
 - a. Navigating the Homepage (<https://view.vzaar.com/4866968/player>)
 - b. Utilizing curriculum resources (<https://view.vzaar.com/4866992/player>)
 - c. Utilizing online gradebook (<https://view.vzaar.com/4866970/player>)
 - d. Submitting documents (<https://view.vzaar.com/4866973/player>)
 - e. Navigating Brainhoney (<https://view.vzaar.com/4866969/player>)
 - f. How to take an exam (<https://view.vzaar.com/4866976/player>)
 - g. How to submit a discussion post (<https://view.vzaar.com/4866980/player>)
2. Curriculum maps
3. Course syllabus (gives overview to entire course content)
4. Teacher's Guide
5. Off line copies of assignments
6. Standards covered, skills needed, materials list, key words, assessments, options for differentiation for all levels of learners, worksheets, discussion ideas, rubric, online tools, vocabulary, etc.

DISCIPLINE & CODE OF CONDUCT

We at Findlay Learning Center encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to

the vast majority of students who are here to learn. Rarely do students at FLC make poor choices; however, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. The discipline code is listed to serve this purpose.

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, in the line of sight of school district property or otherwise subject to the authority of school officials. These rules also apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the district, or if the misconduct is directed at a district official or employee or the property of a district official or employee. Violation on the part of a student of any one or more of the following rules of conduct or assisting, aiding a student who is violating the rules of conduct while on school property or while under the jurisdiction of the school may result in disciplinary action, including a verbal or written warning or reprimand, referral to a guidance counselor, parental contact or conference, before school, lunch or after school detention(s), in-school assignment, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration including referral to the appropriate authority for prosecution.

The superintendent or designee may suspend a student from school for a period up to 10 days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to 80 days and in some cases for an entire year. A student may have his/her Driver's License suspended if he/she is suspended or expelled for the use or possession of alcohol or drugs or for being excessively truant. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Suspensions result in unexcused absences for each day of the suspension. Expulsion may result in the loss of credit for courses being taken at FLC, FHS or Millstream, or at any college or university, whether under PSEO or at the student's own expense. Administration has the right to reschedule a disciplinary class or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

Extracurricular activities, school events, and parking (for students of legal age to drive) are privileges not rights. Violation of the code of conduct may result in the loss of these privileges in addition to other school discipline. Compliance with this code is mandatory.

1. **Disruption of School** - A student may not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extracurricular activities. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent or principal.
*See the above section regarding unauthorized use of cell phones and other electronic devices.
2. **Damage to School Property** - A student may not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.

3. Damage to Private Property - A student may not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.

4. Bullying and Hazing – A student may not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their assistant principal or guidance counselor. Students may report incidents of bullying to any school employee.

~~5. Fighting/Physical Altercation – Two or more combatants/students shall not knowingly cause physical injury or behave in such a manner which could threaten to cause physical injury to each other or other persons while under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no fighting policy.~~

~~• On the first offense a student involved in a fight may be suspended out of school for ten (10) days and/or recommended for expulsion.~~

5. Unauthorized Bodily Contact (Level I, II, III)—The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.

• Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining

• Level II—Two or more students may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm to each other or other persons while under the jurisdiction of the school.

• Level III— A student may not attempt or willingly attack another person [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.

6. Dangerous Activities, Weapons and Instruments - A student may not engage in any activity which threatens, endangers or tends to threaten or endanger the health or safety of students,

teachers or other school personnel. A student may not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon. Examples of such instruments include, but are not limited to, the following: lighters, guns, knives, smoke bombs, tasers, mace, lasers, martial arts instruments, fireworks, bullets, and/or gunpowder. This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District.

- Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.

7. Tobacco/Nicotine - A student may not smoke, use tobacco/nicotine, possess, or display any substance containing tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), in any area under the control of the school district or at any activity supervised by the school district. ~~Confiscated tobacco products and lighters or other related paraphernalia will not be returned to students, parents or guardians.~~

- Students serving as a “lookout” or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

8. Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances - A student may not display, knowingly possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), other pills/substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student may not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
- Any substance that is represented as a controlled substance.
- Any substance other than controlled substance that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board of Education Policy 9.11.

9. Theft - A student may not take or attempt to take into possession the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.

10. Frightening, Degrading, or Disgraceful Acts - A student may not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, visual, gestural, and/or technological means.

11. Insubordination - A student may not disregard or refuse to obey reasonable directions given by school personnel.

12. School Transportation - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.

- 13. Dress, Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to: Clothing or accessories that depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers are not permitted. Brief and revealing clothing is not permitted. ~~(If you are not permitted to say it, do it, or bring it to school, you are not permitted to advertise it or display it on your person, clothing, accessories or materials/possessions).~~ Hats, head apparel, and hoodies must be off while school is in session. The head and face must be visible at all times. Hats/head apparel may be worn in a classroom if part of a course uniform or on campus via written administrative permission. Spiked bracelets or necklaces or long linked chains as decorative apparel. Brief and revealing clothing is not permitted. All shirts/tops must touch the pants/skirts while standing with arms down. Tank tops & cut-off shirts are only permitted when/if all undergarments, back, chest & sides are covered. A tank top that meets appropriate shoulder width criteria is a minimum of 2". Tube tops, shirts with spaghetti straps, halter tops, mesh shirts (unless a T-shirt is worn underneath) or shirts that expose the midriff are not permitted. Shorts/skirts must have a minimum of a 3" inseam. Skirts need to be equivalent to the length of appropriate shorts. Shorts, skirts, and dresses need to stay at an appropriate length while walking. The overriding determination to the appropriateness of shorts, skirts, dresses and tops will be at the discretion of administration. Book bags, briefcases, duffel bags, or other similar items used to carry school books, are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building. Any other apparel deemed as inappropriate by the administration. All dress code rules must be followed during spirit weeks/dress up days unless approved by an administrator.
- 14. Truancy/Excessive Absence/Tardiness** - See section on attendance in this handbook. The adopted Board Policy applies.
- 15. Sexual Harassment** - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
- 16. Violations of Directions, Policies, Rules, Etc.** - A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel. ~~This includes demonstrating the qualities of academic honesty (see section on Academic Honesty).~~
- 17. Altered or Forged Passes/Documents** - A student may not alter, forge, or use a fraudulent document.
- 18. Public Display of Affection** - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
- 19. Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. ~~While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language.~~ No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
- 20. Extortion** - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. (See 28.)

- 21. Slur** - The Findlay Learning Center Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.
- 22. Computer Technology and Network Guidelines** - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's high school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement were a first offense could include termination of a student's access to the computer network and internet and prohibition of bringing personal technology devices to school.
- 23. Cheating Academic Dishonesty** - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary consequences that may be imposed.
- 24. Bomb Threats** - A student may not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- 25. Disrespectful Behavior** - A student may not be disrespectful toward a student, school personnel and school visitors.
- 26. Failure to Serve Disciplinary Assignments** - A student may not fail to serve disciplinary assignments.
- 27. Gang Activity** - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay High School according to the following:
- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
 - Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with, any gang.
 - Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.

- Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
- Engaging in violence, extortion or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

28. Threatening/Intimidation – causing another person to believe that physical harm may come to them (menacing). A student may not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation includes, but is not limited to threats used to extort money or any other item of value from another student or person (see 20.)

~~Assault and/or Battery—A student shall not attempt to knowingly cause harm or cause physical injury, or behave in such a manner which could threaten to cause physical injury, to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge the misconduct of others (including an assault) may be disciplined as though they were a violator of the no-violence policy. On the first offense a student involved in an assault that results in a physical injury may be suspended out of school for ten (10) days and/or recommended for expulsion.~~

29. Dating Violence or Sexting - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.

30. False reporting: A student may not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

~~Unauthorized Touching—A student shall not engage in unauthorized touching such as but not limited to pushing, shoving and hands on or threats to put hands on.~~

Appeals

Suspensions may be appealed. If the director issued the suspension, the appeal is made to the assistant superintendent. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change, and the student may have the right to make up all work.

Due Process: Out-of-School Suspensions, Expulsions and Removals

Due process for out-of-school suspensions, expulsions and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. No due process guarantees are implied as to any in-school suspension (defined as a suspension where the student will serve all of the suspension in a school setting). With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in Section 3313.664

of the Revised Code are implied. The Superintendent may prohibit a student from participating in a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed. When out-of--school suspension is imposed the student may not attend school or extra-curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions may be considered excused or unexcused at the principal's discretion. No high school credit will be given for any post-secondary course taken by a student any portion of which was taken during the period of an expulsion from school.

Requirements for Eighteen Year Old Students

Eighteen-year-old students must comply with the rules and regulations of Findlay Learning Center and attend school consequence. Students living on their own must prove residency as requested by the administration. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance. In order to monitor attendance for adult students and to provide support, 18 year old students will be placed on attendance watch, and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences. Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.

DISMISSAL

Students will be dismissed at the end of their scheduled day. Students who are scheduled to attend until the end of the school day, and who walk or receive a ride home will be dismissed at 2:30. Students who ride the afternoon bus will be dismissed between five-ten minutes before the arrival of their bus, at the discretion of the staff member responsible for bus duty supervision. The staff member will use their professional judgement, taking into account the weather and other factors.

EIGHTEEN-YEAR-OLD STUDENT REQUIREMENTS

Eighteen-year-old students must comply with all of the rules, regulations and requirements of the Findlay Learning Center and attend any assigned school consequences.

1. Students living on their own must prove residency as requested by the administration.

2. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.
3. In order to monitor attendance for adult students and to provide support, 18 year old students will be placed on attendance watch, and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.
4. Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.
5. Students who are 18 years old and not living with the parent who had custody prior to turning 18 years old must fill out a Self-Supporting Status form and meet qualification guidelines. This form can be found in Appendix F.

ENROLLMENT PROCESS

Students wishing to attend the Findlay Learning Center must complete a Findlay Learning Center enrollment packet, participate in an enrollment meeting with the director or designee, and complete the orientation process to participate in the Findlay Learning Center School.

The enrollment process can take up to an hour and must include the student, parent/guardian, the director or designee, and may also require the participation of an FLC intervention specialist.

Once an enrollment meeting has taken place, the director or designee will determine if enrollment at the Findlay Learning Center is in the student's best interest. Students who are not able to be self-motivated, who perform poorly when participating in self-paced programs, or who refuse to actively engage in online learning are examples of students participation in such programs not be in their best interest.

All new students begin school the following Monday after the enrollment meeting, unless special circumstances are approved by the director or principal. This allows the staff time to build a student's course, enrollment, and other tasks that require extra time to perform.

EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY

Goals and Philosophy

Findlay City Schools believes that all participants covered by these rules are students who have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of being a good role model. Thus, these rules are designed to discourage all participants in extra-curricular activities, from the use of drugs, alcohol, and tobacco in any form.

These rules are established for the benefit and well-being of the students. Your support and encouragement for your student to abide by these rules is vital. These rules are in effect year

round. The Extra-Curricular Activities Rules and Eligibility Policy are posted on the school website and in the FHS main office. Students participating in extra-curricular activities will receive a copy of the policies and procedures. Students participating in extra-curricular activities will be required to submit to all Findlay City School District policy and procedures.

Good Sportsmanship/Attendance at Athletic Events

The Student Athlete Leadership Team (SALT), administration and staff at FHS promote enthusiastic support of our athletic teams. Please display positive behavior that promotes good sportsmanship by treating all fans, officials, coaches and student athletes with respect.

Responsibility of School & Coaches/Advisors

Prior to the first meeting/event of the season, coaches/advisors are to hold a meeting open to parents and students for the purpose of reviewing these rules and additional rules specific to a sport or activity, eligibility guidelines, and any other information relative to the sport or activity. We strongly encourage parents and their children to review these rules together.

Eligibility

In order to remain eligible to participate in extra-curricular activities, students must adhere to the following requirements:

A. The current Ohio High School Athletic Association minimum standards:

1. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
2. A student in grades 7-8 (includes incoming 9th graders) must have received passing grades in 75% of the subjects in which he/she is enrolled during the preceding grading period.

B. Maintained a minimum 1.5 GPA in the previous grading period.

C. Received no more than one F in classes in which he/she was enrolled during the preceding grading period, whether for full or partial credit.

It is strongly recommended students/athletes carry more than the minimum five credits since some classes are worth one full credit, some 1/2 credit, etc. Summer school grades may NOT be used for eligibility purposes **in accordance with the Ohio High School Athletic Association standards.**

It is the student's responsibility to ensure that they maintain the requirements for extra-curricular and/or athletic eligibility, including ensuring that they are enrolled in at least the minimum of required credits/courses.

The following OHSAA guidelines are used to determine extra-curricular eligibility.

Exception 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Commissioner's office once the "incomplete" has been changed to a passing letter grade provided:

- the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- the “incomplete” was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and
- the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an “incomplete” into a letter grade; and
- there is no evidence that the “incomplete” was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Note: This exception only applies where an “incomplete” has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

A list of activities available for students in grades 9-12 can be found in Appendix G.

FREEDOM OF EXPRESSION AND ASSEMBLY

Verbal and Written Expression and Assembly

Schools, by their very nature, must encourage free inquiry and free expression of ideas. In so expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane or obscene remarks and to conduct themselves in such a way as to allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assemble peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations which interfere with the operation of the school or classrooms are prohibited.

Symbolic Expression and Related Activities

Symbolic expression is that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student shall be free to determine his/her symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene. Please refer to BOE Policy 9.24a.

GRADING PROCEDURES

Grade Reports

Grade reports will be issued once each nine weeks. The grade report card will include grades for all of the student's courses as well as accumulative online attendance. Progress reports will be issued each nine-week interim period. The interim report will state the student's current progress in their courses.

Credit for course completion will be awarded for each semester class a student completes in their online course(s). To receive credit for completion in any subject a student must complete all of their assigned course requirements. Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

All failed courses required for graduation must be retaken. Failing grades will remain on the high school transcript, however if the student retakes the course only the higher grade will be calculated in the GPA. All high school credits/grades must remain on the transcript to reflect an accurate academic record (for example, high school credits granted in middle school, or earned in PSO courses, correspondence courses, summer school courses, etc.).

Grading Scale

A	92-100
B	82-91
C	72-81
D	71-62
F	61-0

GRADUATION REQUIREMENTS

The State of Ohio and Findlay City Schools have mandated graduation requirements. A minimum of twenty-one (21) credits are required for graduation including:

Class of 2020 Cohort & beyond

English	4 credits
Mathematics	4 credits including Algebra II or equivalent
Science	3 credits (These must include 1 credit of Life Science, 1 credit of Physical Science and 1 credit of Advanced Science)
Social Studies	3 credits (1 World History; 1 American History; .5 Government; .5 Financial Literacy/Economics)
Econ/Financial Lit.	Embedded in FHS Social Studies curriculum
Health & Phys. Ed	1 total credit (.5 credit health; .5 credit P.E. or 2 P.E. waivers; see BOE policy 8.22f7)
Communications	.5 credit
Emerging Technology	.5 credit

Fine Arts	2 semesters grades 7-12; Students following a career-technical pathway are exempt from the fine arts requirement
Electives	3.5 electives to equal the 21 credits (These must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.)
Earning 21 credits is the first of two requirements for graduation. The second requirement is to meet the expectations of one of the following three testing options below.	

**GRADUATION TESTING OPTIONS FOR STUDENTS
CLASS OF 2018 AND BEYOND**

New graduation requirements: Students who began ninth grade on or after July 1, 2014, must meet their course requirements and one of the following options for the testing requirement:

1. A total of 18 Graduation Points across all end-of-course tests; or
2. College and career readiness tests:
 - a. ACT
 1. English Sub Score: 18, Reading Sub Score: 22, Mathematic Sub Score: 22; or
 - b. SAT
 1. Evidence-Based Reading & Writing Sub Score: 480, Mathematics Sub Score: 530; or
3. A composite score of 13 on the WorkKeys and an approved industry-recognized credential.

Option 1: Accumulate 18 points

18 points on state End of Course Exams: English I, English II, Algebra I, Geometry, American History, American Government, Biology (or Physical Science for the class of 2018 only)

Performance Level	Graduation Points
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

Students must earn at least four points total on the English tests, four points total on the math tests, and at least 6 points total for the science and social studies tests. However, students must earn a total of at least 18 POINTS on the seven tests. Any student may retake a state test during the appropriate testing window if they have not reached the 18 points needed for graduation.

Option 2: College Readiness Score

Students choosing this option must earn “remediation-free” scores in English language arts and math on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

SUBJECT AREA	REMEDICATION FREE SCORE
Math	Score of 22 on the ACT Math or 520 on the SAT Math*
Reading	Score of 21 on the ACT Reading or 450 on the SAT Critical Reading*
English	Score of 18 on the ACT English or 430 on the SAT Writing*

**These test scores are the remediation-free scores set by Ohio’s university presidents. These scores are subject to change.*

Option 3: Credential Pathway

Earning a high school diploma under the “Credential” pathway:

In order to qualify for a diploma under the credential pathway, a student need to do two things:

- Earn a minimum score of 13 on WorkKeys, a work readiness test that many employers use
- Earn an industry-recognized credential or credentials worth 12 credential points

Can a student mix and math credentials?

Yes, a student may choose any combination of credentials that totals to 12 points within a single career field. Students can consult with a counselor, teacher, or other professional to aid in choosing the bundle of credentials that best suits their career aspirations.

Can a student mix and match credentials from different career field?

No. The goal is for students to exit high school with a coherent bundle of credentials that leads meaningful employment or post-secondary options. For example, obtaining a Taser certification (for law enforcement) along with a couple of IT certifications and the ServSafe (for food handlers) as a bundle would not have an obvious use or application in the workforce.

For more information on State Board of Education-approved, industry-recognized credentials go to: <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond/Industry-Recognized-Credentials>. The state of Ohio will pay one time for those who take the WorkKeys assessment. Please contact your counselor and Millstream as soon as possible if this is a viable option.

HEAD LICE

Students found with live lice will be dismissed until approved lice treatment is completed. Student is expected to return to school with parent or guardian the next school day to be

rechecked by the school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

HELP FOR STUDENTS

Child Abuse

By law, teachers are required to report suspected child abuse victims.

1. Contact appropriate administrator immediately. Give the administrator a description of suspected abuse.
2. Contact Children Protective Services at: (419) 424-7022.

Reportable Behaviors

Report cases of bullying, threatening, fighting, hazing, dating violence, sexting, weapons and/or drug, tobacco or alcohol use/possession, truancy and inappropriate dress to the director as quickly as possible.

School Nurse

The school nurse is located in the Washington Preschool office or can be reached at 419-415-8231. Student who are ill and requesting to go home need to see the school nurse in order to be marked excused absent. The same is especially true for students who are on Attendance Watch. Emergency medical information regarding students is recorded in DASL (designated by the Red Cross symbol) and on students' emergency medical forms. These forms can be located in the director's office in a binder labeled, Emergency Medical Forms.

The nurse screens for vision and hearing on all 9th grade students, hearing impaired students, and those students new to the school system. However, teachers may contact the nurse any time a health problem is suspected.

Students are NOT permitted to possess medications at school, with the exception of asthma inhalers. Students who require an asthma inhaler must have authorization form 9.10a on file. Students must register all medicine with the nurse, including over the counter medications and prescriptions. The student's parents/guardian need to provide prescription medicine in its original container along with a form signed by parent/guardian and doctor for any medication to be given at school.

The school nurse will assure all students have a health card with current immunizations info. Teachers may request information regarding health issues for their classes from the nurse. School nurse will contribute to maintaining a healthy environment for students, faculty, and staff.

School Psychologist Services

FCS provides school psychological services to students, parents and teachers at all levels. The school psychologist's office is located in the main office at the high school.

Students may self-refer to the school psychologist. Parents may request services from the school psychologist for any school related problem their student is experiencing. Teachers may request a consultation with the school psychologist to discuss concerns about a student and to develop strategies to intervene on identified problems. This request can be done via e-mail, in person, or by sending a note via inter-school mail.

Teachers may be asked to be part of evaluation team for students who are identified as special education students or who may be in the process of being identified. Teachers will be asked to complete a report providing information about the student's performance in a variety of performance domains. This report form is provided by a special education teacher or the school psychologist with instructions for completion. Teachers need to be aware that their written report is a required part of evaluations and that it **will be included in the evaluation team report that will be provided to parents** upon completion. Teachers involved in such evaluations will be invited to team meetings to participate in decision making about the student.

Student Referrals to the Counselor

Teachers may refer a student to a counselor by talking directly to the counselor or the director.

HELPFUL PHONE NUMBERS

Need Help Finding Help? Dial 2-1-1

It is a free and confidential way to get and give help in your community. One call gives you easy access to information and referral 24 hours/7 days a week. 2-1-1 connects you with health and human services, such as food, shelter, childcare, physical and mental health services, support for seniors and persons with disabilities, assistance for immigrants and more! To speak with a professional dial 2-1-1 or 1-800-650-HELP (4357). Hearing impaired dial 7-1-1.HOURS

The Findlay Learning Center lab is open Monday-Thursday. Students can choose to attend one of the following sessions:

Session 1: 7:30 am – 10:45 am

Session 2: 11:15 am – 2:30 pm

Session 3: 7:30 am – 2:30 pm

Lunch will be available from 10:45 am -11:15 am

Additional lab sessions will be available by appointment. Parents and students schedule a student's coaching time in advance, which helps to ensure that we maintain an appropriate student-coach ratio that allows each coach to provide their students the assistance that they need. The amount of coaching time prescribed for a student is a team decision, and parents and students are a very important part of the team. Parents must submit the Learning Lab Hours of Attendance form (Appendix B) if they would like to change their child's attendance at the Learning Lab.

HOURS

The Findlay Learning Center is open to students Monday-Thursday **7:30** am – 2:30 pm, and other times by appointment. Parents and students schedule a student's coaching time in advance, which helps to ensure that we maintain an appropriate student-coach ratio that allows each coach to provide their students the assistance that they need. The amount of coaching time prescribed for a student is a team decision, and parents and students are a very important part of the team.

IDENTIFICATION BADGES (ID)

In accordance with Board Procedure 7.02a, all Findlay City School employees are required to wear an ID badge in plain view while on the Findlay City School property. Staff members are encouraged to get their picture ID taken during the photography sessions scheduled in August, the first day of school or on photo make-up days.

IMMUNIZATIONS

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies in writing that such immunizations are medically contraindicated or a written statement from the parent or guardian objecting to such immunization for good cause including religious conviction. In accordance with State Board of Education guidelines, we will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

The Ohio Department of Health released an updated immunization schedule for students beginning with the 2018-2019 school year. 7th graders will need 1 dose of Meningococcal vaccine in addition to a Tdap vaccine prior to the first day of school. 12th graders will need 2 doses of Meningococcal given 8 weeks apart prior to the first day of school. If the 12th grader has had their first Meningococcal on or after their 16th birthday, they are only required to have one shot.

Please contact your health care provider or Hancock County Public Health @ 419-424-7441 to schedule an appointment. It is encouraged to schedule early as appointments may be difficult to schedule if waiting until July or August. **An updated shot record or proof that shots were given must be sent in with your student on the first day of school, August 15th, 2018.

Staff Lunch

Certified staff receive a paid (40) minute duty free lunch period. FIAs receive an unpaid 30 minute lunch. All employees working five (5) consecutive hours or more receive at least a thirty (30) minute, duty-free (unpaid) meal period.

Staff members taking a duty free meal period must ensure that they coordinate their lunch so that the classroom areas are sufficiently supervised. Staff members may choose to eat their lunch with students, however, no staff member will be compelled to do so.

LICENSURE and LPDC

Under state law, teachers cannot be paid until a valid teaching certificate/LICENSE issued by the State of Ohio is on file at the superintendent's office. However, bachelor degree holders may legally be paid through the first two months of service, if they have filed an application for certificate or license. Certificates/licenses should be renewed promptly. This is the

responsibility of the individual teacher. Application for renewal must be done electronically through the “Safe” link on the Ohio Department of Education website at: <http://education.ohio.gov>. Specific requirements for the various types of certificates/licenses are also available on the district website under the Staff tab. All teachers must file an individual professional development plan (IPDP) with the local professional development committee (LPDC). The forms are available on the high school server. After you have completed your form send it to Adam Gillespie. If you have questions, contact Adam Gillespie.

LUNCH

The Findlay City Schools Food Service **Department** provides a school **breakfast and** lunch for students daily. Students must pay for their meal at the time of service. Parents are encouraged to participate in our **EZpay pre-payment system** **which can be found on the FCS home page, or send a check or cash with their student.** Make checks payable to: Findlay City Schools. School personnel are not permitted to loan money to students.

Students may carry lunch to school and eat with those who purchase the school lunch. The lunch period is supervised by school monitors.

The Findlay Learning Center does not have open campus lunch. Students must remain at school during the lunch period and are not permitted to leave school grounds unless picked up by parents or guardians. **Students are also not permitted to place lunch orders with restaurants for delivery.** **The Findlay Learning Center does not have refrigeration for lunches brought to school by students.** Students are encouraged to use ice packs, if needed.

Findlay City Schools Meals Price

<u>Grade Level</u>	<u>Breakfast</u>	<u>Lunch</u>
K-5	\$1.75	\$2.70
6-12	\$1.75	\$2.85
Reduced Prices	\$0.30	\$0.40
Milk	\$0.50	\$0.50

Free/Reduced Price Lunches

The District operates under the National School Lunch Program and anyone wishing to apply for assistance is welcome. Parents or guardians are responsible to have their child bring money to pay for the lunch or bring a packed meal from home, until they receive a letter from the Food Service office. If the application is approved, the letter will give you the information for the status you qualified for. Applications are available in the office.

Please call 419-420-7014 with questions regarding Food Services, qualifications for Free or Reduced price lunches, or specific questions regarding Food Service operations.

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school *during the school day*, including foods sold through school fundraisers.

The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

Applicability of the Smart Snacks Standards

- The Smart Snacks standards are applicable *during the school day*, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available **for sale** to students at that time must comply with the Smart Snacks requirements.

Staff Lunch

- Certified staff receive a paid (40) minute duty free lunch period. FIAs receive an unpaid 30 minute lunch. All employees working five (5) consecutive hours or more receive at least a thirty (30) minute, duty-free (unpaid) meal period.
- Staff members taking a duty free meal period must ensure that they coordinate their lunch so that the classroom areas are sufficiently supervised. Staff members may choose to eat their lunch with students, however, no staff member will be compelled to do so.

MAINTENANCE AND TECHNOLOGY ASSISTANCE

Issues or concerns requiring assistance from custodial, maintenance or technology staff must be submitted using a Help Desk ticket. To place a Help Desk ticket, go to <http://helpdesk.findlaycityschools.org> to submit a request for assistance for issues such as “printer not working” and/or “computer not turning on”, or issues requiring attention by the custodial or maintenance staff. Provide a clear, concise description of the concern and any troubleshooting steps already taken to resolve the issue. After submitting the request a ticket number and e-mail confirmation will be sent to your email inbox.

MEDICINES - ADMINISTERING TO STUDENTS

Oral Medication in Schools

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal’s designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent and physician will be required and will include:
 - a. Child’s name, address, school attended, and grade;

- b. Name of medication;
 - c. Purpose of medication;
 - d. Time to be administered;
 - e. Dosage;
 - f. Possible severe adverse reactions;
 - g. Date administration is to begin;
 - h. Date administration is to cease, and;
 - i. Special instructions for administration of drugs, including sterile conditions and storage.
2. The school nurse or the principal's designee will:
 - a. Inform appropriate school personnel of the medication;
 - b. Keep a record of the administration of medication;
 - c. Keep medication in a locked cabinet, and;
 - d. Return unused medication to the parent only.
 3. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
 4. The school district retains the discretion to reject requests for administration of medicine.
 5. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

MICROSOFT OFFICE 360

Students and teachers are eligible for Office 365, which includes Word, Excel, PowerPoint, OneNote, and Microsoft Teams, plus additional classroom tools. All you need to get started is a valid school email address. You will find the link to the online MS Office Apps on the navigation links on the right side of this page: <http://www.findlaycityschools.org/students.htm>. This link will take you to the Microsoft log in page, the student will need to log in with their district username and password. Once you have logged in look in the upper right hand corner and you should find a link to "install Office Apps." This will allow you access to office apps on a home computer.

NON-DISCRIMINATION POLICY

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. When this handbook is in conflict with the provisions of Ohio Revised Code 3301.60 (Interstate Compact on Educational Opportunity for Military Children), the provisions of ORC 3301.60 will apply. This handbook does not supersede ORC 3301.60.

Complaints should be referred to:

Title I (disadvantaged)
Ms. Stephanie Roth

Title VI (race, color and national origin)
Mr. Troy Roth

2019 Broad Avenue
Findlay, Ohio 45840
419-427-5436

2019 Broad Avenue
Findlay, Ohio 45840
419-425-2569

Title IX (gender)
Mr. Troy Roth
2019 Broad Avenue
Findlay, Ohio 45840
419-425-8202

Section 504 (disability)
Dr. Kelly Glick
1100 Broad Avenue
Findlay, Ohio 45840
419-425-8238

ORAL MEDICATIONS IN SCHOOL

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

6. Written instructions signed by the parent and physician will be required and will include:
 - j. Child's name, address, school attended, and grade;
 - k. Name of medication;
 - l. Purpose of medication;
 - m. Time to be administered;
 - n. Dosage;
 - o. Possible severe adverse reactions;
 - p. Date administration is to begin;
 - q. Date administration is to cease, and;
 - r. Special instructions for administration of drugs, including sterile conditions and storage.
7. The school nurse or the principal's designee will:
 - e. Inform appropriate school personnel of the medication;
 - f. Keep a record of the administration of medication;
 - g. Keep medication in a locked cabinet, and;
 - h. Return unused medication to the parent only.
8. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
9. The school district retains the discretion to reject requests for administration of medicine.
10. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

PARKING

The following are the guidelines that all student drivers (permanent and temporary permit holders) are required to follow. All student drivers and their parents are required to sign a Parking Contract before a parking permit will be issued. Parking on campus is a privilege. All students wishing to purchase a parking permit will be required to sign an Informed Consent Agreement and participate in both random drug testing and/or drug testing upon reasonable suspicion. Students refusing to participate in drug testing will not be

permitted to purchase a parking permit or to park on campus. Vehicles that have not been registered may be ticketed after the first 2 weeks of the school year.

Parking Regulations

1. All vehicles parked on school grounds must be registered with the school and must display/hang the current tag from the front of the vehicle. Parking privileges may be revoked if the permit is not displayed correctly or if the vehicle is parked in any parking area other than the parking lot located on Howard Avenue, south of the Findlay Learning Center. The fee for purchasing a parking permit is \$10 and must be paid with cash or check in the exact dollar amount (this may be prorated at the beginning of the second semester and at the beginning of the fourth quarter). A student may register multiple vehicles under one permit. Please submit all necessary paperwork for each vehicle. It is the student's responsibility to move the tag to the appropriate vehicle being driven.
2. The following are needed at time of registration:
 - a) Driver's license
 - b) Proof of insurance & vehicle registration
 - c) Digitally signed informed consent agreement for random drug testing
 - d) Digitally signed Emergency Medical Authorization
 - e) Digitally signed Parking Contract
3. All past due fees must be paid in full before a student will be able to purchase a school parking permit. Students unable to pay past due fees because of financial difficulties need to meet with the principal in charge of parking or the head of security to discuss a payment plan in order to purchase a parking permit.
4. Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of permits, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations. Parking is strictly limited to the student parking area south of the Findlay Learning Center School. Students parking in designated faculty, visitor or handicapped areas may be fined and/or towed. Unpaid tickets and improper parking violations may be cause for revocation of parking privileges on FCS property. The purchase and fines for parking violations are as follows:
 - a) Improper Parking/Display \$5.00 fine
 - b) Expired Temporary Permit \$5.00 fine
 - c) Parking in Restricted Area \$15.00 fine
 - d) Failure to register \$35.00 fine
 - e) Replacement tag \$35.00
 - f) Reduced cost during year \$18 (beginning of semester 2) & \$9 beginning of 4th quarter
 - g) Temporary tag \$5 (up to 2 weeks)
5. Findlay City School property is a private tow-away zone. Parking is by permit only and registrations are required. During regular school hours, violators may be towed at owner's expense. Vehicles may be recovered at Dick's Towing, 4404 Allen T.R. 142, Findlay, Ohio, by presenting proof of ownership and paying towing and storage charges. The towing is done under authority of Ohio Revised Code 4513.60.
6. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents.
7. Vehicles will be appropriately parked on arrival, one vehicle per space. Parking lot speed shall not exceed 15 miles per hour. Reckless and/or irresponsible operation is cause for revocation of parking privileges (Irresponsible operation includes, but is not limited to: stop sign violation, failure to yield in

crosswalks, and speeding). Students who park on campus after privileges have been revoked may receive additional disciplinary consequences. A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.

8. All regulations of the student handbook apply to the parking lot, including tobacco violations. Students are not to loiter in the parking area nor are they to sit in their vehicles while parked on school grounds. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy. Student vehicles are subject to search. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.
9. Students who have a permit and need to drive an alternate vehicle that is not registered, please move the current tag to that new vehicle and bring in necessary paper work to the main office (proof of insurance & vehicle registration). Under no circumstances should a car be parked without a permit.
10. Falsifying a contract, misrepresenting a permit as lost or stolen, or displaying a permit not registered to you are causes for revocation of a parking permit, a fine and/or additional disciplinary consequences.
11. If a student forgets to switch parking tag to a different registered vehicle, they should report oversight and license plate number to parking secretary as soon as possible. If a ticket is received that day, it will be voided.
12. The administration reserves the right to revoke parking privileges for any violation(s) of the Student Handbook such as, but not limited to, a tobacco, alcohol, or drug violation.

PHOTO RELEASE

From time to time, student pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. Videotaping is occasionally done during student programs and other special events. If a parent/guardian objects to having their child's picture and name used, they should notify the school in writing.

PHYSICAL EDUCATION WAIVER POLICY

PE Waiver forms must be completed online, started by the parent, no later than 30 calendar days after the completion of the activity. Go to <http://www.findlaycityschools.org/board-policy.htm>. Under the section 8.22F2, click "Online" to begin the waiver request process. A student may be exempted from the graduation requirement of two required high school quarter-credit physical education courses by participating on one of the high school's interscholastic athletic teams, marching band, cheerleading squad, and /or JROTC. Please see BOE policy 8.22 section 7 under Other Requirements and Guidelines for details regarding PE waivers.

PROFESSIONAL APPEARANCE

As educators, how we dress sends a message to our parents and community. Dressing, as appropriate for the instructional environment and/or curriculum, inspires confidence in us as professional educators and sends a message that school is important. Our attire reflects not just on ourselves, but also on our colleagues, building, and school district. Our dress should convey our status as licensed professionals.

Photo ID badges are to be worn at any time you are in any school building.

SCHOOL VISITORS

All visitors and guests are required to register at the school office.

A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent or guardian in writing. Students are released from the building only through the office.

Loitering on school property or in the school building is prohibited. Unauthorized persons are subject to trespass laws.

No visitor may confer with a student in school without the approval of the principal or designee. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting. Regulations regarding visitor protocol will be posted in each building.

This policy does not apply to parents when they have been invited to a classroom or building program.

Persons wishing to observe classroom instruction shall obtain permission from the appropriate building principal(s).

Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present suggests that s/he intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.

At no time shall a staff member transact business with a person in the school who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

SEARCH AND SEIZURE

The following rules shall apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs, etc.) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the parent or

guardian of the student involved shall be notified.

- Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
- An automobile, used by a student as transportation to and from school or any school-related activity, may be searched. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. A reasonable attempt will be made to contact the student or parent/guardian prior to the search.

STUDENT INFORMATION RELEASE

Under Ohio Law we are required to release student directory info such as name, address, telephone, and date of birth to those requesting it UNLESS the parent or guardian notifies the school that such information is not to be released. Please notify the school by September 20th if you do NOT wish such information to be released this school year.

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concern about school, please talk with your teacher or other personnel.

SURVEILLANCE CAMERA

Students are duly informed that behavior may be monitored on school property and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

WITHDRAWAL PROCEDURES

1. The student or parent must contact the principal or director at the Findlay Learning Center to meet to determine the reason for withdrawal. All school related materials, books and electronic equipment must be returned to the office to avoid fees.
2. If the student is moving, a withdrawal form must be signed by a parent and taken to the Findlay Learning Center on the last day of attendance for recording of grades. This form then needs to be turned in at the office before departing. The student will be given a copy to take with him/her to the new school.
3. If the student is 18 years old or older and dropping out, he/she must sign a withdrawal form in the Office. The principal or director will discuss the situation with parents and the outcome will be forwarded to the appropriate administrator.

ZERO TOLERANCE STATEMENT

Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Findlay Learning Center will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to

approved student discipline regulations. Findlay Learning Center has a “zero tolerance” for violent, disruptive or inappropriate behavior by its students; i.e. Findlay Learning Center will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

APPENDIX A: FLC 2019/2020 SCHOOL CALENDAR

Professional Development – Teachers Only	Friday, August 23, 2019
Professional Development – Teachers Only	Monday, August 26, 2019
Convocation/Building & Dept. Meetings	Tuesday, August 27, 2019
First Day for New Students to attend lab	Wednesday, August 28, 2019
First Day for returning students to attend lab	Thursday, August 29, 2019
Labor Day – NO SCHOOL	Monday, September 2, 2019
Open House	5:30-6:30 pm, Wednesday, September 4, 2019
1 st Interim Grades Close	Midnight Thursday, September 26, 2019
Student Led Parent Conferences	3:30-5:30 PM Thursday, October 3, 2019
End of 1 st 9-week grading period	Wednesday, October 30, 2019
2 Hour Delay Day – Lab closed; students work from home	Thursday, October 31, 2019
Report cards mailed home	Thursday, November 7, 2019
Fall Break	Thurs. & Fri., Nov. 28 & 29, 2019
2 nd Interim Grades Close	Midnight Thursday, December 5, 2019
Student Led Parent Conferences	3:30-5:30 PM Thursday, December 12, 2019
Winter Break	Monday, December 23, 2019 – Wednesday, January 1, 2020
Students First Day Back to School	Thursday, January 2, 2020
End of 2 nd 9-week grading period	Tuesday, January 14, 2020
2 Hour Delay Day – Lab closed; students work from home	Wednesday, January 15, 2020
Martin Luther King Day – NO SCHOOL	Monday, January 20, 2020
Report cards mailed home	Wednesday, January 22, 2020
3 rd Interim Grades Close	Midnight Thursday, February 13, 2020
In-Service Day – Lab closed; students work from home	Monday, February 17, 2020
Student Led Parent Conferences	3:30-5:30 PM Thursday, February 20, 2020
End of 3 rd 9-week grading period	Wednesday, March 18, 2020
Report cards mailed home	Wednesday, March 25, 2020
Spring Break – NO SCHOOL	Friday, April 10 – Monday April 13, 2020
Student First Day Back to School	Tuesday, April 14, 2020
Interim Grades Close	Midnight Thursday, April 23, 2020
Student Led Parent Conferences	3:30-5:30 PM Thursday April 30, 2020
Last Day for Students (177 Days)	Thursday, May 21, 2020
Clerical Day for Teachers	Friday, May 22, 2020

9-Week Grading Periods

First 9-Week Grading Period	08/29/19 – 10/30/19	45 days
Second 9-Week Grading Period	10/31/19 – 01/14/20	44 days
Third 9-Week Grading Period	01/15/20 – 03/18/20	44 days
Fourth 9-Week Grading Period	03/19/20 – 05/21/20	<u>44 days</u>

TOTAL DAYS IN SESSION = 177 days

ALL FLC students are required to get their minimum online activity hours regardless of school delays or cancellations!

Revised 9/10/18

APPENDIX B: LEARNING LAB HOURS OF ATTENDANCE

Learning Lab Hours of Attendance

My child will be attending the Findlay Learning Center K12 Blended Learning School using the option listed below.

* Required

1. **Student's First Name & Last Name: ***

2. **Grade Level: ***

3. **Start date for student lab attendance schedule ***

Example: December 15, 2012

4. **Please indicate the days of the week your child will be attending the Lab ***

Check all that apply.

- Monday
- Tuesday
- Wednesday
- Thursday
- Other: _____

5. **Please indicate the time your child will be attending the lab ***

Check all that apply.

- 7:30 am -10:45 am
- 11:15 am – 2:30 pm
- 7:30 am – 2:30 pm (lunch will be available from 10:45 am – 11:15 am)
- Other: _____

6. **Parent Signature ***

7. **Today's Date ***

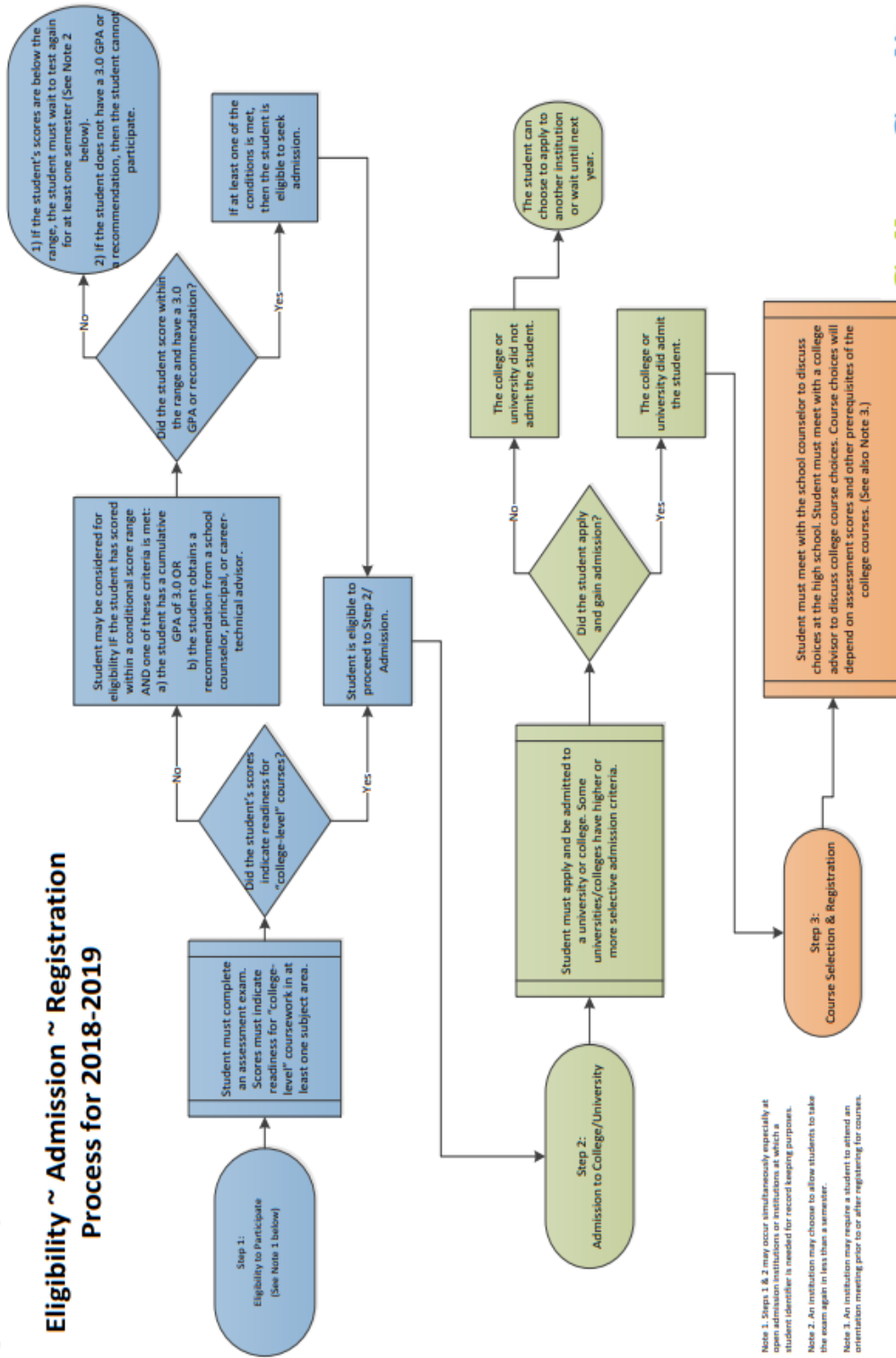
Example: December 15, 2012

APPENDIX C: COLLEGE CREDIT PLUS STUDENT ELIGIBILITY PROCESS

College Credit Plus: Student Eligibility Process

Effective Academic Year 2018-2019, a student interested in College Credit Plus must complete the steps in the chart below to determine eligibility, admission, and course placement/registration.

Eligibility ~ Admission ~ Registration Process for 2018-2019



APPENDIX D: COLLEGE CREDIT PLUS STUDENT ELIGIBILITY ASSESSMENT TESTING

College Credit Plus: Student Eligibility Assessment Testing

Effective Academic Year 2018-2019, a student interested in College Credit Plus must be considered eligible to participate.

- A student is considered **Eligible** for the program if the student scores at or above the “Assessment Threshold Score” in at least one subtest of an approved assessment exam* in the table below.
- If a student does not score at the Assessment Threshold Score in at least one subtest, but has scored within the “Score Range to be Considered” (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible** for the program if he/she also meets one of these criteria:

- ✓ Has a 3.0 cumulative GPA or
- ✓ Receives a recommendation from school counselor, principal, or career-technical advisor

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
Next-Generation ACCUPLACER	Writing	263	257 - 262
	WritePlacer	5	4
	Reading	263	256 - 262
	Quantitative Reasoning, Algebra, & Statistics (QAS) Advanced Algebra & Functions (AAF)	263	259 - 262 257 - 262
ACT	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
SAT	Evidence Based Reading & Writing	480	450 - 479
	Mathematics	530	500 - 529
ALEKS	Mathematics	46	40 - 45
	Mathematics	50% of algebra items answered correct (16 out of 32)	12 - 15 correct
MapleSoft T.A.	Mathematics	18	16 - 17

*Approved assessment exams are listed in this table and in the “Uniform Statewide Standards for Remediation-Free” document. This document is reviewed annually; check for current version on www.ohiohighered.org/ccp.

Updated October 2017



APPENDIX E: LETTER OF INTENT TO PARTICIPATE IN COLLEGE CREDIT PLUS



Letter of Intent to Participate in College Credit Plus

PLEASE PRINT

Date _____
AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE HIGH SCHOOL PRINCIPAL TO PARTICIPATE.

Student Name _____

Parent/Guardian Name _____

Home Address _____

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) _____ (Evening) _____

Parent Email Address _____

Student Contact Info _____

School _____ Grade _____

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the high school by April 1.

Student Signature _____

Parent Signature _____

APPENDIX F: REQUEST FOR SELF SUPPORTING STATUS FORM

OHSAA REQUEST FOR SELF-SUPPORTING STATUS FORM

NOTE: All students must comply with all eligibility standards found in Bylaw 4, including Bylaw 4-6-3 which requires that a parent (adoptive or biological) reside in the state of Ohio. In addition, a student who is receiving support from a benefactor is not eligible for this exception.

1. School Information: Date of Request _____

School _____

Address/City/Zip _____

Principal _____ Telephone (_____) _____

2. Student Information:

Name _____

Address/City/Zip _____

Grade _____ Age _____ Telephone (_____) _____

School from which the student is transferring _____

3. Landlord Information:

Name _____ Telephone (_____) _____

Address/City/Zip _____

ATTACH notarized statement that he/she is the landlord of self-supporting student. Landlord may NOT be a relative/benefactor of the student.

4. Work Information:

Employer Name _____ Business _____

Address/City/Zip _____

Telephone (_____) _____ Hourly Wage _____

Hours Worked Monthly _____ Monthly Wage _____

ATTACH notarized statement that he/she is the employer of self-supporting student.

Employer may NOT be a relative/benefactor of the student.

5. ATTACH copy of check(s) earned monthly. \$500.00 MINIMUM (NET)

6. Bank Account Information: (Student must open checking account)

Bank Name _____

City _____ Telephone (_____) _____

ATTACH copy of check paid to landlord for rent.

7. ATTACH copy of receipt from landlord.

8. ATTACH grocery receipts.

APPENDIX G: FINDLAY HIGH SCHOOL 2019-2020 ACTIVITIES

EXTRA CURRICULAR ACTIVITIES (NON CREDIT)	ADVISOR(S)
Art Club	Mr. Jason Wagner
Books n' Brownies	Mrs. Amanda Brasfield
Bowling Club	Mr. Jesse Hankins
Chamber Orchestra	Mr. Ken Pressel
Chess Club	Mr. David Barkey
Clay Target Club	Mr. Alex Houck and Mr. Tyler Bame
Competition Cheer	Ms. Misty Phillips and Ms. Angie
Dance Team	Ms. Alexandria Jones-Willford
Esports Club	Mrs. Susan Blodgett and Ms. Bev Vetovitz
Fall Play	Mr. Andy Cantrell
Findlay First Edition Show Choir (FFE)	Mr. Kevin Manley
Gay-Straight Alliance (GSA)	Ms. Catherine Keppers & Mrs. Maribeth Geaman
Hockeyettes	Mrs. Lynnette Parsell
Indoor Track Club	Mr. Mark Gleason
Junior Statesmen of America (JSA)	Mr. David Barkey and Mrs. Judy Withrow
Lacrosse Club	Mr. Scott Miller
Musical	Mr. Andy Cantrell
P.A.S.T. (Preservation, Archaeology & Serving Together)	Mr. Gene Damon
Pantasia Steel Drum Band	Mr. Dan Wilson and Mrs. Denise Shehee
Problem Solvers Club	Ms. Nielson and Mrs. Kim Blake
S.A.L.T. (Student Athlete Leadership Team)	Mr. Nate Weihrauch and Mr. Ben Kirian
S.T.A.N.D. (FCA)	Mrs. Kendra Grubinski
Sign Language Club	Ms. Kelli Kiesler
Ski Club	Mr. Jason Wagner
Spanish and International Club	Ms. Danielle Storey
Teen Institute	Mr. Jordan Fields and Ms. Ursulla Jefferson
Trojan Jazz Band	Mr. Michael Springer and Mr. Dan Wilson
V.I.P. (Voices in Perfection) Show Choir	Ms. Krista Bigger
Wrestlerettes	Mrs. Cori Noon and Mrs. Jenn Jolliff
CURRICULAR ACTIVITIES (In Class for Credit)	ADVISOR(S)
Blue & Gold Newspaper (Grades 10, 11, & 12)	Mr. Andy Cantrell
Color Guard & Majorettes	Mr. Jack Smolenski and Mr. Dan Wilson
Concert Band	Mr. Dan Wilson
Concert Choir (Grade 10)	Mr. Kevin Manley
Freshman Choir (Grade 9)	Miss Krista Bigger
Marching Band	Mr. Dan Wilson
Student Council Course	Mrs. Laura Davis
Symphonic Choir (Grades 11 & 12)	Mr. Kevin Manley
Symphonic Orchestra	Mr. Ken Pressel
We the People	Mr. Mark Dickman
Yearbook	Mrs. Ruth Rinker
HONORARY ORGANIZATIONS	ADVISOR(S)
Junior Scholars	Mrs. Judy Withrow
National Honor Society (Grades 10, 11, & 12)	Miss Maria Nielson and Miss Katherine Gaskill
National Junior Classical League (Latin Honor Society)	Mr. Shawn Hirt

Please note that each Millstream Program has a co-curricular activity that accompanies it.

ACTIVITY PARTICIPATION REQUIREMENTS:

- Students must pass five or more credits each nine weeks;
- Maintain a 1.5 Grade Point Average; and
- Earn no more than one "F" each nine weeks.

APPENDIX H: 1:1 DEVICE HANDBOOK FOR STUDENTS AND PARENTS



FINDLAY CITY SCHOOLS

1:1 DEVICE HANDBOOK

For

STUDENTS and PARENTS

Findlay City Schools rev. 5/17/2019

This is an exciting time in Findlay City Schools (FCS). The district is implementing a 1:1 program, one Chromebook computer for each student, in grades 3 through 12 and is adopting Google's G Suite for Education for all grades. These changes will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media that was not available to the world just a few years ago.

Findlay City Schools educators are dedicated to continuing to offer rigorous and engaging learning opportunities for students. We're excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. We will continue to be amazed by what our students create and how they incorporate the tools of their generation into the learning that will shape their future. Tools like a Chromebook will allow them access to software that will encourage their artistic abilities, improve their reading and writing, and push them to think critically as they spark new interests and insights into their journey of being a lifelong learner.

Ownership of the Chromebook

FCS retains sole right of ownership and possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, FCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Receiving Your Device

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively "Chromebook"), will be distributed to students at each building after the beginning of the school year. Building principals will determine the appropriate date and time for the Chromebooks to be distributed.

Bring Your Own Device Option (BYOD) 3

Parents who do not wish to participate in the district's 1:1 program have the option to provide their student/s with a device to bring to school to use instead of the district owned Chromebook. Parents choosing to opt out of the 1:1 program for BYOD will need to complete the following form:

<http://www.fcs.org/byod/>. *(Please note that the district assumes no responsibility to ensure the fitness of the device/s for classroom use, nor for any loss, damage, or repair of BYOD devices.)*

Student's Responsibilities

The student and their parent(s)/guardian(s) are solely responsible for the Chromebooks issued to them and must adhere to the following:

- o Students must comply with the district's [Acceptable Use Policy](#)* and this 1:1 Device Handbook for Students and Parents when using their Chromebooks.
- o Students must bring their Chromebooks, or BYOD device, to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction. ▪ Note: A fully charged Chromebook should last 8 - 10 hours.
- o Students must treat their Chromebook with care and never leave it in an unsecured location.
- o Students must report any problems with their Chromebook to the building library, or other designated location, as soon as possible.
- o Students may not remove or obscure the device serial number or other identification tags.
- o Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. *(See page 6 **Personalizing Devices**, for acceptable ways to personalize your Chromebook for easy identification.)*
- o Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

Responsibility for Electronic Data

o The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the FCS Technology Department or classroom educator. (*Students should only install software that they would be happy with a teacher, administrator, or parent seeing.*)

o Students are responsible for backing up their data to protect from loss. (*The district will do its best to make sure your data is safe, but we cannot promise that data won't be accidentally lost. Please backup your important data.*)

*http://www.findlaycityschools.org/policies/9pol/9-21_Student_Acceptable_Use_Policy.pdf

o Users of district technology have no rights of ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, school-issued or third-party applications, and are given no guarantees that data will be retained or destroyed.

Devices Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. A loaner device **may** be made available at the discretion of the building principal. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data.

Respect the Privacy of Others

Do not take photos or video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden and will be dealt with according to FCS discipline policy. Do not access another individual's materials, information, or files without their specifically granted permission. FCS staff will not remotely access the Chromebook's camera. (*If the camera light comes on unexpectedly bring the unit in for repair.*)

Audio & Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Findlay City Schools Technology Protection Plan

FCS recognizes that with the implementation of the 1:1 program there is a need to protect the investment by both the district and the student/parent. This FCS Technology Protection Plan (FCS TPP) covers the Chromebook loaned to the student against accidental damage, up to the replacement parts cost of the Chromebook (\$270). The charger is NOT covered by this plan and is the sole responsibility of the student. Coverage is 24 hours per day, on or off school property. **Damage to the 1:1 Chromebook or need for its replacement due to intentional, reckless, willful, malicious and/or wanton misconduct is not covered.**

1. Plan coverage is effective from the date that the Chromebook is received and shall end on the last day for students of the academic year as published on our website, <http://www.fcs.org/calendar.htm> or
2. Where the student leaves the district prior to the end of the school year. (If a student ceases to be enrolled in the district, he or she is to return the Chromebook to the school in full working order, including all accessories and components.)

3. Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.
4. At the district's written request to do so.

The FCS TPP premium cost of \$25** per Chromebook will be assessed as part of every student's school fees each academic year.

- Participation in the FCS TPP is mandatory for all district 1:1 device users. (Except BYOD users – a BYOD form will need to be on file and can be completed here: <http://www.fcs.org/byod/>.)
 - The FCS TPP premium will not be prorated and is non-refundable.
 - You will be issued one charger with your Chromebook. The FCS TPP does not cover the \$60 charger if lost or damaged.
 - In the event of accidental damage there will be a \$10.00 per incident fee to cover labor.
- The FCS TPP will cover up to a total of \$270 in parts replacement over the school year, regardless of how many labor charges are incurred.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report **MUST** be filed by the student or parent/guardian as soon as practicable but in no case more than 48 hours after the theft or vandalism is discovered. A copy of the police report must be presented to the building principal when the event is reported. Further, students/parents must contact their building principal ASAP after the Chromebook is determined to be stolen, lost, or vandalized.

***Note – If the \$25 per Chromebook premium presents a financial burden please see your building Principal. 6*

Technical Issues/Damage/Loss

Take your Chromebook to your school's library, or other designated area, if you experience any technical problems or damage. If the device cannot be repaired at that time, a loaner device may be issued to you, if available. All device policy agreements and technology protection plan will remain in effect for the loaner device.

Device Identification

Student devices will be labeled in a manner specified by the district. Devices can be identified based on serial number. Do not remove any identifying labels or markings.

Personalizing Devices

Students are permitted to place school appropriate stickers on the top of their Chromebooks. Stickers containing images of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. Stickers **CANNOT** cover the asset tag number or the indicator light. Stickers are not permitted on the sides or bottom of the Chromebook.

Students are permitted to install school appropriate personal apps on their Chromebooks. If storage on the Chromebook becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

Check-In

Chromebooks must be returned to the building library, or other designated area, during the final weeks of the school year by the date announced each spring. Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested, the student will be billed for the replacement cost of the Chromebook. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device

The Chromebook is the property of Findlay City Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device assigned to them.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between the screen and keyboard.
- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the FCS Technology Department or designated third parties.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Students may be required to take their devices home every day after school, regardless of whether or not they are needed for homework.

Passwords

Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.

CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi networks, the Chromebook is ideal for anytime, anywhere access to the web.

Q. What kind of software does a Chromebook run?

A. Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the FCS technology department will maintain devices through our Google G-Suite for Education account.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a Wi-Fi connection, it syncs again to the student's Google account.

Q. Will our Chromebook be able to use a Cellular Service?

A. No. The district Chromebooks will not connect to 4G broadband or a cellular signal.

Q. Is there antivirus software included with the Chromebooks?

A. No, there is not. All of the data is stored in the cloud, therefore is no need for antivirus software. They do, however, come with web filtering.

Q. How long will the Chromebook run on a fully charged battery?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

Chromebook Care Reminders

- Take good care of your new Chromebook. You will use the same Chromebook for 3-4 years.
- Carry your Chromebook with both hands.
- It is highly recommended that a protective bag or cover be purchased to protect the Chromebook.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.
- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the battery level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.



FINDLAY LEARNING CENTER K12 BLENDED LEARNING SCHOOL

2019-2020 Student and Parent Handbook

Meeting our students where they are and guiding them to their future.

Educating and Empowering for Life

FINDLAY LEARNING CENTER SCHOOL
1100 Broad Avenue Findlay Ohio
School phone: 419-429-8938
Fax: 419-427-5467
Webpage: flc.fcs.org

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INTRODUCTION

The Findlay Learning Center is a K12 blended learning school designed to meet the needs of self-motivated students who have the desire and ability to participate in a self-paced¹ program of blended learning instruction that includes online instruction with the support of a licensed educator who can help provide assistance. In order for students to be successful in a blended-learning environment, students must be able to effectively manage their time, learn independently, and take responsibility for their learning. Students are required to complete their course work according to the course pacing and the goals established with the input of their educational coach. Although the program is self-paced, students are required to meet the minimum pacing timelines. Students may work ahead of pacing timelines, but may not work slower than pacing timelines.

Students in Kindergarten are required to have 15 hours of online activities each week. Students in grades 1-6 are required to have a minimum of 25 hours of online activity time each week. Students in grades 7-12 are required to have a minimum of 27.5 hours of instructional activities each week which is made up of 22.5 hours of online instructional activities and up to 5 hours of activity time credited each week for off-line activities, which includes **required** note taking. Activity time is calculated as time spent by a student actively working in online lessons (tutorial, assignments, tests, exams, school assessments, etc.). Students may also have required offline activities, such as additional reading selections, reports, projects, etc. that are considered to be homework and are required in addition to their required hours of online activity time each week.

The staff of the Findlay Learning Center are committed to helping our students' reach their academic goals. We believe that this is achieved through a partnership with our families and students in order to help our student achieve the State and district's high standards.

Findlay Learning Center Commitment to Students and Parents

1. The Findlay Learning Center will provide a high-quality online curriculum in a supportive and effective learning environment that is aligned with the Ohio Content Standards.
2. The staff at the Findlay Learning Center will provide each child with assistance and feedback during normal operating hours.
3. The staff at the Findlay Learning Center will return parent phone calls and emails within 24 hours during normal operating hours.
4. Parent conferences will occur on a quarterly basis and by appointment when a parent or staff member requests a conference.
5. Parents will receive student progress reports on a quarterly basis.
6. Parents will have access to their child's progress through the online system.
7. Educational Coaches will meet with the students they coach at least every other week to monitor progress, set and review goals, and provide mentoring assistance. In addition, the

¹ Self-paced means that students may work faster than established timelines. However, students may not work slower than the established timelines.

staff will email copies of this information to parents if the parent has provided current email address.

8. Educational Coaches will make every possible attempt to contact parents by telephone, text message, or email, or mail to discuss student attendance and progress concerns in a timely manner.

Parent and Student Commitment

Unless otherwise approved by the director, when a student first begins attending the Findlay Learning Center they will be required to attend the lab or classroom for at least 14 hours a week for the first three weeks. This is to ensure that the student understands how to use the online program, how to get assistance, and can establish a learning routine that will ensure they are successful using this blended learning option.

Students must be physically present at the Findlay Learning Center for at least a minimum of 3 hours each week. During this time, students will participate in a variety of activities that may include a review of student's overall progress, establishing weekly goals, tutoring, test taking, etc. This requirement may be altered at the discretion of the program director.

Student attendance is calculated beginning at midnight on Monday through 11:59 PM Sunday evening. Students who do not work on their online course work for their minimum hours of weekly activity time (Monday-Sunday) will be marked unexcused absent. **Attempts to falsify online activity time will result in unexcused absences.**

Parents must contact the school when their child will be absent from their regularly schedule day(s) of attendance.

Absent notes are required to excuse a student when they are unable to meet their weekly instructional hour requirements due to an FCS approved absence reason. Juvenile court requires that notes be submitted within 2 days of a student returning from the absence in order to be considered for excusal. The note must state the date, duration of time, and reason for the request to excuse an absence. When a request to excuse an absence fails to state the duration of time for the absence, the director or designee will use their best judgement to determine the amount of time that will be permitted to be excused.

Kindergarten students are required to complete 540 hours of instructional activities per year, which equals 15 hours a week of computer time-on-task (Monday-Sunday).

Elementary students are required to complete 920 hours of instructional activities per year, which equals 25 hours a week of computer time-on-task (Monday-Sunday).

Secondary students are required to complete 1001 hours of instructional activities per year, which equal 27.5 hours a week. Findlay Learning Center secondary level students must complete at least 22.5 hours of computer (online) time-on-task (Monday-Sunday) and at least 5 hours of time credited to working on off-line activities including note taking. This work is counted as homework.

Students are required to complete their weekly hours, including times when school is delayed or cancelled **due to weather or other reasons determined by the superintendent of schools.**

Students who do not maintain adequate progress **will be** required to attend the lab more frequently (see #16 below regarding sleeping and disruptive behavior).

When a student is marked absence, the absence is noted on the student's attendance record for any day of the week from Monday through Friday, according to the student's online attendance activity. It will be at the Findlay Learning Center director's discretion, in accordance with the laws, whether an absence is marked excused or unexcused based on the reason and documentation given for the absence. Students are truant from school when they have no valid reason for missing school or not participating in their online coursework.

A student's enrollment and successful participation in the Findlay Learning Center School requires that the family provides and maintains a connection to the internet. The student and family understands that when they are not able to provide a connection to the internet they must make other necessary arrangements in order for their child to complete their coursework. This may include using the internet connection provided by the local public library or increasing their time at the FLC lab.

Parents and guardians agree to attend at least two parent conferences throughout the school year in order to receive updates on student progress.

Parents, guardians and students understand that all tests and final exams must be taken at the school in order to ensure the integrity of our program.

Findlay City School issued computer and school supplies are the property of the State of Ohio, purchased by Findlay City Schools and assigned to you (your child) for use while enrolled in the Findlay City School District. Students and parents assume responsibility for the equipment and school supplies issued to you (your child) and agree to take due care in the handling and use of this equipment and school supplies. Parents and/or students are responsible for computer and/or peripheral equipment that are lost, stolen, damaged or destroyed in any manner.

Parents, guardians and students must provide within the home a structured schedule during which the student is engaged in the Findlay Learning Center's program of study, and adult supervision and support to ensure the student's safe and responsible participation in the learning program.

Students must be committed working on their lessons, asking for assistance when they need help, and helping to ensure that the Findlay Learning Center is a safe and respectful learning environment.

Students will be required to follow all rules and regulations of the Findlay City School District whenever they are on Findlay City School property.

Parents, guardians, and students understand that students are not permitted to be disruptive or sleep in the lab. Students who are disruptive or unable to stay awake during their time at the lab will be required to go home and are still required to meet their online attendance requirements. The director or principal can reduce a student's time at the lab, up to the state minimum of three hours of attendance at the lab per week.

Students will be required to work on off-line activities, according to the course syllabus. This work is counted as homework and is not a part of the student's weekly required online hours of time-on-task.

CONTACT INFORMATION

Findlay Learning Center School -----	419-429-8938
Attendance Calls-----	419-429-8938
Fax-----	419-427-5467
Director -----	419-427-5424
Mrs. Sara Sublett, Attendance Case Manager-----	419-427-5401
Mr. Nate Weihrauch, Athletic Director -----	419-425-8399
Mrs. Pam Hamlin, Millstream Director -----	419-425-8293
Mr. Justin Shank, Career Tech Coordinator -----	419-425-8256
Transportation -----	419-425-8363
Findlay City Schools Administration Office -----	419-427-5487
Findlay City Schools Internet Home Page-----	findlaycityschools.org

ACADEMIC HONESTY & INTEGRITY

Academic honesty and integrity are essential to the value of a school diploma or record of academic achievement. As such, the Findlay City School District policy 8.20a2 addresses acts of plagiarism and cheating.

Borrowing ideas from other sources that will help the student's own ideas is often necessary to make a paper more convincing and more authoritative. When borrowing an idea is desirable, the student must properly acknowledge or give credit for each idea, sentence and phrase used. This is called documenting the source. It requires a citation for each specific bit of borrowed material and a bibliography at the end of the paper that includes all sources from which the student has borrowed ideas.

Proper documentation applies to two types of borrowed ideas.

Direct Quotations

If the student copies any ideas, usually three words or more, from any source, these exact words must be enclosed in quotation marks, followed by a superscript number, and corresponding footnote or acknowledgement in the text.

* Note: Using a specific idea and changing a few words at random to disguise a direct quotation in order to avoid the minor effort of documentation is plagiarism.

Paraphrasing

Paraphrasing means using one's own words to tell someone else's idea. Again, this does not allow the changing of a word here and there but is, instead, an honest attempt to convey the essence of another's meaning through the student's own expression. Like a direct quotation, a paraphrase is followed by a superscript number and documented with a corresponding footnote or acknowledged in the text.

The following are forms of plagiarism:

1. Any paper (including homework) written by another person, or partially written by another person, but turned in as the student's own work constitutes plagiarism. A student

may have help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having that person tell exactly what to say or how to say something is a dishonest misrepresentation of the student's own ability of expression.

2. Any idea copied word for word from another source or even put into the student's own words is considered plagiarism unless the idea is documented properly with a footnote that acknowledges the source of the idea.
3. Using an internet search (ie: googling an answer) to obtain an answer that is available in the student's online course, in order to avoid or reduce the student's exposure to the lesson.

If proper documentation is omitted in quoting or paraphrasing, the person submitting such a paper as his/her own work is guilty of plagiarism.

It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of the student who has plagiarized. It is the policy of the Findlay City School District to assist students who plagiarize out of ignorance.

Significant action for intentional plagiarism is required. These guidelines apply to speeches and written work, which are plagiarized. Students affected by these guidelines may appeal to the building administrator.

Elementary Level Guidelines:

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.

Middle School Level Guidelines:

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.
2. The teacher may grant partial credit, depending on his/her judgement of the degree of intentional plagiarism.

High School Guidelines:

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used. No credit will be granted.
2. The student may receive a failing grade for the nine weeks grading period or be dropped from the course for repeated offenses.

ATTENDANCE

The Findlay Learning Center School is a blended-learning school where students attend school by logging into their online lessons and by attending their assigned coaching sessions. Using this blended method of instruction allows our students to have access to their lessons twenty-four hours a day, seven days a week. The Findlay Learning Center is open from ~~9:00 am until 2:00~~ 7:30 am until 2:30 pm Monday-Thursday, and by appointment for times outside of the regular school hours. Please see Appendix A for a copy of the school calendar.

Upon arrival, our students sign in, noting the time when they arrive at the Findlay Learning Center, and again when they leave. This helps us to maintain an accurate record of who is at the Findlay Learning Center and aides us during evacuations.

Types of Attendance

Schools utilizing online educational options are required to ensure students are actively participating in learning opportunities averaging 3 hours a day for Kindergarten students, 5 hours a day for students in grades 1-6, and 5.5 hours for students in 7-12. Students attending blended learning schools are also required to be physical present at the school a minimum of three hours each week. Students who meet these requirements are marked as present at school. Failing to meet these attendance requirements will result in a documented absence.

Online Attendance

Students have from midnight Monday until 11:59 pm Sunday to accrue online activity time. The secretary of the Findlay Learning Center begins running reports for students' online time on Monday following the completion of a school week. We analyze the activity attendance report to determine if whether a student participated in the required hours of online activity time.

Absences are then entered in the student information system for students who fail to meet their weekly attendance requirements. **If a staff member finds an online activity pattern that indicates that a student's online activity time has been falsified, the identified time is subtracted from the student's attendance record, a documented unexcused absence is entered in the student's attendance record, and the student's parent is contacted so as to be made aware of the issue.**

Physical Attendance at the School

In order to ensure accurate attendance and instructional assistance is available for all students, our students are required to set up regularly scheduled appointments in order to meet with their educational coach or teacher for weekly goal setting, progress monitoring and to receive instructional assistance. This is also how students meet the state's requirement that the student physically attends the blended learning school for the minimum of three hours each week.

Parents may request to change their child's hours at the Findlay Learning Center by submitting an update Learning Lab Hours form (see Appendix B) or by sending other written documentation to the school secretary or director.

Understanding student attendance letters

If a student fails to meet their weekly online activity attendance requirements, the data is entered into the students' attendance in DASL (the student information system) for the day in which the student is lacking online attendance hours. For example, an elementary student has online activity hours on Monday, Tuesday, Wednesday, Thursday, and Saturday, but the total of these hours equals 20 hours out of the 25 hours required for the week. The student's attendance will be marked indicating the student is absent for 5 hours on Friday.

Findlay Learning Center does track students' physical presence at the Findlay Learning Center by having students log in and out of the attendance computer when they are at the lab; however, their physical presence alone does not count towards the students' online time.

Example A: A student and parent has requested that the student attend the lab Monday-Thursday 7:30-2:30. The student does not come to the lab on Monday, but still gets their required online activity hours for the week. The student's attendance will be mark indicating the student is not present on Monday, but the absence is coded as a non-absence to indicate they were not at school on an assigned day, but met their online activity time requirement.

Example B: A high school student attends the lab Monday-Thursday from 7:30-2:30, and the student is only actively logging online for five hours a day on Monday-Thursday. The student does not have online activity time on Friday, Saturday or Sunday and therefore only gets 20 hours of activity time for the week. The student does not provide a documented absence note for the additional two and a half hours of required online attendance time. The student's attendance record will be mark indicating the student has a partial unexcused absence on Friday.

Attendance Reporting Procedures

In accordance with Ohio law students are expected to be in school every day on time, unless they have a legitimate excuse to be absent. When a student is absence from school the parent/guardian should call the child's school at 419-429-8938 to report the absence the day of the absence.

When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request for the school to excuse the absence. In cases of extended absences, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 2 days of the first day of the doctor's order for the absence.

Ohio law recognizes the following as being valid reasons for being absent from school: personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardians, observances of religious holidays, other emergencies of a set of circumstances which constitute good and sufficient cause. All other absences will be considered unexcused. Unexcused absences will be closely monitored and the following procedures will be maintained: The Hancock County Juvenile Court requires a truancy attendance meeting when a student has accumulated a significant amount of unexcused hours, typically warranting an absence intervention plan created by the school. After an absence intervention plan is deemed unsuccessful the student and/or the guardians may have truancy and /or contributing to the delinquency of a minor charges filed against them.

Students who become ill at school may only be excused to go home by the school nurse or authorized administrator. Students who go home ill without being excused by the school nurse will need to complete the required time for instruction or the lack to time will be marked as an unexcused absence. The school nurse is available Monday – Thursday between the hours of 9:30-2:30.

Absence Types

There are two types of absences that are reported according to Ohio law, excused absences and unexcused absences.

Examples of excused absences include:

- Illness
- Funeral
- Pre-approved vacation
- Medical/counseling/court appointments
- Religious observances

Examples of unexcused absences include:

- Transportation
- Refusal to attend school
- Babysitting
- Waking up late
- Absences not verified in writing

Tardiness

Since student attendance is calculated according to the student's activity time online, the Findlay Learning Center does not mark students tardy. However, each student has an appointed time that they are required to be present at the Findlay Learning Center. If a student arrives late to school or leaves school early the student and/or their parent/guardian must notify the office so that we ensure the child is safe and the parents have knowledge about their child's time at the Findlay Learning Center.

When a student does not attend their scheduled time at the Findlay Learning Center their attendance will note that the student is Not Present. Not Present does not count towards a student's days absent as long as the student participates in the necessary number of online activity hours.

Since the Findlay Learning Center provides instruction using an internet-based instructional option, it is not subject to the Sec. 3321.141 requirement to notify parents of a student's absence within one hundred twenty minutes after the beginning of each school day. Students who attend the Findlay Learning Center have various lab attendance options and parents may change their child's lab attendance as needed as long as students make regular progress and meet the state minimum requirements for attending the lab. This often makes it difficult for staff to know the individual attendance schedule of each student. Therefore, it is very important that parents contact the school when their child will not be attending on their regular scheduled day.

Unexcused Absence Procedure

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)

- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19).
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant.
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191) and may request a pre court conference.
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27) with Hancock County Juvenile Court.

Excessive Unexcused or Excused Absence Procedure

- If a student accumulates **38 hours or more in 1 school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing (ORC Sec. 3321.191). Once a student meets this criterion, a student may be placed on **Attendance Watch** (excluding funeral, college visits, OSS, etc.).
- The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and assist the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. The school nurse may also excuse students who are ill from school.
- Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

All students who are age 18 or older will be placed on Attendance Watch and their attendance will be closely monitored in an effort to minimize absences and assist the student. This means that they will be required to provide a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, the reason for the absence and the date and times to be excused to the attendance office within 2 days of the absence. *The school nurse may also excuse ill students from school.*

Activity time in electronic coursework

Activity time in an online educational program is defined as the actual time that a student is actively engaged in their online coursework. Activity time is time spent by a learner working in

online lessons (tutorial, application, mastery test, assessment, etc.).

Log in time is defined as the timespan in which a student logged into their online program and then logged out. However, log in time does not mean that a student is actively working on their lessons.

Family Vacation Request for Excused Absence

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of Findlay Learning Center has set the following regulations to insure uniform handling of vacation situations:

- A student is expected to give a written request from the parents to the Findlay Learning Center secretary or director to obtain the excused vacation, which shall be equivalent to no more than 5 days of activity time. Students are still expected to turn in assignments according to the due date or the system will automatically issues a grade of zero. Students can submit those assignments upon returning from vacation to have the zero removed from their grades.
- Requests for additional vacation time will not be granted for excused time. Students requesting additional vacation time will be required to continue to work on assignments and complete their required activity time during their approved vacation absence.

Medical, Dental, and/or Court Appointment Request for Excused Absence

When absence for medical, dental, and other formal appointments are necessary we request that the student bring to school the doctor's appointment card or a written note from their parents with the date and time of the appointment. Present the request the secretary upon arrival in order to sign out prior to the appointment. Students must also sign in upon returning to school.

- Students are still expected to turn in assignments according to the due date or the system will automatically issues a grade of zero. Students can submit those assignments upon returning from their appointment to have the zero removed from their grades.

BUS POLICY

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student. Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements. If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus. Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. Parent may request a change of bus or stop assignment by completing a form available in the school office.

Bus Rules

1. Pupils shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop. A designated place of safety will be established by the bus driver.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their assigned seat. All students on Findlay City School buses have assigned seats.
5. Pupils must remain seated, keeping the aisles and exits clear. We teach students to sit to the back of the seat with their feet on floor.
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 and drinking on the bus, except as required for medical reasons.
9. Pupils must not use tobacco 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 any portion of their bodies out the bus windows.
15. Pupils must depart promptly from the bus and when crossing the street will walk ten (10) feet in front of the bus, stopping midway in the road to check traffic.
16. Pupils must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of the emergency door will be for emergency purposes only.

CANCELLATION OR DELAY OF SCHOOL

For information regarding cancellations or delays due to inclement weather:

Students attending the Findlay Learning Center have an attendance time requirement that is set at or near the state minimum time for public school attendance. Therefore, in order to meet the minimum requirements, students are required to complete their weekly online activity hours, including times when school is delayed or cancelled. Failure to do so can result in students accruing unexcused absences.

You can sign up for Ohio Alerts text & email alerts at:

<http://www.findlaycityschools.org/text.htm>. Click on the Ohio symbol and click the ‘Subscribe to Alerts’ link. Add your name, alert method (text or email), your mobile phone number, mobile provider, and then check the box in front of **Findlay Learning Center**. Do not check the box for the ‘Findlay Learning Center Staff’, as that is for staff only.

- You can call the InFo-Line at 421-8888 and press selection #3333 for the latest official announcements from the Superintendent’s office.

- The district's web site www.findlaycityschools.org may also be accessed for delays and closings and to sign up for District email notifications.
- Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

If school is cancelled before the completion of the school day, announcements will also be made on the radio. Parents and guardians are requested to develop a plan for these emergencies in advance. The school telephone lines are frequently jammed after school closing announcements. When school is cancelled, any activity scheduled at the building on that day (e.g. P.T.O. meeting, skating party, Gray-Y basketball practice, scout meeting, etc.) is automatically cancelled as well.

CELL PHONE & OTHER NON-INSTRUCTIONAL TECHNOLOGY USE

Students attend the Findlay Learning Center as an educational option to the traditional classroom setting. Many of our students are here in order to advance or catch up in their course requirements, which necessitates intentional focus and minimizing distractions. Therefore, cell phones and other non-instructional technologies are not to be used except during lunch and school sanctioned breaks. If a student possesses a cell phone or other non-instructional technologies during the school day, the phone must be placed in the teacher's cell phone storage unit as the student enters the classroom. During school sanctioned breaks and lunch, students in grades 9-12 may retrieve their phones for use. All other students should keep their cell phones at home or they will be required to be secured for the duration of the time they are at the Learning Lab. Students caught using the cells phones and other non-instructional technologies during instructional periods of the day will have their phone confiscated by the teacher and given to the director or designee. By no means does the use of the device during non-instructional periods or lunchtime overrule the District's policy on acceptable use, harassment, cyber-bullying, cheating, or other policies set forth in the handbook.

- Cell phone usage during state testing may be found to constitute as cheating. If a student were found to be cheating on a state assessment, the student's tests must be invalidated.
- Students are not to use personal electronic devices while using the rest room.
- Students are not permitted to use school computers to make phone calls or text.

Violation of this policy will result in disciplinary action being taken, as well as the cell phone being confiscated.

1. The first offense of a student being found using a cell phone or other non-school electronic devices during instructional times without the express permission from a teacher, coach, or administrator, the phone will be confiscated and secured in the cell phone locker and a parent/guardian will be notified.
2. A second offense will result in a parent/guardian being required to pick up the phone from the school.
3. A third offense will result in a reduction of the student's time at the lab.

4. A fourth offense may result in the student being required to enroll in their neighborhood or other school.

COLLEGE CREDIT PLUS (CCP)

College Credit Plus is Ohio's dual credit program whereby students in grades 7-12 may earn high school and college credit at the same time. Students enroll in college courses and adhere to the requirements of the college.

Students must complete an assessment exam and be determined "eligible" for CCP

Students may apply to any public college or participating private college

Students may apply to multiple institutions

Students must be Ohio residents

Can earn credit to satisfy both high school and college requirements:

- 3+ Credit Hours = 1 HS Unit, 2 Credit Hours = 2/3 HS unit, 1 Credit Hour = 1/3 HS unit

Students must successfully complete the courses in order to earn the credit

Students may take classes in the summer, fall, and spring semesters

Students may take courses at the high school¹, college campus, or online

¹This option is available if the high school has partnered with a college or university to offer college courses at the high school

See Appendix C for College Credit Plus Student Eligibility Process.

How Students Participate

Step 1:

1. Students must be "eligible" for College Credit Plus participation based on assessment exam scores
2. Assessment exam examples:
 - a. ACT, SAT, Accuplacer, ALEKS, PlaceU, MapleSoft (see Appendix D)
3. Each college/university has different exam requirements
4. Students' scores must indicate that they are ready for "college-level" courses in at least one subject area
5. Colleges and universities will review students' scores using statewide standards
6. If a student's scores are not "college-level," other conditions may be considered depending on the exam scores and if the student has:
 - a. Overall GPA (3.0) or
 - b. Recommendation form/letter

Step 2:

1. Students must apply for admission
2. Contact the high school counselor/college to learn about their processes, paperwork and deadlines
3. Colleges have the final decision on student admission

Step 3:

1. If the student is considered eligible and has been admitted to the college/university, then the college will discuss course options with the student

Available Courses

College advisors will help students know which **level 1 courses** they can take based on assessment scores and on course prerequisites. **Fifteen semester hours of level 1 courses are required before taking level 2 courses.** Courses can satisfy high school graduation requirements. The school counselor can help students understand requirements and course substitutions. Schools might have additional requirements in addition to the state minimum. Courses must be college-level or non-remedial and courses must be nonreligious.

Other Requirements

Grades

College Credit Plus grades earned in the college course is the same grade that will be on the high school transcript. Grades will be factored into the high school and college GPA. Students may take College Credit Plus courses in subject areas that will satisfy graduation requirements. Students must complete End of Course exams for English, math, and science.

Students may be enrolled in up to 30 credit hours including high school only courses **(high school credits times 3 plus the college semester hours)**:

- a. The maximum number of credits allowable during the program is 120 **(grades 7-12)**
- b. If a student enrolls in more than 30 credit hours, the school will discuss with the student whether to drop the course or the student must pay for the entire course
- c. If a student enrolls in more than 30 credit hours and PAYS for the course, Student/family will assume the cost of course credits and books at the college's standard rates

Consequences of Underperforming

If students fail or withdraw too late from a college course, the district may seek reimbursement for the tuition costs from the student/family. The grades that students earn on the college transcript are permanent.

Cost:

1. At public colleges or universities, there is no cost to the students/families for tuition, required fees, and books
2. At private colleges or universities, a small cost per credit hour may be charged
3. Some optional expenses are the responsibility of the student/family
 - a) Example: Parking, transportation and **required equipment.**

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

Athletic Eligibility

Student athletes should:

1. Confirm their school is an Ohio High School Athletic Association (OHSAA) member
2. Learn the OHSAA requirements
3. Know that summer term CCP courses may not be used to bring a student into compliance with the OHSAA requirements for interscholastic athletic participation

Transfer of Course Credits

Certain general education and technical courses will transfer especially from one public college to another public college. However, students must check with colleges to confirm transferability. Students should check <https://transfercredit.ohio.gov/> for transfer info. Upon application to a college, both the high school transcript and any CCP college transcripts will be required.

College Transcripts

Students wishing to receive a copy of their college transcript documenting college credits earned through CCP will need to contact the registrar's office of the college issuing the credit. Findlay City School transcripts only document grades and credits earned towards high school graduation requirements.

Other High School Requirements

CCP does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Student's enrolled in college courses must take the end-of-course exams in English I, English II, Algebra I and Geometry. A student does not have to take end-of-course exams in Physical Science, American Government, and American History if you are enrolled in qualifying CCP. A CCP student's end-of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.

Deadlines

Students must notify the district by submitting to the school office the *Intent to Participate* form (see Appendix E) by April 1st of the previous school year to participate. Please see guidance counselors for any FAQ's and <https://www.ohiohighered.org/ccp> to learn more.

COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

Several hundred users share the computing resources at the Findlay Learning Center. To protect the integrity of the networks and workstations, users are expected to exercise responsible, ethical, and unselfish behavior when using any technology equipment at the Findlay Learning Center. Each student is responsible for reading and abiding by the Student Acceptable Use and Internet Safety Policy (9.21). Failure to comply may result in disciplinary action and/or loss of computer privileges, access to accounts and/or use of the internet. Multiple violations could result in being banned from computer use for the remainder of the semester, school year or a student's high school career. Violations may be referred to the appropriate legal authorities and/or other legal action may be pursued. Exceptions to any of these rules are permitted only under direct teacher supervision.

1. To deny a student under the age of 18 computer network and internet access at FLC, the parent/guardian must complete an "opt out" form, available from the secretary or online.

2. Students may only access the district network and/or internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
3. Students may not seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
4. Students may not upload, download, create or transmit confidential information, harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.
5. Students may not engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources.
6. Students are encouraged to save and store their work in their server account, understanding that school staff may review student computer files or messages. Material may be reviewed for grading and appropriate content. Files may be reviewed for harassing or threatening material, and/or any vulgar or obscene content.
7. Students are not to modify or remove any identifying labels on computer equipment.
8. Students are permitted to use networked and school-supplied software. Programs written by the student as part of an assignment in a course may be run, as required, with teacher supervision.
9. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers.
10. Students shall not remove, alter or copy Network software for their own personal use or for the use of others.
11. All electronic communication between students and teachers should take place through their district assigned accounts.
12. Students are asked to advise school staff when they observe any violation of the school's policy or the use of the school's computers and/or when a computer malfunctions in any way.
13. Students may not use the District's computers or network to offer for sale any substance in possession or use of which is prohibited by law or the Student Discipline Code.
14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials, and/or any materials that include the design or detailed information for the purposes of creating any explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.
15. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Students should assume that all

materials on the Network are protected under copyright laws unless there is explicit permission on the materials to use them.

16. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or view or access content or information unrelated to the curriculum.
17. Students are prohibited from using proxy applications, such as TOR or Ultrasurf, to get around FCS internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Any student engaging in such activity will receive an “IBOSS ALERT - HIGH RISK ACTIVITY DEVICE LOCK” message and will be blocked from the FCS wireless network. A Student in violation can only get back on FCS wireless network after registering their device (android phone, iPhone, iPod, etc.) with a computer technology aide.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind) electronically (e-mail, instant messaging, MySpace, Facebook, etc.). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to videos, images, audio, text, or any other media.

Electronic Devices (B.Y.O.T)

Providing students and staff with a 21st century digital learning environment is part of the technology plan for Findlay City Schools. Students will be permitted to bring their own technology devices (such as laptops, eReaders, iPads, Smart Phones, etc.) to use at specified times during the school day. Cell phones and Smart Phones, as voice and text communication devices, are a separate category addressed in the handbook.

Use of these devices, intended to enhance learning in the classroom, will be permitted when deemed appropriate at the individual teacher’s discretion. Students should be aware that these devices should be used for educational purposes only. Staff has the discretion to limit or forbid the use of a student’s personal electronic devices in their classroom.

When using their own equipment, students must follow the guidelines below which are in addition to, and in expansion of, the District’s acceptable use guidelines for students using District provided equipment:

1. Students using their own electronic devices must use only the “Guest” wireless Internet access provided by the District. The “Guest” wireless Internet access is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G or 4G access are not permitted on school grounds as the District must abide by the Children’s Internet Protection Act.
2. Students must not create, publish, submit or display any material or media that are abusive, obscene, sexually oriented, harassing, damaging to another’s reputation, or illegal and should report any instances encountered.

3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission being given by the subject of the video or photo.
4. Students may never use their personal electronic device in restrooms or locker rooms.
5. Use of a student's personal electronic device in the classroom, or at any school-sponsored event, is at the discretion of the administration, faculty or staff.
6. Students are responsible for keeping their personal electronic devices safe and secure. The district is not responsible for any device lost, stolen or damaged while on school property.
7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with your other personal property brought to school, students should not have any expectation of privacy on personal electronic devices brought onto school property. If improper use of technology or abuse of this, or the student acceptable use policy is suspected, the administration, faculty and/or staff have the right to examine the student's electronic device.
8. Students must never use their personal electronic device to access, modify, download or install computer programs, files or information belonging to others.
9. Students using personal electronic devices will not be given access to school district printers, copiers or servers. If a student wants/needs to utilize these devices, the student will need to transfer his/her work to a school-owned computer or device.
10. The District will only provide technical support for school owned devices.
11. Any disciplinary action that occurs due to a student's personal device being used improperly will be dealt with at the discretion of the building administrator as prescribed by the student handbook.
12. These guidelines may be altered by the administration at any time based on violation of these rules and disruption(s) to the educational setting.

DISCIPLINE & CODE OF CONDUCT

We at Findlay Learning Center encourage positive choices among our students because this helps us to create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at the Findlay Learning Center make poor choices; however, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. The discipline code is listed to serve this purpose.

The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, in the line of sight of school district property or otherwise subject to the authority of school officials. These rules also apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned or controlled by the district, or if the misconduct is directed at a district official or employee or the property of a

district official or employee. Violation on the part of a student of any one or more of the following rules of conduct (or assisting a student who is violating the rules of conduct while on school property or while under the jurisdiction of the school) may result in disciplinary action. Disciplinary action may include a verbal or written warning or reprimand, referral to a guidance counselor, parental contact or conference, school detention, in-school assignment, suspension, restitution, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration including referral to the appropriate authority for prosecution.

The superintendent or designee may suspend a student from school for a period up to 10 days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to 80 days and in some cases for an entire year. A student may have his/her Driver's License suspended if he/she is suspended or expelled for the use or possession of alcohol or drugs or for being excessively truant. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Suspensions result in unexcused absences for each day of the suspension. Expulsion may result in the loss of credit for courses being taken at FLC, FHS or Millstream, or at any college or university, whether under PSEO or at the student's own expense. Administration has the right to reschedule a disciplinary class or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

Extracurricular activities, school events, and parking (for students of legal age to drive) are privileges not rights. Violation of the code of conduct may result in the loss of these privileges in addition to other school discipline. Compliance with this code is mandatory.

- 1. Disruption of School** - A student may not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extracurricular activities. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent or principal.
*See the above section regarding unauthorized use of cell phones and other electronic devices.
- 2. Damage to School Property** - A student may not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.
- 3. Damage to Private Property** - A student may not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.
- 4. Bullying and Hazing** – A student may not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil

liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their assistant principal or guidance counselor. Students may report incidents of bullying to any school employee.

- ~~5. Fighting/Physical Altercation—Two or more combatants/students shall not knowingly cause physical injury or behave in such a manner which could threaten to cause physical injury to each other or other persons while under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no fighting policy.~~

~~On the first offense a student involved in a fight may be suspended out of school for ten (10) days and/or recommended for expulsion.~~

- 5. Unauthorized Bodily Contact (Level I, II, III)**—The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.

- Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining
- Level II—Two or more students may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm to each other or other persons while under the jurisdiction of the school.
- Level III— A student may not attempt or willingly attack another person [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.

- 6. Dangerous Activities, Weapons and Instruments** - A student may not engage in any activity which threatens, endangers or tends to threaten or endanger the health or safety of students, teachers or other school personnel. A student may not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon. Examples of such instruments include, but are not limited to, the following: lighters, guns, knives, smoke bombs, tasers, mace, lasers, martial arts instruments, fireworks, bullets, and/or gunpowder. This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District.

- Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.

7. Tobacco/Nicotine - A student may not smoke, use tobacco/nicotine, possess, or display any substance containing tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), in any area under the control of the school district or at any activity supervised by the school district. ~~Confiscated tobacco products and lighters or other related paraphernalia will not be returned to students, parents or guardians.~~

- Students serving as a “lookout” or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

8. Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances - A student may not display, knowingly possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), other pills/substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student may not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
- Any substance that is represented as a controlled substance.
- Any substance other than controlled substance that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board of Education Policy 9.11.

9. Theft - A student may not take or attempt to take into possession the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.

10. Frightening, Degrading, or Disgraceful Acts - A student may not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, visual, gestural, and/or technological means.

11. Insubordination - A student may not disregard or refuse to obey reasonable directions given by school personnel.

12. School Transportation - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.

13. Dress, Appearance - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to: Clothing or accessories that depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers are not permitted. Brief and revealing clothing is not permitted. ~~(If you are not permitted to say it, do it, or bring it to school, you are not permitted to advertise it or display it on your person, clothing, accessories or materials/possessions).~~ Hats, head apparel, and hoodies must be off while school is in session. The head and face must be visible at all times. Hats/head apparel may be worn in a classroom if part of a course uniform or on campus via written administrative permission. ~~Spiked bracelets or necklaces or long linked chains as decorative apparel. Brief and revealing clothing is not permitted. All shirts/tops must touch the pants/skirts while standing with arms~~

~~down. Tank tops & cut-off shirts are only permitted when/if all undergarments, back, chest & sides are covered. A tank top that meets appropriate shoulder width criteria is a minimum of 2". Tube tops, shirts with spaghetti straps, halter tops, mesh shirts (unless a T-shirt is worn underneath) or shirts that expose the midriff are not permitted. Shorts/skirts must have a minimum of a 3" inseam. Skirts need to be equivalent to the length of appropriate shorts. Shorts, skirts, and dresses need to stay at an appropriate length while walking. The overriding determination to the appropriateness of shorts, skirts, dresses and tops will be at the discretion of administration. Book bags, briefcases, duffel bags, or other similar items used to carry school books, are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building. Any other apparel deemed as inappropriate by the administration. All dress code rules must be followed during spirit weeks/dress-up days unless approved by an administrator.~~

- 14. Truancy/Excessive Absence/Tardiness** - See section on attendance in this handbook. The adopted Board Policy applies.
- 15. Sexual Harassment** - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
- 16. Violations of Directions, Policies, Rules, Etc.** - A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel. ~~This includes demonstrating the qualities of academic honesty (see section on Academic Honesty).~~
- 17. Altered or Forged Passes/Documents** - A student may not alter, forge, or use a fraudulent document.
- 18. Public Display of Affection** - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
- 19. Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. ~~While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language.~~ No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
- 20. Extortion** - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. (See 28.)
- 21. Slur** - The Findlay Learning Center Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might

be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

- 22. Computer Technology and Network Guidelines** - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's high school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement were a first offense could include termination of a student's access to the computer network and internet and prohibition of bringing personal technology devices to school.
- 23. Cheating Academic Dishonesty** - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary consequences that may be imposed.
- 24. Bomb Threats** - A student may not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- 25. Disrespectful Behavior** - A student may not be disrespectful toward a student, school personnel and school visitors.
- 26. Failure to Serve Disciplinary Assignments** - A student may not fail to serve disciplinary assignments.
- 27. Gang Activity** - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay High School according to the following:
- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
 - Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with, any gang.
 - Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
 - Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
 - Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
 - Engaging in violence, extortion or any other illegal act or other violation of school policy.
 - Soliciting any person to engage in physical violence against any other person.
- 28. Threatening/Intimidation** – causing another person to believe that physical harm may come to them (menacing). A student may not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation includes, but is not limited to threats used to extort money or any other item of value from another student or person (see 20.)

~~Assault and/or Battery—A student shall not attempt to knowingly cause harm or cause physical injury, or behave in such a manner which could threaten to cause physical injury, to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge the misconduct of others (including an assault) may be disciplined as though they were a violator of the no-violence policy. On the first offense a student involved in an assault that results in a physical injury may be suspended out of school for ten (10) days and/or recommended for expulsion.~~

29. Dating Violence or Sexting - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.

30. False reporting: A student may not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

~~Unauthorized Touching—A student shall not engage in unauthorized touching such as but not limited to pushing, shoving and hands on or threats to put hands on.~~

Appeals

Suspensions may be appealed. If the director issued the suspension, the appeal is made to the assistant superintendent. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change, and the student may have the right to make up all work.

Due Process: Out-of-School Suspensions, Expulsions and Removals

Due process for out-of-school suspensions, expulsions and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. No due process guarantees are implied as to any in-school suspension (defined as a suspension where the student will serve all of the suspension in a school setting). With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may prohibit a student from participating in a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend

school or extra-curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions may be considered excused or unexcused at the principal's discretion. No high school credit will be given for any post-secondary course taken by a student any portion of which was taken during the period of an expulsion from school.

DISMISSAL

Students will be dismissed at the end of their scheduled day. Students who are scheduled to attend until the end of the school day, and who walk or receive a ride home will be dismissed at 2:30. Students who ride the afternoon bus will be dismissed between five-ten minutes before the arrival of their bus, at the discretion of the staff member responsible for bus duty supervision. The staff member will use their professional judgement, taking into account the weather and other factors.

EIGHTEEN-YEAR-OLD STUDENT REQUIREMENTS

Eighteen-year-old students must comply with all of the rules, regulations and requirements of the Findlay Learning Center and attend any assigned school consequences.

1. Students living on their own must prove residency as requested by the administration.
2. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.
3. In order to monitor attendance for adult students and to provide support, 18 year old students will be placed on attendance watch, and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.
4. Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.
5. Students who are 18 years old and not living with the parent who had custody prior to turning 18 years old must fill out a Self-Supporting Status form and meet qualification guidelines. This form can be found in Appendix F.

ENROLLMENT PROCESS

Students wishing to attend the Findlay Learning Center must complete a Findlay Learning Center enrollment packet, participate in an enrollment meeting with the director or designee, and complete the orientation process to participate in the Findlay Learning Center School. Students who are 18 years old and not living with the parent who had custody prior to turning 18 years old must fill out a Self-Supporting Status form and meet qualification guidelines. This form can be found in Appendix F.

The enrollment process can take up to an hour and must include the student, parent/guardian, the

director or designee, and may also require the participation of an FLC intervention specialist. Once an enrollment meeting has taken place, the director or designee will determine if enrollment at the Findlay Learning Center is in the student's best interest. Although each student is an individual, there are types of students who are typically not successful in this learning environment. Students who find it difficult to be self-motivated, who perform poorly when participating in self-paced programs, or who refuse to actively engage in online learning are examples of students who tend to be unsuccessful in this type of program. All students begin school the following Monday after the enrollment meeting, unless special circumstances are approved by the director or principal. This allows the staff time to build a student's course, enrollment, and other tasks that require extra time to perform.

EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY

Goals and Philosophy

Findlay City Schools believes that all participants covered by these rules are students who have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of being a good role model. Thus, these rules are designed to discourage all participants in extra-curricular activities, from the use of drugs, alcohol, and tobacco in any form.

These rules are established for the benefit and well-being of the students. Your support and encouragement for your student to abide by these rules is vital. These rules are in effect year round. The Extra-Curricular Activities Rules and Eligibility Policy are posted on the school website and in the FHS main office. Students participating in extra-curricular activities will receive a copy of the policies and procedures. Students participating in extra-curricular activities will be required to submit to all Findlay City School District policy and procedures.

Good Sportsmanship/Attendance at Athletic Events

The Student Athlete Leadership Team (SALT), administration and staff at FHS promote enthusiastic support of our athletic teams. Please display positive behavior that promotes good sportsmanship by treating all fans, officials, coaches and student athletes with respect.

Responsibility of School & Coaches/Advisors

Prior to the first meeting/event of the season, coaches/advisors are to hold a meeting open to parents and students for the purpose of reviewing these rules and additional rules specific to a sport or activity, eligibility guidelines, and any other information relative to the sport or activity. We strongly encourage parents and their children to review these rules together.

Eligibility

In order to remain eligible to participate in extra-curricular activities, students must adhere to the following requirements:

A. The current Ohio High School Athletic Association minimum standards:

1. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
 2. A student in grades 7-8 (includes incoming 9th graders) must have received passing grades in 75% of the subjects in which he/she is enrolled during the preceding grading period.
- B. Maintained a minimum 1.5 GPA in the previous grading period.
- C. Received no more than one F in classes in which he/she was enrolled during the preceding grading period, whether for full or partial credit.

It is strongly recommended students/athletes carry more than the minimum five credits since some classes are worth one full credit, some 1/2 credit, etc. Summer school grades may NOT be used for eligibility purposes **in accordance with the Ohio High School Athletic Association standards.**

It is the student's responsibility to ensure that they maintain the requirements for extra-curricular and/or athletic eligibility, including ensuring that they are enrolled in at least the minimum of required credits/courses.

The following OHSAA guidelines are used to determine extra-curricular eligibility.

Exception 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Commissioner's office once the "incomplete" has been changed to a passing letter grade provided:

- the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- the "incomplete" was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and
- the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Note: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

A list of activities available for students in grades 9-12 can be found in Appendix G.

FREEDOM OF EXPRESSION AND ASSEMBLY

Verbal and Written Expression and Assembly

Schools, by their very nature, must encourage free inquiry and free expression of ideas. In so expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane or obscene remarks and to conduct themselves in such a way as to allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assemble peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations that interfere with the operation of the school or classrooms are prohibited.

Symbolic Expression and Related Activities

Symbolic expression is that type of expression that conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student shall be free to determine his/her symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene. Please refer to BOE Policy 9.24a.

GRADING PROCEDURES

Grade Reports

Grade reports are issued once each nine weeks. The grade report card will include grades for all of the student's courses as well as accumulative online attendance. Parents will have access to their child's progress through the online system. Progress reports are issued each nine-week interim period.

High School credit for high school level course completion is awarded at the completion of each semester class. **If a student completes a course prior to the end of the semester, the final grade earned will be reflected on all grade reports for that semester.** To receive credit for completion in any subject a student must complete all of the assigned course requirements. Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

All failed courses required for graduation must be retaken. Failing grades will remain on the high school transcript, however if the student retakes the course only the higher grade will be calculated in the GPA. All high school credits/grades must remain on the transcript to reflect an accurate academic record (for example, high school credits granted in middle school, or earned in PSO courses, correspondence courses, summer school courses, etc.).

Grading Scale

A	92-100
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B	82-91
C	72-81
D	71-62
F	61-0

GRADUATION REQUIREMENTS

The State of Ohio and Findlay City Schools have mandated graduation requirements. A minimum of twenty-one (21) credits are required for graduation including:

Class of 2020 Cohort & beyond

English	4 credits
Mathematics	4 credits including Algebra II or equivalent
Science	3 credits (These must include 1 credit of Life Science, 1 credit of Physical Science and 1 credit of Advanced Science)
Social Studies	3 credits (1 World History; 1 American History; .5 Government; .5 Financial Literacy/Economics)
Econ/Financial Lit.	Embedded in FHS Social Studies curriculum
Health & Phys. Ed	1 total credit (.5 credit health; .5 credit P.E. or 2 P.E. waivers; see BOE policy 8.22f7)
Communications	.5 credit
Emerging Technology	.5 credit
Fine Arts	2 semesters grades 7-12; Students following a career-technical pathway are exempt from the fine arts requirement
Electives	3.5 electives to equal the 21 credits (These must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.)
Earning 21 credits is the first of two requirements for graduation. The second requirement is to meet the expectations of one of the following three testing options below.	

GRADUATION TESTING OPTIONS FOR STUDENTS CLASS OF 2018 AND BEYOND

New graduation requirements: Students who began ninth grade on or after July 1, 2014, must meet their course requirements and one of the following options for the testing requirement:

1. A total of 18 Graduation Points across all end-of-course tests; or
2. College and career readiness tests:
 1. ACT - English Sub Score: 18, Reading Sub Score: 22, Mathematic Sub Score: 22; or

2. SAT - Evidence-Based Reading & Writing Sub Score: 480, Mathematics Sub Score: 530; or
3. A composite score of 13 on the WorkKeys and an approved industry-recognized credential.

Option 1: Accumulate 18 points

18 points on state End of Course Exams: English I, English II, Algebra I, Geometry, American History, American Government, Biology (or Physical Science for the class of 2018 only).

Performance Level	Graduation Points
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

Students must earn at least four points total on the English tests, four points total on the math tests, and at least 6 points total for the science and social studies tests. However, students must earn a total of at least 18 POINTS on the seven tests. Any student may retake a state test during the appropriate testing window if they have not reached the 18 points needed for graduation.

Option 2: College Readiness Score

Students choosing this option must earn “remediation-free” scores in English language arts and math on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

SUBJECT AREA	REMEDICATION FREE SCORE
Math	Score of 22 on the ACT Math or 520 on the SAT Math*
Reading	Score of 21 on the ACT Reading or 450 on the SAT Critical Reading*
English	Score of 18 on the ACT English or 430 on the SAT Writing*

**These test scores are the remediation-free scores set by Ohio’s university presidents. These scores are subject to change.*

Option 3: Credential Pathway

Earning a high school diploma under the “Credential” pathway:

In order to qualify for a diploma under the credential pathway, a student need to do two things:

- Earn a minimum score of 13 on WorkKeys, a work readiness test that many employers use
- Earn an industry-recognized credential or credentials worth 12 credential points

Can a student mix and match credentials?

Yes, a student may choose any combination of credentials that totals to 12 points within a single career field. Students can consult with a counselor, teacher, or other professional to aid in choosing the bundle of credentials that best suits their career aspirations.

Can a student mix and match credentials from different career field?

No. The goal is for students to exit high school with a coherent bundle of credentials that leads meaningful employment or post-secondary options. For example, obtaining a Taser certification (for law enforcement) along with a couple of IT certifications and the ServSafe (for food handlers) as a bundle would not have an obvious use or application in the workforce.

For more information on State Board of Education-approved, industry-recognized credentials go to: <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond/Industry-Recognized-Credentials>. The state of Ohio will pay one time for those who take the WorkKeys assessment. Please contact your counselor and Millstream as soon as possible if this is a viable option.

HEAD LICE

Students found with live lice will be dismissed until approved lice treatment is completed. Student is expected to return to school with parent or guardian the next school day to be rechecked by the school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

HOURS

The Findlay Learning Center lab is open Monday-Thursday. Students can choose to attend one of the following sessions:

Session 1: 7:30 am – 10:45 am

Session 2: 11:15 am – 2:30 pm

Session 3: 7:30 am – 2:30 pm

Lunch will be available from 10:45 am -11:15 am

Additional lab sessions will be available by appointment. Parents and students schedule a student's coaching time in advance, which helps to ensure that we maintain an appropriate student-teacher ratio to allow students to obtain the assistance that they need. The amount of coaching time prescribed for a student is a team decision, and parents and students are a very important part of the team. Parents must submit the Learning Lab Hours of Attendance form (Appendix B) if they would like to change their child's attendance at the Learning Lab.

IMMUNIZATIONS

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus (O.R.C. 3313.671),

or they must file with the school a statement by a physician that certifies in writing that such immunizations are medically contraindicated, or a written statement from the parent or guardian objecting to such immunization for good cause including religious conviction. In accordance with State Board of Education guidelines, we will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

The Ohio Department of Health released an updated immunization schedule for students beginning with the 2018-2019 school year. 7th graders will need 1 dose of Meningococcal vaccine in addition to a Tdap vaccine prior to the first day of school. 12th graders will need 2 doses of Meningococcal given 8 weeks apart prior to the first day of school. If the 12th grader has had their first Meningococcal on or after their 16th birthday, they are only required to have one shot.

Please contact your health care provider or Hancock County Public Health @ 419-424-7441 to schedule an appointment. It is encouraged to schedule early, as appointments may be difficult to schedule if waiting until July or August. **An updated shot record or proof that shots were given must be sent in with your student on the first day of school, August 15, 2019.

LUNCH

The Findlay City Schools Food Service Department provides a school breakfast and lunch for students daily. Students must pay for their meal at the time of service. Parents are encouraged to participate in our EZpay pre-payment system which can be found on the FCS home page, or send a check or cash with their student. Make checks payable to: Findlay City Schools. School personnel are not permitted to loan money to students.

Students may carry lunch to school and eat with those who purchase the school lunch. The lunch period is supervised by school monitors.

The Findlay Learning Center does not have open campus lunch. Students must remain at school during the lunch period and are not permitted to leave school grounds unless picked up by parents or guardians. Students are also not permitted to place lunch orders with restaurants for delivery. The Findlay Learning Center does not have refrigeration for lunches brought to school by students. Students are encouraged to use ice packs, if needed.

Findlay City Schools Meals Price

<u>Grade Level</u>	<u>Breakfast</u>	<u>Lunch</u>
K-5	\$1.75	\$2.70
6-12	\$1.75	\$2.85
Reduced Prices	\$0.30	\$0.40

Milk \$0.50 \$0.50

Free/Reduced Price Lunches

In the event that financial concerns arise that make it difficult to purchase school lunches, students should see their mentor or the director and apply for free and/or reduced lunch. Federal Regulations require all schools to verify the income of applicants for free and reduced lunch. Parents or guardians must have their child pay or pack lunch until the Food Service office approves the application. Applications are available in the office.

Please call 419-420-7014 with questions regarding Food Services, qualifications for Free or Reduced price lunches, or specific questions regarding Food Service operations.

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school during the school day, including foods sold through school fundraisers.

The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

Smart Snacks Standards

- The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available **for sale** to students at that time must comply with the Smart Snacks requirements.

MICROSOFT OFFICE 360

Students and teachers are eligible for Office 365, which includes Word, Excel, PowerPoint, OneNote, and Microsoft Teams, plus additional classroom tools. All you need to get started is a valid school email address. You will find the link to the online MS Office Apps on the navigation links on the right side of this page: <http://www.findlaycityschools.org/students.htm> This link will take you to the Microsoft log in page, the student will need to log in with their district username and password. Once you have logged in look in the upper right hand corner and you should find a link to "install Office Apps." This will allow you access to office apps on a home computer.

NON-DISCRIMINATION POLICY

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees

therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. When this handbook is in conflict with the provisions of Ohio Revised Code 3301.60 (Interstate Compact on Educational Opportunity for Military Children), the provisions of ORC 3301.60 will apply. This handbook does not supersede ORC 3301.60.

Complaints should be referred to:

Title I (disadvantaged)

Ms. Stephanie Roth
2019 Broad Avenue
Findlay, Ohio 45840
419-427-5436

Title VI (race, color and national origin)

Mr. Troy Roth
2019 Broad Avenue
Findlay, Ohio 45840
419-425-2569

Title IX (gender)

Mr. Troy Roth
2019 Broad Avenue
Findlay, Ohio 45840
419-425-8202

Section 504 (disability)

Dr. Kelly Glick
1100 Broad Avenue
Findlay, Ohio 45840
419-425-8238

ORAL MEDICATIONS IN SCHOOL

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent and physician will be required and will include:
 - a. Child's name, address, school attended, and grade;
 - b. Name of medication;
 - c. Purpose of medication;
 - d. Time to be administered;
 - e. Dosage;
 - f. Possible severe adverse reactions;
 - g. Date administration is to begin;
 - h. Date administration is to cease, and;
 - i. Special instructions for administration of drugs, including sterile conditions and storage.
2. The school nurse or the principal's designee will:
 - a. Inform appropriate school personnel of the medication;
 - b. Keep a record of the administration of medication;
 - c. Keep medication in a locked cabinet, and;
 - d. Return unused medication to the parent only.

3. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

PARKING

The following are the guidelines that all student drivers (permanent and temporary permit holders) are required to follow. All student drivers and their parents are required to sign a Parking Contract before a parking permit will be issued. Parking on campus is a privilege. All students wishing to purchase a parking permit will be required to sign an Informed Consent Agreement and participate in both random drug testing and/or drug testing upon reasonable suspicion. Students refusing to participate in drug testing will not be permitted to purchase a parking permit or to park on campus. Vehicles that have not been registered may be ticketed after the first 2 weeks of the school year.

Parking Regulations

1. All vehicles parked on school grounds must be registered with the school and must display/hang the current tag from the front of the vehicle. Parking privileges may be revoked if the permit is not displayed correctly or if the vehicle is parked in any parking area other than the parking lot located on Howard Avenue, south of the Findlay Learning Center. The fee for purchasing a parking permit is \$10 and must be paid with cash or check in the exact dollar amount (this may be prorated at the beginning of the second semester and at the beginning of the fourth quarter). A student may register multiple vehicles under one permit. Please submit all necessary paperwork for each vehicle. It is the student's responsibility to move the tag to the appropriate vehicle being driven.
2. The following are needed at time of registration:
 - a) Driver's license
 - b) Proof of insurance & vehicle registration
 - c) Digitally signed informed consent agreement for random drug testing
 - d) Digitally signed Emergency Medical Authorization
 - e) Digitally signed Parking Contract
3. All past due fees must be paid in full before a student will be able to purchase a school parking permit. Students unable to pay past due fees because of financial difficulties need to meet with the principal in charge of parking or the head of security to discuss a payment plan in order to purchase a parking permit.
4. Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of permits, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations. Parking is strictly limited to the student parking area south of the Findlay Learning Center School. Students parking in designated faculty, visitor or handicapped areas may be fined and/or towed. Unpaid tickets and improper parking violations may be cause for revocation of parking privileges on FCS property. The purchase and fines for parking violations are as follows:

- a) Improper Parking/Display \$5.00 fine
 - b) Expired Temporary Permit \$5.00 fine
 - c) Parking in Restricted Area \$15.00 fine
 - d) Failure to register \$35.00 fine
 - e) Replacement tag \$35.00
 - f) Reduced cost during year \$18 (beginning of semester 2) & \$9 beginning of 4th quarter)
 - g) Temporary tag \$5 (up to 2 weeks)
5. Findlay City School property is a private tow-away zone. Parking is by permit only and registrations are required. During regular school hours, violators may be towed at owner's expense. Vehicles may be recovered at Dick's Towing, 4404 Allen T.R. 142, Findlay, Ohio, by presenting proof of ownership and paying towing and storage charges. The towing is done under authority of Ohio Revised Code 4513.60.
 6. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents.
 7. Vehicles will be appropriately parked on arrival, one vehicle per space. Parking lot speed shall not exceed 15 miles per hour. Reckless and/or irresponsible operation is cause for revocation of parking privileges (Irresponsible operation includes, but is not limited to: stop sign violation, failure to yield in crosswalks, and speeding). Students who park on campus after privileges have been revoked may receive additional disciplinary consequences. A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.
 8. All regulations of the student handbook apply to the parking lot, including tobacco violations. Students are not to loiter in the parking area nor are they to sit in their vehicles while parked on school grounds. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy. Student vehicles are subject to search. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.
 9. Students who have a permit and need to drive an alternate vehicle that is not registered, please move the current tag to that new vehicle and bring in necessary paper work to the main office (proof of insurance & vehicle registration). Under no circumstances should a car be parked without a permit.
 10. Falsifying a contract, misrepresenting a permit as lost or stolen, or displaying a permit not registered to you are causes for revocation of a parking permit, a fine and/or additional disciplinary consequences.
 11. If a student forgets to switch parking tag to a different registered vehicle, they should report oversight and license plate number to parking secretary as soon as possible. If a ticket is received that day, it will be voided.
 12. The administration reserves the right to revoke parking privileges for any violation(s) of the Student Handbook such as, but not limited to, a tobacco, alcohol, or drug violation.

PHYSICAL EDUCATION WAIVER POLICY

A student may be exempted from the graduation requirement of two required high school quarter-credit physical education courses by participating on one of the high school's interscholastic athletic teams, marching band, cheerleading squad, and /or JROTC. Please see BOE policy 8.22 section 7 under Other Requirements and Guidelines for details regarding PE waivers.

PE Waiver forms must be completed online, started by the parent, no later than 30 calendar days after the completion of the activity. Go to <http://www.findlaycityschools.org/board-policy.htm>. Under the section 8.22F2, click "Online" to begin the waiver request process.

PHOTO RELEASE

From time to time, student pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. Videotaping is occasionally done during student programs and other special events. If a parent/guardian objects to having their child's picture and name used, they should notify the school in writing.

RECESS

Daily recess breaks are a part of the Findlay Learning Center's regular daily routine. The need for exercise and a break from computer screen time is very important to a child's healthy development.

All Findlay Learning Center students will participate in the daily recess breaks, whether the activity is outdoors or indoors, unless excused by a valid doctor's note that contains specific instructions for exclusion, including a begin date and end date, and reason for exclusion. The time-period of medical exclusion from daily recess can be no longer than 4 weeks at a time. Students who have a valid doctor's note for exclusion from recess activities must sit quietly in the designated area until their class returns from the recess activity. Failure to do so will restrict the time-period the student is to attend the Findlay Learning Center lab.

Normally, outside recess will occur when the temperature (wind chill) is 15 degrees and above. Staff members will make a determination regarding outdoor recess based on the general conditions of the weather. Children should dress properly for all weather conditions. Coats, boots, scarf, and mittens or gloves are a necessity during the cold weather.

A staff member may utilize recess exclusion for a student as a form of school discipline, as long as the exclusion is limited in duration.

SCHOOL VISITORS

All visitors and guests are required to register at the school office.

A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent or guardian in writing. Students are released from the building only through the office.

Loitering on school property or in the school building is prohibited. Unauthorized persons are subject to trespass laws.

No visitor may confer with a student in school without the approval of the principal or designee. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting. Regulations regarding visitor protocol will be posted in each building.

This policy does not apply to parents when they have been invited to a classroom or building program.

Persons wishing to observe classroom instruction shall obtain permission from the appropriate building principal(s).

Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present suggests that s/he intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.

At no time shall a staff member transact business with a person in the school who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

SEARCH AND SEIZURE

The following rules shall apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs, etc.) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the parent or guardian of the student involved shall be notified.

- Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
- An automobile, used by a student as transportation to and from school or any school-related activity, may be searched. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. A reasonable attempt will be made to contact the student or parent/guardian prior to the search.

STUDENT INFORMATION RELEASE

Under Ohio Law we are required to release student directory info such as name, address, telephone, and date of birth to those requesting it UNLESS the parent or guardian notifies the school that such information is not to be released. Please notify the school by September 20th if you do NOT wish such information to be released this school year.

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concern about school, please talk with your teacher or other personnel.

SURVEILLANCE CAMERA

Students are duly informed that behavior may be monitored on school property and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

WITHDRAWAL PROCEDURES

1. The student or parent must contact the principal or director at the Findlay Learning Center to meet to determine the reason for withdrawal. All school related materials, books and electronic equipment must be returned to the office to avoid fees.
2. If the student is moving, a withdrawal form must be signed by a parent and taken to the Findlay Learning Center on the last day of attendance for recording of grades. This form then needs to be turned in at the office before departing. The student will be given a copy to take with him/her to the new school.
3. If the student is 18 years old or older and dropping out, he/she must sign a withdrawal form in the Office. The principal or director will discuss the situation with parents and the outcome will be forwarded to the appropriate administrator.

ZERO TOLERANCE STATEMENT

Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Findlay Learning Center will conform to school regulations and accept directions

from authorized school personnel. A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. Findlay Learning Center has a “zero tolerance” for violent, disruptive or inappropriate behavior by its students; i.e. Findlay Learning Center will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

APPENDIX A: FLC 2019/2020 SCHOOL CALENDAR

Professional Development – Teachers Only	Friday, August 23, 2019
Professional Development – Teachers Only	Monday, August 26, 2019
Convocation/Building & Dept. Meetings	Tuesday, August 27, 2019
First Day for New Students to attend lab	Wednesday, August 28, 2019
First Day for returning students to attend lab	Thursday, August 29, 2019
Labor Day – NO SCHOOL	Monday, September 2, 2019
Open House	5:30-6:30 pm, Wednesday, September 4, 2019
1 st Interim Grades Close	Midnight Thursday, September 26, 2019
Student Led Parent Conferences	3:30-5:30 PM Thursday, October 3, 2019
End of 1 st 9-week grading period	Wednesday, October 30, 2019
2 Hour Delay Day – Lab closed; students work from home	Thursday, October 31, 2019
Report cards mailed home	Thursday, November 7, 2019
Fall Break	Thurs. & Fri., Nov. 28 & 29, 2019
2 nd Interim Grades Close	Midnight Thursday, December 5, 2019
Student Led Parent Conferences	3:30-5:30 PM Thursday, December 12, 2019
Winter Break	Monday, December 23, 2019 – Wednesday, January 1, 2020
Students First Day Back to School	Thursday, January 2, 2020
End of 2 nd 9-week grading period	Tuesday, January 14, 2020
2 Hour Delay Day – Lab closed; students work from home	Wednesday, January 15, 2020
Martin Luther King Day – NO SCHOOL	Monday, January 20, 2020
Report cards mailed home	Wednesday, January 22, 2020
3 rd Interim Grades Close	Midnight Thursday, February 13, 2020
In-Service Day – Lab closed; students work from home	Monday, February 17, 2020
Student Led Parent Conferences	3:30-5:30 PM Thursday, February 20, 2020
End of 3 rd 9-week grading period	Wednesday, March 18, 2020
Report cards mailed home	Wednesday, March 25, 2020
Spring Break – NO SCHOOL	Friday, April 10 – Monday April 13, 2020
Student First Day Back to School	Tuesday, April 14, 2020
Interim Grades Close	Midnight Thursday, April 23, 2020
Student Led Parent Conferences	3:30-5:30 PM Thursday April 30, 2020
Last Day for Students (177 Days)	Thursday, May 21, 2020
Clerical Day for Teachers	Friday, May 22, 2020

9-Week Grading Periods

First 9-Week Grading Period	08/29/19 – 10/30/19	45 days
Second 9-Week Grading Period	10/31/19 – 01/14/20	44 days
Third 9-Week Grading Period	01/15/20 – 03/18/20	44 days
Fourth 9-Week Grading Period	03/19/20 – 05/21/20	<u>44 days</u>

TOTAL DAYS IN SESSION = 177 days

ALL FLC students are required to get their minimum online activity hours regardless of school delays or cancellations!

Revised 9/10/18

APPENDIX B: LEARNING LAB HOURS OF ATTENDANCE

Learning Lab Hours of Attendance

My child will be attending the Findlay Learning Center K12 Blended Learning School using the option listed below.

* Required

1. **Student's First Name & Last Name: ***

2. **Grade Level: ***

3. **Start date for student lab attendance schedule ***

Example: December 15, 2012

4. **Please indicate the days of the week your child will be attending the Lab ***

Check all that apply.

- Monday
- Tuesday
- Wednesday
- Thursday
- Other: _____

5. **Please indicate the time your child will be attending the lab ***

Check all that apply.

- 7:30 am -10:45 am
- 11:15 am – 2:30 pm
- 7:30 am – 2:30 pm (lunch will be available from 10:45 am – 11:15 am)
- Other: _____

6. **Parent Signature ***

7. **Today's Date ***

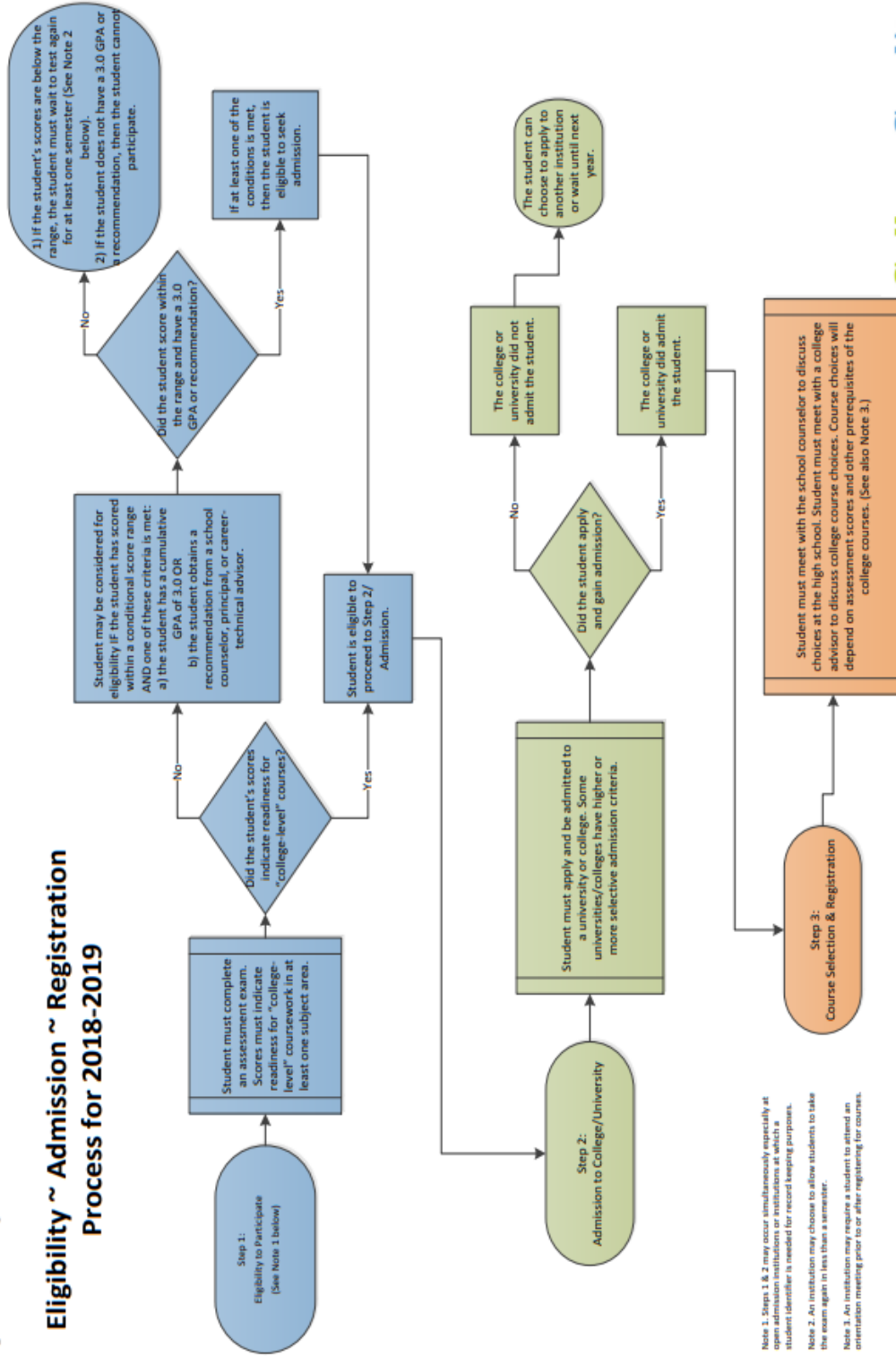
Example: December 15, 2012

APPENDIX C: COLLEGE CREDIT PLUS STUDENT ELIGIBILITY PROCESS

College Credit Plus: Student Eligibility Process

Effective Academic Year 2018-2019, a student interested in College Credit Plus must complete the steps in the chart below to determine eligibility, admission, and course placement/registration.

Eligibility ~ Admission ~ Registration Process for 2018-2019



Note 1. Steps 1 & 2 may occur simultaneously especially at open admission institutions or institutions at which a student identifier is needed for record keeping purposes.
 Note 2. An institution may choose to allow students to take the exam again in less than a semester.
 Note 3. An institution may require a student to attend an orientation meeting prior to or after registering for courses.

APPENDIX D: COLLEGE CREDIT PLUS STUDENT ELIGIBILITY ASSESSMENT TESTING

College Credit Plus: Student Eligibility Assessment Testing

Effective Academic Year 2018-2019, a student interested in College Credit Plus must be considered eligible to participate.

- A student is considered **Eligible** for the program if the student scores at or above the "Assessment Threshold Score" in at least one subtest of an approved assessment exam* in the table below.
- If a student does not score at the Assessment Threshold Score in at least one subtest, but has scored within the "Score Range to be Considered" (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible** for the program if he/she also meets one of these criteria:
 - ✓ Has a 3.0 cumulative GPA or
 - ✓ Receives a recommendation from school counselor, principal, or career-technical advisor

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
Next-Generation ACCUPLACER	Writing	263	257 - 262
	WritePlacer	5	4
	Reading: UPDATED 4/2/2018¹	250 ¹ (previously 263)	243 - 249 ¹ (previously 256 - 262)
	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259 - 262
	Advanced Algebra & Functions (AAF)	263	257 - 262
ACT	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
SAT	Evidence Based Reading & Writing	480	450 - 479
	Mathematics	530	500 - 529
ALEKS	Mathematics	46	40 - 45
MapleSoft T.A.	Mathematics	50% of algebra items answered correct (16 out of 32)	12 - 15 correct
PlaceU (WebAssign)	Mathematics	18	16 - 17

*Approved assessment exams are listed in this table and in the "Uniform Statewide Standards for Remediation-Free" document. This document is reviewed annually; check for current version on www.ohiohighered.org/ccp.

¹The ACCUPLACER Next-Generation Reading subtest eligibility score ranges have been updated per changes to the "Uniform Statewide Standards for Remediation-Free" document. These changes are based on recommendations of college/university faculty panel reviews, Chief Academic Officers, and Presidents (via the Inter-University Council of Ohio and the Ohio Association of Community Colleges).

Updated April 2, 2018



APPENDIX E: LETTER OF INTENT TO PARTICIPATE IN COLLEGE CREDIT PLUS



Letter of Intent to Participate in College Credit Plus

PLEASE PRINT

Date _____
AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE HIGH SCHOOL PRINCIPAL TO PARTICIPATE.

Student Name _____

Parent/Guardian Name _____

Home Address _____

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) _____ (Evening) _____

Parent Email Address _____

Student Contact Info _____

School _____ Grade _____

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the high school by April 1.

Student Signature _____

Parent Signature _____

APPENDIX F: REQUEST FOR SELF SUPPORTING STATUS FORM

OHSAA REQUEST FOR SELF-SUPPORTING STATUS FORM

NOTE: All students must comply with all eligibility standards found in Bylaw 4, including Bylaw 4-6-3 which requires that a parent (adoptive or biological) reside in the state of Ohio. In addition, a student who is receiving support from a benefactor is not eligible for this exception.

1. School Information: Date of request _____
School _____

Address/City/Zip _____

Principal _____ Telephone (____) _____

2. Student Information:
Name _____

Address/City/Zip _____

Grade _____ Age _____ Telephone (____) _____

School from which the student is transferring _____

3. Landlord Information:
Name _____ Telephone (____) _____

Address/City/Zip _____

ATTACH notarized statement that he/she is the landlord of self-supporting student. Landlord may NOT be a relative/benefactor of the student.

4. Work Information:
Employer
Name _____ Business _____

Address/City/Zip _____

Telephone (____) _____ Hourly Wage _____

Hours Worked Monthly _____ Monthly Wage _____

ATTACH notarized statement that he/she is the employer of self-supporting student.

Employer may NOT be a relative/benefactor of the student.

5. ATTACH copy of check(s) earned monthly. \$500.00 MINIMUM (NET)

6. Bank Account Information: (Student must open checking account)

Bank Name _____

City _____ Telephone (____) _____

ATTACH copy of check paid to landlord for rent.

7. ATTACH copy of receipt from landlord.

8. ATTACH grocery receipts.

APPENDIX G: FINDLAY HIGH SCHOOL 2019-2020 ACTIVITIES

EXTRA CURRICULAR ACTIVITIES (NON CREDIT)	ADVISOR(S)
Art Club	Mr. Jason Wagner
Books n' Brownies	Mrs. Amanda Brasfield
Bowling Club	Mr. Jessee Hankins
Chamber Orchestra	Mr. Ken Pressel
Chess Club	Mr. David Barkey
Clay Target Club	Mr. Alex Houck and Mr. Tyler Bame
Competition Cheer	Ms. Misty Phillips and Ms. Angie
Dance Team	Ms. Alexandria Jones-Willford
Esports Club	Mrs. Susan Blodgett and Ms. Bev Vetovitz
Fall Play	Mr. Andy Cantrell
Findlay First Edition Show Choir (FFE)	Mr. Kevin Manley
Gay-Straight Alliance (GSA)	Ms. Catherine Keppers & Mrs. Maribeth Geaman
Hockeyettes	Mrs. Lynnette Parsell
Indoor Track Club	Mr. Mark Gleason
Junior Statesmen of America (JSA)	Mr. David Barkey and Mrs. Judy Withrow
Lacrosse Club	Mr. Scott Miller
Musical	Mr. Andy Cantrell
P.A.S.T.(Preservation, Archaeology & Serving Together)	Mr. Gene Damon
Pantasia Steel Drum Band	Mr. Dan Wilson and Mrs. Denise Shehee
Problem Solvers Club	Ms. Nielson and Mrs. Kim Blake
S.A.L.T. (Student Athlete Leadership Team)	Mr. Nate Weihrauch and Mr. Ben Kirian
S.T.A.N.D. (FCA)	Mrs. Kendra Grubinski
Sign Language Club	Ms. Kelli Kiesler
Ski Club	Mr. Jason Wagner
Spanish and International Club	Ms. Danielle Storey
Teen Institute	Mr. Jordan Fields and Ms. Ursulla Jefferson
Trojan Jazz Band	Mr. Michael Springer and Mr. Dan Wilson
V.I.P. (Voices in Perfection) Show Choir	Ms. Krista Bigger
Wrestlerettes	Mrs. Cori Noon and Mrs. Jenn Jolliff
CURRICULAR ACTIVITIES (In Class for Credit)	ADVISOR(S)
Blue & Gold Newspaper (Grades 10, 11, & 12)	Mr. Andy Cantrell
Color Guard & Majorettes	Mr. Jack Smolenski and Mr. Dan Wilson
Concert Band	Mr. Dan Wilson
Concert Choir (Grade 10)	Mr. Kevin Manley
Freshman Choir (Grade 9)	Miss Krista Bigger
Marching Band	Mr. Dan Wilson
Student Council Course	Mrs. Laura Davis
Symphonic Choir (Grades 11 & 12)	Mr. Kevin Manley
Symphonic Orchestra	Mr. Ken Pressel
We the People	Mr. Mark Dickman
Yearbook	Mrs. Ruth Rinker
HONORARY ORGANIZATIONS	ADVISOR(S)
Junior Scholars	Mrs. Judy Withrow
National Honor Society (Grades 10, 11, & 12)	Miss Maria Nielson and Miss Katherine Gaskill
National Junior Classical League (Latin Honor Society)	Mr. Shawn Hirt

Please note that each Millstream Program has a co-curricular activity that accompanies it.

ACTIVITY PARTICIPATION REQUIREMENTS:

- Students must pass five or more credits each nine weeks;
- Maintain a 1.5 Grade Point Average; and
- Earn no more than one “F” each nine weeks.

APPENDIX H: 1:1 DEVICE HANDBOOK FOR STUDENTS AND PARENTS



FINDLAY CITY SCHOOLS

1:1 DEVICE HANDBOOK

For

STUDENTS and PARENTS

Findlay City Schools rev. 5/17/2019

This is an exciting time in Findlay City Schools (FCS). The district is implementing a 1:1 program, one Chromebook computer for each student, in grades 3 through 12 and is adopting Google's G Suite for Education for all grades. These changes will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media that was not available to the world just a few years ago.

Findlay City Schools educators are dedicated to continuing to offer rigorous and engaging learning opportunities for students. We're excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. We will continue to be amazed by what our students create and how they incorporate the tools of their generation into the learning that will shape their future. Tools like a Chromebook will allow them access to software that will encourage their artistic abilities, improve their reading and writing, and push them to think critically as they spark new interests and insights into their journey of being a lifelong learner.

Ownership of the Chromebook

FCS retains sole right of ownership and possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, FCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

Receiving Your Device

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively "Chromebook"), will be distributed to students at each building after the beginning of the school year. Building principals will determine the appropriate date and time for the Chromebooks to be distributed.

Bring Your Own Device Option (BYOD) 3

Parents who do not wish to participate in the district's 1:1 program have the option to provide their student/s with a device to bring to school to use instead of the district owned Chromebook. Parents choosing to opt out of the 1:1 program for BYOD will need to complete the following form: <http://www.fcs.org/byod/>. *(Please note that the district assumes no responsibility to ensure the fitness of the device/s for classroom use, nor for any loss, damage, or repair of BYOD devices.)*

Student's Responsibilities

The student and their parent(s)/guardian(s) are solely responsible for the Chromebooks issued to them and must adhere to the following:

- o Students must comply with the district's [Acceptable Use Policy](#)* and this 1:1 Device Handbook for Students and Parents when using their Chromebooks.
- o Students must bring their Chromebooks, or BYOD device, to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction. ▪ Note: A fully charged Chromebook should last 8 - 10 hours.
- o Students must treat their Chromebook with care and never leave it in an unsecured location.
- o Students must report any problems with their Chromebook to the building library, or other designated location, as soon as possible.
- o Students may not remove or obscure the device serial number or other identification tags.

- o Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. *(See page 6 **Personalizing Devices**, for acceptable ways to personalize your Chromebook for easy identification.)*
- o Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

Responsibility for Electronic Data

o The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the FCS Technology Department or classroom educator. *(Students should only install software that they would be happy with a teacher, administrator, or parent seeing.)*

o Students are responsible for backing up their data to protect from loss. *(The district will do its best to make sure your data is safe, but we cannot promise that data won't be accidentally lost. Please backup your important data.)*

*http://www.findlaycityschools.org/policies/9pol/9-21_Student_Acceptable_Use_Policy.pdf

o Users of district technology have no rights of ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, school-issued or third-party applications, and are given no guarantees that data will be retained or destroyed.

Devices Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. A loaner device **may** be made available at the discretion of the building principal. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

Protecting Your Data and Files

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data.

Respect the Privacy of Others

Do not take photos or video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden and will be dealt with according to FCS discipline policy. Do not access another individual's materials, information, or files without their specifically granted permission. FCS staff will not remotely access the Chromebook's camera. *(If the camera light comes on unexpectedly bring the unit in for repair.)*

Audio & Sound

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

Findlay City Schools Technology Protection Plan

FCS recognizes that with the implementation of the 1:1 program there is a need to protect the investment by both the district and the student/parent. This FCS Technology Protection Plan (FCS TPP) covers the Chromebook loaned to the student against accidental damage, up to the replacement parts cost of the Chromebook (\$270). The charger is NOT covered by this plan and

is the sole responsibility of the student. Coverage is 24 hours per day, on or off school property. **Damage to the 1:1 Chromebook or need for its replacement due to intentional, reckless, willful, malicious and/or wanton misconduct is not covered.**

1. Plan coverage is effective from the date that the Chromebook is received and shall end on the last day for students of the academic year as published on our website, <http://www.fcs.org/calendar.htm> or
2. Where the student leaves the district prior to the end of the school year. (If a student ceases to be enrolled in the district, he or she is to return the Chromebook to the school in full working order, including all accessories and components.)
3. Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.
4. At the district's written request to do so.

The FCS TPP premium cost of \$25** per Chromebook will be assessed as part of every student's school fees each academic year.

- Participation in the FCS TPP is mandatory for all district 1:1 device users. (Except BYOD users – a BYOD form will need to be on file and can be completed here: [http://www.fcs.org/byod/.](http://www.fcs.org/byod/))
- The FCS TPP premium will not be prorated and is non-refundable.
- You will be issued one charger with your Chromebook. The FCS TPP does not cover the \$60 charger if lost or damaged.
- In the event of accidental damage there will be a \$10.00 per incident fee to cover labor. The FCS TPP will cover up to a total of \$270 in parts replacement over the school year, regardless of how many labor charges are incurred.

Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent/guardian as soon as practicable but in no case more than 48 hours after the theft or vandalism is discovered. A copy of the police report must be presented to the building principal when the event is reported. Further, students/parents must contact their building principal ASAP after the Chromebook is determined to be stolen, lost, or vandalized.

***Note – If the \$25 per Chromebook premium presents a financial burden please see your building Principal. 6*

Technical Issues/Damage/Loss

Take your Chromebook to your school's library, or other designated area, if you experience any technical problems or damage. If the device cannot be repaired at that time, a loaner device may be issued to you, if available. All device policy agreements and technology protection plan will remain in effect for the loaner device.

Device Identification

Student devices will be labeled in a manner specified by the district. Devices can be identified based on serial number. Do not remove any identifying labels or markings.

Personalizing Devices

Students are permitted to place school appropriate stickers on the top of their Chromebooks. Stickers containing images of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. Stickers CANNOT cover the asset tag number or the indicator light. Stickers are not permitted on the sides or bottom of the Chromebook.

Students are permitted to install school appropriate personal apps on their Chromebooks. If storage on the Chromebook becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

Check-In

Chromebooks must be returned to the building library, or other designated area, during the final weeks of the school year by the date announced each spring. Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested, the student will be billed for the replacement cost of the Chromebook. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

Care of the Device

The Chromebook is the property of Findlay City Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device assigned to them.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between the screen and keyboard.
- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the FCS Technology Department or designated third parties.

Transporting Devices

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Students may be required to take their devices home every day after school, regardless of whether or not they are needed for homework.

Passwords

Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.

CHROMEBOOK FAQ's

Q. What is a Chromebook?

A. Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi networks, the Chromebook is ideal for anytime, anywhere access to the web.

Q. What kind of software does a Chromebook run?

A. Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the FCS technology department will maintain devices through our Google G-Suite for Education account.

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a Wi-Fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a Wi-Fi connection, it syncs again to the student's Google account.

Q. Will our Chromebook be able to use a Cellular Service?

A. No. The district Chromebooks will not connect to 4G broadband or a cellular signal.

Q. Is there antivirus software included with the Chromebooks?

A. No, there is not. All of the data is stored in the cloud, therefore is no need for antivirus software. They do, however, come with web filtering.

Q. How long will the Chromebook run on a fully charged battery?

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

Chromebook Care Reminders

- Take good care of your new Chromebook. You will use the same Chromebook for 3-4 years.
- Carry your Chromebook with both hands.
- It is highly recommended that a protective bag or cover be purchased to protect the Chromebook.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.
- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the battery level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.

EXHIBIT A

WELCOME TO GLENWOOD MIDDLE SCHOOL

The administrators and staff of Glenwood Middle School welcome you to what we hope will be an exciting year. During your years in middle school, you will grow and change in many ways, and our entire staff is committed to helping you become a mature, responsible citizen. Changes and new experiences are sources of questions. Remember that our staff has your best interest at heart; feel free to ask questions and take advantage of all the help that is available to you. In addition, you may be given a set of classroom rules from each teacher. Read your handbook so that you can do your part to maintain a healthy and safe learning environment at Glenwood Middle School.

FINDLAY CITY SCHOOLS MISSION STATEMENT

Educating and empowering for life.

STUDENT EXPECTATIONS

We have high expectations for Glenwood students. Good citizenship involves being courteous and respectful to others and their property, being punctual, cooperative, orderly and following all guidelines and procedures. Students should understand that we are here to learn. Those who violate established rules and procedures will be treated fairly, firmly, and swiftly. The right to due process will be afforded to every student. These general guidelines for good citizenship have been established for Findlay students:

1. Incorporate the 7 Habits of Highly Effective People in their daily lives.
2. Appropriate behavior will be expected at all times: coming to school, during school, after school, and at school functions.
3. Maintain a positive attitude.
4. Follow classroom expectations.
5. Respect the rights of others, their property, and school property.
6. Proper language and dress will be expected of all students.

CITIZENSHIP

Findlay City Schools has developed nine virtues as the backbone of good citizenship. These virtues are responsibility, courage, compassion, perseverance, respect, appreciation for diversity, hope, integrity, and self-discipline. Glenwood is committed to helping students achieve these virtues as well as the 7 Habits.

ATTENDANCE PROCEDURES

In accordance with Ohio law, students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school, the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

Auto Caller: As a part of our safe arrival process, a daily absence check is conducted by office staff. SafeArrival allows parents to report their child's absence quickly and conveniently in one of three ways:

1. Parents can call into an automated interactive telephone system via a toll free number (1-844-305-3755) through which absences can be reported.
2. Parents can log into a website, fcs.schoolconnects.com to authenticate their Portal account to report absences and update contact information.
3. Parents who have authenticated their accounts and have either an iOS or Android device can download an app that can be used to report absences.

A school day is 7 hours for grades 6- 8; 6.5 hours count towards attendance. Examples of excused absences include:

- A. Personal illness (a physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family (funeral)
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian (s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity
Any classroom assignment missed due to the absence may be completed by the student
- H. Such good cause as may be acceptable to the Superintendent
- I. Medical/counseling/court appointments

Examples of unexcused absences include, but are not limited to the following:

- A. Transportation (car trouble or missed the bus)
- B. Refusal to attend school
- C. Babysitting
- D. Waking up late / oversleeping
- E. Absences not verified in writing
- F. Shopping, haircut/beauty shop appointments, family errands, fishing, hunting, or similar activities

Attendance may not always be within Glenwood. A student will be considered in attendance if present at any place where school is in session by authority of the Board. The Board may consider each student assigned to a program of other guided learning experiences to be in regular attendance when the student reports to assigned staff member(s) for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

UNEXCUSED ABSENCE AND TRUANCY PROCEDURE

- Schools may send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools may send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19)
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district may implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)

EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer may notify the guardian in writing within 7 business days after the date after the absence that triggered the notice requirement (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding OSS).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused,

to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Students may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, or counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

The school may also take any appropriate action as an intervention strategy, such as:

1. Place the student on Attendance Watch
2. Provide counseling
3. Request or require the parent/guardian to attend a parent/guardian education or mediation program
4. Implement an absence intervention plan that will vary based on the individual needs of the student
5. Make community referrals to provide assistance as appropriate to the student and their families in reducing absences
6. Take legal action under section 2919.222, 3321.20, or 3321.38 of the ORC

A student cannot be out-of-school suspended, expelled, or removed from school solely because of truancy issues. Per Board of Education Policy 9.16, information regarding student attendance will be reported to the department of education.

APPLICATION FOR PLANNED EXTENDED ABSENCE

Those students whose parents/guardians request permission for them to miss school three or more days for the purpose of vacation, trips, etc., should complete the **Student Vacation** form. This application should be picked up from and returned to the attendance office a minimum of **one week** before the absence, so special arrangements can be made for make up work and to advise teachers of the dates the student will be absent. **The achievement tests will be given during the spring; therefore, we encourage you not to schedule vacations during this time.**

ARRIVAL AND DISMISSAL

Students are not allowed in the building until 7:15 a.m. unless under teacher or administrative supervision. Students choosing to have breakfast are able to enter the building at 7:00 a.m. Walking students are not to come early! Early arrival is permissible with prior teacher approval or a note from a parent or guardian. At dismissal, **students are expected to be out of the building and off school property by 2:45p.m.**, unless they are under the supervision of a teacher, coach, or administrator. All activity groups must have a teacher or administrator present. Once a student enters the building in the morning, they need to stay in the building.

ASSIGNMENTS DURING ABSENCES

If you are absent from school three (3) or more days, you may have your parent/guardian request assignments covering the absence or projected absence. They should call the school by **9:00 a.m** if they want to pick up the assignments later that day. Parents or guardians are asked to pick up their student's assignments between 2:45 and 3:15 p.m. in the main office. If such a request is made by the parent/guardian, the student should attempt to have those assignments completed prior to returning to class. Make-up work is the student's responsibility. Failure to assume this responsibility may result in failing grades for the incomplete work. The student must contact the teacher and arrange to complete work under the following guidelines.

One day's absence - make up the next day

Two day's absence - two days to make up

Three or more consecutive days - number of days absent equals the number of days to make up the work unless time is extended by the administration.

Any time a student knows he/she will be absent (ex: field trip, concert, etc.), arrangements to make up work should be made with teachers prior to the absence. Families with internet access, please check Progressbook daily to view homework assignments.

INCLEMENT WEATHER

If severe weather makes it necessary to close schools, radio stations WFIN (1330 AM)/ WKXA (100.5 FM) or Toledo Television stations 11,12, and 13 will make the announcements early in the morning. Please listen to the radio and/or television channels. You may also visit the district website, www.findlaycityschools.org, and select "News and Delays" or www.thecourier.com. Please do not call the school or radio stations. All extra curricular and athletic programs are also cancelled at the middle school level when school is closed.

PERFECT ATTENDANCE AWARD

We believe that maintaining excellent attendance is a major factor in achieving academic success. Students who maintain perfect attendance (no absences and no tardies) will be honored and presented with an appropriate award at the end of the school year.

TARDINESS

If a student arrives late to school or leaves school early the student and/or their parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline. If a student arrives to school within 30 minutes of the last bell ringing the student will be marked "tardy". If the student arrives 30 minutes or later after the last bell rings the absence will reflect either excused or unexcused hours, depending whether the attendance procedure stated above was followed (parent/guardian providing documentation explaining the absence).

If a student leaves school 30 minutes or less before the end of the school day, based on the dismissal time, the student will be marked as "early release". If the student leaves more than 30 minutes of the dismissal time the absence will reflect either excused or unexcused hours, depending whether the attendance stated above was followed (parent/guardian provided documentation explaining the absence).

TRANSFERRING TO ANOTHER SCHOOL

If a student is planning to move, or for any other reason you must transfer to another school, contact the principal to find out what steps must be taken before you leave Glenwood Middle School. It is essential that you follow proper procedures so that we may forward your school records to your new school. Students must return all textbook and school owned materials prior to the transfer to avoid fees.

HEALTH SERVICES

LICE

Students found with live lice will be dismissed with parent/guardian and excused for one additional day for lice treatment. Students are expected to return to school with a parent/guardian the next school day to be rechecked by school nurse or principal designee. Student will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

MEDICATIONS and SCHOOL NURSE

A registered nurse is in the building on a regular schedule. If the nurse is absent from the building and you become ill, check into the attendance office. Students are not permitted to carry any medications and/or pills/substances of any type at school. This includes over-the-counter medications and prescriptions. If you need to take prescribed medicine at school, it must be stored in the nurse's office. Please take the medicine to the attendance office when you arrive at school. Your parent(s)/guardian(s)/physician will need to sign a consent form in order for the medication to be dispensed at school. In Final Forms, parents must also sign permission for students to take over the counter medications in the clinic. Students are not permitted to carry over the counter medications or distribute over the counter medications to other students. The Board of Education policy for medication at

school is in accordance with the state law.

SCHOOL COUNSELING SERVICES

The counselors provide many services to the middle school students. The counselor's focus on three domains: Career, Personal-Social and Academic. If a student would like an appointment he/she may make the necessary appointment before or after school, during a class change, or by emailing with one of counselors. Individual appointments made during class time must be with the approval of classroom teachers, the counselor and/or administration. In addition to individual appointments, the counselors also present lessons in classrooms and provide groups that all help to improve student achievement. To obtain additional information and on resources of the counseling program visit the counselor's website, <http://counseling.fcs.org>.

Suicide Intervention Procedure: If a student is a serious threat to self, the school counselor will refer to appropriate psychiatric services. Upon this intervention the principal and parent or guardian will be notified. If parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal may contact the appropriate public or private agency. It is incumbent upon the family to get their child evaluated/cleared to return to school, once an evaluation is requested.

PARENTS SEEKING ASSISTANCE

The Findlay City Schools have always maintained an open door policy to listen to your questions and concerns about your child's education. If you have a concern about classroom instruction or your child's academic achievement, you should first contact your child's classroom teacher. If further assistance is needed, the building principal or assistant principal should be contacted. If you have a social or emotional concern for your child, the building principal, assistant principal, or guidance counselor should be contacted. They will be able to assist you or direct you to the proper community agency. General questions or concerns regarding the School District should be directed to the Superintendent or the Assistant Superintendent. The home and school working together will enable your child to have a successful school experience. We encourage you to call us if you have a question or concern.

Parents have the ability to check their student's progress and grades on-line. If you did not receive a password or have misplaced yours please go to your middle school website and click on Check Student Grades assistance, fill in the form for a request and submit. The parent access site is located at <https://parentaccess.noacsc.org/>. Further questions about grades in Progress Book should be directed to the student's teacher and/or counselor.

Teachers, administrators, counselors, and other school staff are here to help students who may have concerns. If you have any concern about school, please talk with your teacher or other school personnel.

Mr. Edward Kurt	Superintendent	425-8212
Mr. Troy Roth	Asst. Supt.	425-8202

<u>Glenwood</u>		<u>Donnell</u>			
Krista Miller	Principal	429-3759	Don Williams	Principal	425-8240
Anthony Nugeness	Asst. Principal	425-8254	Matt Harp	Asst. Principal	425-8241
Stefan Adams (All 6 th Grade and A-L 7 th Grade)	Counselor	429-3748	Darlene Mack	Counselor (A-M)	429-3708
Kyle Hackenburg (M-Z 7 th Grade All 8 th Grade)	Counselor	425-8253	Kristyn Bishop	Counselor (N-Z)	429-3703

NEED HELP FINDING HELP? Dial 2-1-1

2-1-1 is a free and confidential way to get and give help in your community. One call gives you easy access to information and referral 24 hours/7 days a week. 2-1-1 connects you with health and human services, such as food, shelter, childcare, physical and mental health services, support for seniors and persons with

disabilities, assistance for immigrants and more! To speak with a professional dial 2-1-1 or 1-800-650-HELP (4357). Hearing impaired dial 7-1-1. www.hancockcounty2-1-1.org

**Do you or someone you know need help,
feeling stressed or
need to talk?**

Please call (24/7): 1-888-936-7116

This is a toll-free crisis hotline number that will listen and help!

GENERAL INFORMATION

ATHLETIC ELIGIBILITY

The eligibility or ineligibility of a student commences with the start of the fall sports season. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period. The student must receive passing grades during that grading period in 75% of those subjects in which the student received grades and must not have more than 1 "F". The student must have also earned a 1.5 GPA or higher.

Chemical Health Policy

Findlay City Schools believes that a chemical health policy is part of a comprehensive education on substance abuse for students (e.g. health curriculum, counseling services, red ribbon week, challenge day, etc.) and is complemented by the extra-curricular activities rules and eligibility policy 9.22. This policy also reemphasizes the Board of Education's support of student programs that assist students and parents in dealing with many of today's unique challenges.

Recognizing that observed and suspected use of alcohol and illicit drugs by school students is a serious concern, a program of deterrence will be instituted as a proactive approach to a drug free school. Likewise, students using drugs pose a threat to their own safety, as well as to that of other students.

The purpose of this program is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug treatment programs; and
4. To prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Findlay City Schools.

Therefore, during each season, activity or school year when a student moves into the School District, all students wishing to participate in athletics, extra-curricular activities and/or clubs will be subject to urine testing for illicit or banned substances. Eligible students may be randomly tested anytime during the school year, or tested upon suspicion. Any student who refuses to submit to urine drug testing may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, nonathletic extra-curricular activities, or clubs for their career.

Please visit <http://www.findlaycityschools.org/board-policy.htm> for the complete Chemical Health Policy 9.23 or 9.23a for the complete Chemical Health procedures.

BICYCLES

Bicycle racks are provided for your convenience. For the safety of your bicycle, LOCK IT! In the event that your bicycle is stolen and/or damaged, **the school is not liable**. Students must walk their bicycle to/from the bike racks while on school property.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote

rigorous academic pursuits and to provide a wide variety of options to college-ready students. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn a student 2/3 of a high school credit and a 1 hour college credit course will convert to 1/3 of a high school credit. In many instances CCP is free, however students who fail a course will be responsible for associated costs of that course. If you choose to attend a private college or university, the student may be responsible for a portion of the costs. Responsibility for transportation rests with the student. Students will be expected to follow the rules and regulations set by the college/university as well as the school's expectations. FCS in grades 7-12 will be offering CCP courses at Findlay High School, depending on teacher credentialing and student requests. Students enrolled in college courses may still be required to take End of Course exams for certain courses. In some cases, the final grade may correspond with a point scale used for graduation requirements. Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If a passing grade is not received, the district may seek reimbursement for the amount of state funds paid to the college on your behalf for the course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Students must notify the district by April 1st of the previous school year to participate. Please see school counselors for any FAQ's and <https://www.ohiohighered.org/ccp> to learn more.

DIRECTORY INFORMATION/STUDENT RECORDS

Glenwood makes directory information available upon a legitimate request unless a parent/guardian notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio Law, directory information includes the following: Student's Name, address, telephone listing, date and place of birth, major field of study, participating in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974 and the Uninterrupted Scholars Act of 2013.

FREE AND REDUCED LUNCH

In the event that financial concerns arise that make it difficult to purchase school lunches, students should see their counselor and apply for free and/or reduced lunch. Federal Regulations require all schools to verify the income of applicants for free and reduced lunch. Parents or guardians must have their child pay or pack lunch until the Food Service office approves the application. Applications are available in the Main office.

INCOMPLETES

You must make up all incomplete work within two weeks after the end of the nine week period for which you received the "I". If you do not make up the required work within the two week period, the "I" will become an "F" on your grade card. Exceptions to this rule will be made in cases of extended serious illness which are validated by a physician.

To receive credit in any subject, a student must complete the course requirements by the end of the semester or school year. In cases of extended illness or other extenuating circumstances, a student may be allowed extra time to complete course requirements or modification of course requirements with the approval of the teacher and appropriate principal.

LOCKERS

Each student is assigned a locker and the appropriate combination. Students should not share lockers with other students. The locker combination is private information. It is strictly advised that students **DO NOT** exchange locker combinations with each other. All lockers remain the property of the Board of Education and are not to be used for storing any illegal or inappropriate items. If there is reason to believe

a locker is being used improperly or illegally, it MAY be searched. Report locker problems to the main office. Students **MUST** lock their school locker and their gym locker to provide security from theft.

LOST AND FOUND

All items found at school should be turned in to the attendance office immediately. Students may check in the office before or after school for lost items. It is important that students regularly check for items they have misplaced. It is suggested that students place some form of identification on their belongings. Purses and wallets will be searched to find proper identification in order to return the item back to the original owner. Items not claimed will be periodically donated to local agencies or discarded.

NEWS ARTICLES/PICTURES

From time to time, student's pictures may be taken by photographers and local newspapers to be used in school press releases and school publications. If you object to having your child's picture and name used, please notify the school in writing by October 1.

PARENT/STUDENT FINANCIAL OBLIGATIONS and FINES

Students who are delinquent in paying fees/fines and other financial obligations (fundraisers, pictures, book fines, etc.) may have their school records withheld. Failure to meet financial obligations will follow the student each year. Permanent records and diplomas from Findlay High School may be withheld until all financial obligations have been met from kindergarten through twelfth grade. If there is a problem, the parent needs to contact the building principal.

PERSONAL PROPERTY

The Findlay City Schools are **NOT RESPONSIBLE FOR PERSONAL ITEMS ON SCHOOL PROPERTY;** this includes, but is not limited to: musical instruments, clothing, bicycles, calculators, jewelry, cell phones, iPods, portable gaming systems, or personal electronic devices. The Glenwood staff encourages students not to bring valuables to school.

PROMOTION / RETENTION OF STUDENTS

In grades 6, 7, and 8, a student must earn at least a "D" average in four of the five core subjects (Language Arts, Reading, Math, Science, Social Studies). Students must earn three quality points in order to pass the course for the year. If a student fails the last two grading periods of the year, they will not earn credit for that course. Students who do not meet grade requirements for the year, may be considered for retention. A student may meet grade requirements by passing classes in summer school. Final promotion/retention decisions may be determined by principals, teachers and parents.

SCHOOL INSURANCE

A special blanket policy is available with a cost to all students at the beginning of the school year.

SCHOOL PICTURES

All students will have their individual school pictures taken early in the school year. The students will have the option of purchasing these pictures.

SCHOOL SAFETY / DRILLS

School safety is very important to us. We need your help in ensuring the safety of everyone at Glenwood Middle School. Students are reminded that they are not to prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks. Students who prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks will be identified using building security resources and disciplined. All visitors must use the main entrance to enter.

When an announcement is made for any school safety drill such as a fire drill, a tornado drill, or a lockdown, all students, staff members, visitors and other people in the building are expected to follow the directions of school officials. Students must refrain from talking and go to the designated areas quickly, quietly and in an orderly manner. Any student in violation of these guidelines may receive disciplinary

action.

SCHOOL SUPPLIES

The main hall vending machines contain pens, pencils, and notebook pads for your convenience.

SIGN-POSTING POLICY

All signs must be approved by a principal prior to posting.

STUDENT ACTIVITIES/CONFLICTS

Students are encouraged to participate in numerous activities offered at Findlay. We offer athletics, academic organizations and music performing groups. All activities contribute to the social, athletic and cognitive growth of children. Conflicts between events sometimes occur when students are involved in multiple activities. Advisors and coaches are expected to work together to handle meeting and/or practice conflicts. In the event of competition conflicts, our school policy recognizes that priority will be given to academic-related competitions.

STUDENT GRADING SCALE

The following is the Findlay City School Board adopted grading scale:

A – 92 – 100%	(4pts)
B – 82 -- 91%	(3pts)
C – 72 – 81%	(2pts)
D – 62 – 71%	(1pts)
F – 61% or Below	(0pts)

STUDENT HELP SESSIONS

All teachers are available during their conference periods, home base periods and after school each day to help students. Some teachers have regularly scheduled help sessions each week.

STUDENT HONOR ROLLS

Distinguished Honor Roll - 3.5 to 4.0 average.

Merit Honor Roll - 3.0 to 3.49 average.

The list of honor roll students is published in the local newspaper.

Academic Letters - Students who maintain a 3.5 grade point average or higher will receive an academic letter. This is accumulative through the first three grading periods.

ANY STUDENT WHO RECEIVES A “D” OR “F” IN A COURSE WILL NOT BE ELIGIBLE FOR EITHER THE DISTINGUISHED OR MERIT HONOR ROLL.

TEXTBOOKS

The Findlay City Board of Education furnishes books to each student. You are responsible for books assigned to you. For your own protection, sign your name in ink in the place provided in each book when it is issued to you. If you lose, mutilate, or damage a book, you must pay for the damage or loss.

VISITORS

All visitors must be treated with respect. It is school policy not to permit student visitors from other schools at any time. Other visitors entering the school are to check in at the main office to sign in and obtain the required visitor pass. Parents are always welcome; however, prior arrangements are appreciated.

WORK PERMITS

According to Ohio Revised Code Chapter 4109, minor students 14 through 17 years of age are required to have a work permit in order to be employed. Students needing a work permit can obtain an application in the Main Office. Once all parts of the application have been completed, students should take the application to the Main Office. The student’s work permit application will then be submitted to a principal

for approval, which may take up to five (5) business days. Following approval, the application will be filed on-line to the Ohio Department of Commerce and a copy will be given to the student to give to their employer. In order to have a work permit application approved, students must be in good standing in regards to enrollment in and attendance at school. Students who do not remain in good standing may have their permits revoked.

EXPECTATIONS and SCHOOL DISCIPLINE

BUSES

Riding a bus is a privilege extended to those who qualify to ride school buses to and from school. Once these students arrive at school by buses, they are not permitted to leave the school grounds from the time of arrival until their bus departs after dismissal. Students will be informed about rules governing their behavior on school buses by their drivers. **All school rules and procedures apply while students are being transported by school district vehicles. This includes field trips.** Bus Safety Rules are posted in ALL Findlay City School Buses: Observe classroom conduct; Be courteous, use no profane language; Do not eat or drink on the bus; Keep the bus clean; Cooperate with the driver and/or bus aide(s); Do not smoke; Do not damage or tamper with the bus or equipment; Stay in your seat; Keep head, hands, and feet inside the bus; Do not fight, push, or shove; Do not bring pets on the bus; Do not bring flammable material on the bus; The bus driver is authorized to assign seats; and Observe quiet at ALL railroad crossings. Students must follow safety rules and state regulations, avoid any behavior that may distract the driver, including following designated place of safety rules, keeping the aisles and exits clear, sitting with their back to the back of the seat and feet on the floor, school appropriate objects must be able to be held on student laps, and students must leave or board the bus at locations to which they are assigned (unless there is parent or administration authorization).

CAFETERIA EXPECTATIONS

It is expected that students will use the Glenwood cafeteria in a respectful and responsible manner. This means that students will treat the cafeteria as they would treat their dining area at home or restaurant. Students are expected to clean their own areas. Rules are established by the cafeteria and/or recess monitors and are expected to be followed. Food and drink must remain in the cafeteria.

DETENTIONS

Teachers have the authority to detain a student for up to 60 minutes for a detention. If 24 hr. written notice cannot be obtained, then a teacher will contact a parent by phone. Detention appointments must be kept by the student prior to participation in school activities. Students may be assigned administrative detention(s) for various reasons. Administrative detentions are after school and last up to 50 minutes.

FIELD TRIPS

Students may not be permitted to attend field trips if any of the following four conditions exist:

1. Student fails the course during the previous nine weeks.
2. Student is currently failing the course.
3. Student was suspended during the grading period the field trip was to be taken.
4. Student has outstanding fees.

HALLS AND PASSES

Time is set aside for changing classes. If students move directly to the next class, there is plenty of time. Students are encouraged to stop at their lockers only before school, before or after lunch, and after school. Yelling, running, horseplay, or other behaviors that could result in injury, such as jumping down steps, is not permitted. Any time a student leaves a class, he/she must have a pass. Side trips to lockers, restrooms, or other places not designated on the pass are not permitted and could result in disciplinary action. Students must keep their hands and feet to themselves and move through the hallways in a safe manner. Passes and class change times may be amended or eliminated to address student behaviors.

LIBRARY AND COMPUTER LABS

The library and computer room are open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

Acceptable Student Use: 1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. 2. Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. 3. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. 4. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk email", use up limited Network capacity resources. 5. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. 6. Students are not to modify or remove any identifying labels on computer equipment. 7. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision. 8. Students may not install or delete programs on the school's desktop computers. Students may download school appropriate apps/programs from the Internet to install on their Chromebook in accordance with the Findlay City Schools 1:1 Handbook for Students and Parents. 9. Students may not remove, alter or copy Network software for their own personal use or for the use of others. 10. All electronic communication between students and teachers should take place through their district assigned accounts. 11. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers. 12. Students are asked to advise their teacher when a computer malfunctions in any way. 13. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. 14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. 15. Students may not create, copy, view, transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code. 16. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. 17. Students are prohibited from using proxy applications to get around internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Students are prohibited from using a proxy to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. 18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude,

inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as Facebook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Any parent/guardian of a student under the age of 18 may direct that the student not be given access to the Internet. An "opt out" form for this purpose may be obtained from any school office in the school district. **The complete acceptable use policy is available online at http://www.findlaycityschools.org/policies/9pol/9-21_Student_Acceptable_Use_Policy.pdf**

RESTROOMS

Restroom facilities should be used before or after school, or at lunch. Students who must be excused from class to go to the restroom should have a pass signed by a teacher. Students should not be out of the classroom more than three to five minutes. Please help maintain restroom cleanliness by disposing of paper towels in the waste baskets, flushing toilets, etc. Students must be respectful of others and their privacy. If issues occur, the frequency and timing of restroom use may be monitored by staff.

FREEDOM OF EXPRESSION AND ASSEMBLY

Verbal and Written Expression and Assembly

Schools, by their nature, must encourage free inquiry and free expression of ideas. In so expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane or obscene remarks and to conduct themselves in such a way as to allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assembly peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations which interfere with the operation of the school or classrooms are prohibited. **Symbolic Expression and Related Activities** Symbolic expression is that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student may be free to determine his/her symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene.

SEARCH AND SEIZURE

The following rules may apply to the search and seizure of school property assigned to a specific student and/or any items brought onto school property or to a school related activity.

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person may be done in private.
- There may be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities and the student and parents involved may be notified.
- Items which are used to disrupt or interfere with the education process will be removed from the

student's possession.

SURVEILLANCE CAMERA

Students are duly informed that behavior may be monitored on school and/or adjacent property by security cameras. In accordance with FERPA, access to surveillance camera tapes and material is prohibited.

TELEPHONES/CELLPHONES

Since the school office telephones are for business use only, they will be used by students in emergencies only. If a student must use the office phones during school hours, he/she must receive prior permission from a staff member. Personal cell phones may only be used **before and after school**. Throughout the day, cell phones **must** be turned off and stored in your locker.

STUDENT CONDUCT CODE

Self-discipline is one of the most important lessons education should teach. Though it does not appear as a subject, discipline underlies the whole educational system and develops self-control, character, and orderliness. Self-discipline is the key to good conduct and proper consideration for other people.

Approved disciplinary action may include a verbal or written warning, referral to a school counselor, mediations, parent/guardian contact or conference, closed lunch, detentions, Weeknight School, In-School Assignment (ISA), Out-of-School Suspension (OSS), emergency removal, and/or expulsion. All students will be disciplined in a fair and consistent manner. The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules also apply off school property, if the misconduct is directed at a district official or employee or the property of a district official or employee.

Violations of the student discipline code are classified according to the seriousness of the offense. Certain violations require immediate suspension and/or recommendation for expulsion. Other violations may result in the discipline listed above, and/or loss of extracurricular activities (ex: pep rallies, dances, attendance at sporting events, and/or other school rewards). ISA assignments count as an excused absence which means students may make up work missed during the assigned time. **OSS also count as excused absences. A student with OSS will be permitted to make up assignments, tests, quizzes missed during the absence for credit.** When an OSS is imposed, the student may not attend school or extracurricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Note: a student who is expelled or suspended out-of-school may not set foot on any Findlay City School property during the suspension/expulsion. **WEEKNIGHT SCHOOL** lasts from 2:35 p.m. to 5:00 p.m. Failure to attend may result in a suspension. The superintendent, principal or assistant principal may suspend a student from school for a period up to 10 days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to 80 days and in some cases for an entire year.

Suspension/No Participation Guideline – Extracurricular activities and school events (such as dances, assemblies, pep rallies) are privileges not rights. Extracurricular activities are reserved for students who behave appropriately in school. Any student who is issued a suspension for inappropriate behavior may not be able to participate in Findlay extracurricular activities for any length of time as determined by the building administration. The building principal will determine eligibility for all students under this provision. Findlay City Schools Training Rules will be followed for all athletes in addition to the above guidelines.

Student Conduct Policy

1. **Disruption of School** - A student may not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extra-curricular activities. Students are only permitted to enter academic areas of the building, such as classrooms, and are expected to leave school promptly at the end of the school day unless they are involved in a legitimate school-related activity. Disruption of school includes failure to abide by other rules

that may be established from time to time by the board, superintendent or principal. **In school or on school property after 2:45 without permission may result in school consequences for loitering.**

2. **Damage to School Property** - A student may not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.

3. **Damage to Private Property** - A student may not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.

4. **Bullying and Hazing** - A student may not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive, that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their **principal or school** counselor. Students may report incidents of bullying to any school employee. Students who make false reports of bullying may be disciplined up to a school suspension.

5. **Unauthorized Bodily Contact (Level I, II, III)** - The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion. Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining

Level II—**Two or more students** may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm **to each other** or other persons while under the jurisdiction of the school.

Level III— **A student** may not attempt or willingly **attack another person** [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.

6. **Dangerous Activities, Weapons, Instruments and Substances**- A student may not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, or other school personnel. A student may not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon. Examples of such instruments include, but are not limited to, the following: lighters, tasers, laser pointers, mace, guns, knives, smoke bombs, martial arts instruments, any dangerous ordnance or explosive, fireworks, bullets, and/or gun powder. This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District. Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.

7. **Tobacco/Nicotine** - A student may not smoke, use tobacco/nicotine, possess, or display any substance containing tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), in any area under the control of the school district or at any activity supervised by the school district.

- Students serving as a “lookout” or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

8. **Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances** - A student may not display, knowingly possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), other pills/substances, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student may not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:

- Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
- Any substance that is represented as a controlled substance.
- Any substance other than controlled substance that a reasonable person would believe to be a controlled substance.

Consequences for violation of this policy will follow Board of Education Policy 9.11.

10. **Frightening, Degrading, or Disgraceful Acts** - A student may not engage in any act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written, verbal, visual, gestural, and/or technological means.

11. **Insubordination** - A student may not disregard or refuse to obey reasonable directions given by school personnel or substitutes.

12. **School Transportation** - All students may obey all reasonable directions given by bus drivers and comply with basic safety regulations.

13. **Dress, Appearance** - A student may not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to:

- Clothing or accessories that display **inappropriate language/graphics**, depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers. (If you are not permitted to say it, do it, or bring it to school, you are not permitted to advertise it or display it on your person, clothing, accessories or materials/possessions).
- Hats, head apparel, and hoodies must be off while in the building and school is in session. The head and face must be visible at all times. Hats/head apparel, including bandanas of any kind and coats must be kept in the locker during the school day, and cannot be carried to and from class. Hats/head apparel and/or jackets may be worn in a classroom via administrative permission.
- Spiked bracelets or necklaces or long linked chains as decorative apparel.
- Brief and revealing clothing is not permitted. All shirts/tops must touch the pants/skirts while standing with arms down. Tank tops & cut-off shirts are only permitted when/if all undergarments, back, chest & sides are covered. A tank top that meets appropriate shoulder width criteria is a minimum of 2". Tube tops, shirts with spaghetti straps, halter tops, mesh shirts (unless a T-shirt is worn underneath) or shirts that expose the midriff are not permitted. Shorts/skirts must have a minimum of a 3" inseam. Skirts need to be equivalent to the length of appropriate shorts. Shorts, skirts, and dresses need to stay at an appropriate length while walking. The overriding determination to the appropriateness of shorts, skirts, dresses and tops will be at the discretion of administration.
- Book bags, briefcases, duffel bags, lap top/computer bags, or other similar items, including purses used to carry school books, are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building.
- Any other apparel deemed as inappropriate by the administration. All dress code rules must be followed during spirit weeks/dress up days unless approved by an administrator.

14. **Tardiness** - Tardiness at the beginning of school will be handled in the attendance office. Tardies may result in a warning or after school consequences such as detentions or a week-night school.

15. Sexual Harassment - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature on school premises or off school premises at a school-sponsored activity. Sexual harassment includes but is not limited to: written, drawn, electronic or verbal comments of a sexual nature, sexual activity, repeated propositions, or unwanted body contact.

16. Violations of Directions, Policies, Rules, Etc. - A student may comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.

17. Altered or Forged Passes/Documents - A student may not alter, forge, or use a fraudulent document.

18. Public Display of Affection - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while attending a school function. Kissing, holding hands, or having the arm of one partner about the other is not permitted. Dating is a socially accepted act, but not during school hours or during school related activities.

19. Profanity/Obscene Language/Swearing - Profanity/obscene language will not be tolerated on school property. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions. Profane or inappropriate language could be written, verbal, gestures, signs, pictures, or publications, or other methods of communication with other individuals.

20. Extortion - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

21. Slur and/or Intimidation – The Middle School Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

22. Computer Technology and Network Guidelines - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement where a first offense could include termination of a student's access to the computer network and internet, and prohibition of bringing personal technology devices to school. (See Middle School Library and Computer Labs Language)

23. Academic Dishonesty - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary consequences that may be imposed. Examples of cheating are telling or receiving answers during a test or quiz, using cheat sheets during a test or quiz, giving or copying someone else's homework, or any other questionable circumstance that is determined to be cheating by the administrator. Examples of plagiarism are word-for-word copying of someone else's work, paraphrasing another person's work or in any way taking credit for the work of another person. Board of Education Procedures outline the following two guidelines in dealing with cases of plagiarism at the middle school level: a) The student must revise the assignment,

eliminating plagiarized portions and acknowledging resources used. b) The teacher may grant partial credit, depending on his/her judgment of the intentional plagiarism.

24. Bomb Threats - A student may not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

25. Disrespectful Behavior - A student may not be disrespectful toward a student, school personnel, substitute, or school visitors.

26. Failure to Serve Disciplinary Assignments - A student may not fail to serve disciplinary assignments. Failure to serve a detention may result in the following: 1st offense - weeknight school; 2nd offense - weeknight school or other appropriate discipline assigned by the principal. Failure to serve a weeknight school may result in a suspension.

27. Gang Activity - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at any FCS school or school event. Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with any gang.
- Soliciting any person to pay for protection or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
- Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
- Engaging in violence, extortion or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

28. Threatening/Intimidation – causing another person to believe that physical harm may come to them (menacing). A student may not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student may not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation may include, but is not limited to threats used to extort money or any other item of value from another student or person.

29. Dating Violence or Sexting - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Sexting is defined as possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, or inappropriate messages, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.

30. False Reporting – A student may not make a false statement, a false accusation, or provide false information that in any way that would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

31. Food/Beverage/Gum Chewing/Non-school approved items (items that may cause a disruption or mess) - Food and beverages may only be consumed during breakfast or lunch periods in the cafeteria or other areas approved by teachers or administrators. Gum chewing is not permitted on school property. Students may only bring school approved items onto school property.

32. Skipping a class - Detention(s) or a weeknight school may be assigned. This rule also applies to skipping a study hall, lunch period, assembly, or homeroom period.

33. Leaving school grounds without permission- Permission to leave the school grounds during the school day can only be given by the principal or his/her designee.

34. Unruly Behavior - Unruly behaviors includes but is not limited to refusal to comply with reasonable requests from school personnel, running in the halls, tripping other students, throwing snow/ice, horseplay, or any other behaviors that result in classroom or other school disruptions.

35. Cell phones and other personal electronic devices - Students may not use personal electronic devices in school during school hours unless authorized to do so by a teacher, in which case the item

must be stored in the student's locker and turned off. It is the student's responsibility to keep all technology in a safe location at school. Taking photos, videos, and video chats are not permitted. First offense: the item will be confiscated by a school employee and may be picked up after school by the student in the office. Second offense: the item will be confiscated and the parent/guardian must come to school to retrieve the device. Violation of these rules may result in the confiscation of the technology and other discipline as deemed appropriate by administration.

36. Sales – All fundraisers have to be affiliated with a school approved club/activity and approved by a principal. Students are only permitted to sell products that have been previously approved by a principal. Students are financially responsible for all fundraiser materials received and/or not turned in per the fundraiser guidelines.

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school during the school day, including foods sold through school fundraisers.

The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

Applicability of the Smart Snacks Standards

- The Smart Snacks standards are applicable during the school day, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available **for sale** to students at that time must comply with the Smart Snacks requirements.

Non-Violence Statement

Good conduct is based on the respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Glenwood Middle School will conform to school regulations and accept directions from school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. Glenwood Middle School will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student code of Conduct. As a member of the Glenwood Middle School community, I pledge to be respectful and kind to others, resolve conflicts peacefully, use appropriate language, and display safe and non-threatening behaviors. In order to assist me with the above, I am aware that the following resources are available to me: counselors, principal, teachers and other school employees, and mediations

Suspensions, Expulsions, and Removals – Due Process & Appeals

Due process for out-of-school suspensions, expulsions and removals will be in accordance with O.R.C. Section 3313.66. No due process guarantees are implied as to any in-school assignment. With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in O.R.C. Section 3313.664 are implied. The Superintendent may prohibit a student from participating in a particular or all extra-curricular activities independent of or in lieu of other disciplinary actions for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension may not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend school or extra-curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Administration has the right to reschedule ISA or OSS at their discretion due to calamity days or unforeseen circumstances.

APPEALS: Suspensions may be appealed. If an assistant principal issued the suspension, the appeal is made to the principal. If the principal issued the suspension, the appeal is made to the superintendent or

designee. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change, and the student may have the right to make up all work.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. The provisions of this handbook are in effect at school, on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned, in line of site of property owned, or controlled by the District. These rules also apply off school property, if the misconduct is directed at a District official or employee or the property of a District official or employee.

EXHIBIT A

JACOBS PRIMARY SCHOOL



Teacher Handbook

2019-2020

JACOBS STAFF HANDBOOK

Absences, Student

Maintain accurate records on students' attendance for your own class. It is now preferred that attendance and lunch count are done through the DASL software system. Purple attendance and lunch count folders are still provided in case DASL is not working or you have a substitute teacher. Lunch counts need to be called in to the high school by 9:45 am so it is important that this information gets to the office as quickly as possible. Use the purple attendance folder to send items to the office such as lunch monies, lunch charges, fee monies, student absence notes, and anything else that needs to be turned into the office.

When a student returns from being absent, he/she should submit a note from home to the classroom teacher. All notes should be forwarded to the office so the secretary can update the student attendance record. The notes will be scanned into the thstudents file. Students have 2 days to bring in a note to be counted as an excused absence. We will still record the note after 2 days, but the absence will be marked as unexcused. Bring to the principal's attention any irregularities in attendance, tardies, or suspected cases of truancy.

If upon returning to school the child has any limitations on his/her activities, either in physical education classes or outside recess due to illness or injury, a note **must** come from the **doctor** describing those limitations. Weather permitting, all children will go outside at recess except those with an excuse on file in the office. Children should dress appropriately for the weather conditions.

Students who miss 20 or more days in a year may be required to repeat the grade the following year (See Truancy Procedures).

Encourage good attendance as it benefits everyone.

Absences, Teachers

If a staff member finds it necessary to be absent, it is best to notify the school secretary on the day prior to the absence, if possible. If you are ill in the morning, be sure to submit your own sub requests ASAP, and before 6am through the Rehill site.

Also notify the principal, , about your absence and/or any trouble with the Renhill site via text or call.

Art

Forty-five minute art classes are taught by the art specialist. In order for the special area programs to be successful, it is important that both the specialist and the classroom teacher communicate.

Assemblies

Special programs are scheduled periodically in the gym. These programs may be purchased programs, police and fire safety assemblies, music presentations, etc. All programs are free to students. All students are expected to attend school-wide assemblies.

Students should be taken to the restrooms prior to assemblies to minimize interruptions during the program. Audience manners should be discussed prior to each program. Classes sit in their assigned assembly seating.

Awards

Students should be reinforced in a positive way on a regular basis.

Bells

Bells ring at several times during the school day on the following schedule:

- 9:00 a.m. Students may enter the building and go to homerooms
- 9:15 a.m. Morning tardy bell
- 3:40 p.m. Dismissal bell

Building Emergencies

Any emergency should be reported to the office at once. In the event that the principal or secretary is not available, report them to the Superintendent. Refer to the Jacobs Emergency Operations Plan.

Building Security

All outside doors have a video camera in place to monitor the activity. The front door will be locked and admittance will be by a buzzer and video screen to monitor visitors and personnel into Jacobs. There is also a microphone located in the ceiling in the lobby that will be monitoring at all times.

Building Security Continued

Classroom doors should be locked at all times (may remain open).

Staff members should lock all classroom windows before leaving the building. All lights should be turned out when classrooms are not in use. Check outside door if leaving after normal hours.

Building Use After School

Use of the building by citizens and teachers after 4:00 p.m. requires a building permit. This does not include individual teachers working in their classrooms.

Bus Duty and Dismissal

In the morning bus duty will be covered by available staff. Please be in front of the building from 8:50 am to 9:00 am to welcome children and parents. In the afternoon, after the bell has rung at 3:40 pm, one general education teacher from each grade level will be needed to escort walkers outside. Please stay outside and be sure to spend this time monitoring the remainder of the students as they are being dismissed.

Christmas Trees in Classrooms

Due to the fire hazard that they present, lights cannot be used on real trees in classrooms

Computer/Tech Lab

Computer/Tech Lab will continue to be a specials rotation. 45 minute classes will take place in the computer lab.

Conferences with Parents

The value of communication with parents cannot be overemphasized. The telephone conference is a convenient, yet effective, way to communicate with parents. In many cases, it is just as effective as an in-person conference. Text messages are equally acceptable if the parent is comfortable with such communication.

Often parents have a negative view of the school because teachers call or write notes home only when there is a problem. Getting into the habit of making a few calls each week to give parents some good news is a practice, which will pay high dividends for you. Also, if the time comes that you must call parents to report a problem they are usually more receptive and cooperative if you have spoken to them on previous occasions on a positive note.

You should keep a brief written report of each conference held with a parent for future reference.

Regularly scheduled parent/teacher conferences will occur in October. These conferences take place during three evening hours on specified days. Teachers should have an outline of important items prepared for each parent conference so that the conference will be productive.

Correspondence, Mass

Any bulletins or mass communications other than monthly classroom newsletters which are going home with all students from a teacher or grade level should be submitted to the principal for approval prior to sending them home. Please provide the secretary with a copy of the correspondence too. (Example: Field trip information, Day of Celebration information, etc.)

Course of Study

In order to facilitate continuity in each subject area, it is necessary that an accurate course of study be followed. The Elementary Course of Study (now called Curriculum Maps) is furnished by the Findlay Board of Education on-line. **Teachers are expected to adhere closely to the course of study and use board approved curriculum with fidelity.** To obtain the "Curriculum Map" for your grade level, go to Findlay City Schools website homepage. You will need to click on "District Information." Scroll down and choose Curriculum. On the left-hand side of the page is a list by grade level of the Curriculum Maps.

Cumulative Records

Cumulative records (sometimes called permanent records) are maintained for each pupil from kindergarten through grade twelve. The Federal Rights and Privacy Act states that the material in those records is confidential and can be released only with the written permission of a parent or with the written permission of the child if over 18 years of age. Parents must be granted the right to view the records if they so desire but

Cumulative Records Continued

the school will have a qualified representative sit with the parent to help interpret the records.

Cumulative records should be clearly inspected by teachers during the first weeks of school. Make note of students with particular learning, health problems, or court documents. Cumulative records should again be inspected during the last week of May to add or delete items as necessary to keep the records updated. Please follow the Cumulative Folder Organization guidelines. It is the Special Education teacher's responsibility to scan their students' IEP to the appropriate location to be added to the cumulative records.

Cumulative records are now kept digitally on a FCS server.

Desks, Conditions of

School desks, tables and chairs are expensive pieces of furniture and often students will absentmindedly write on them or misuse them in other ways. Try to be aware of this when it happens and help guide the students into habits, which minimize wear and tear on the furniture. It is good practice to assign each student a desk or table area for the year and make that student responsible for the desk or table area, even though others may occasionally use it during that period.

Discipline

Jacobs Primary School has a school-wide program for discipline based on Covey. Teachers will implement a positive behavior management system by focusing on students who display positive behaviors and reinforcing those behaviors. Positive behaviors are rewarded and inappropriate behaviors are recognized and addressed by reviewing the classroom rule which was violated and the completion of a classroom consequence

form. Appropriate consequences will still be implemented when necessary. The consequences are set by the classroom teacher; however, when classroom options have been exhausted, the principal will become involved. When sending children to the office, please be sure to **send a written note, or text message, explaining the reasons for their removal**. Parents should be informed of their child's behavior for the day when necessary.

The teacher/students formulate expectations for the classroom. These should be discussed with students and a copy should be sent home to the parents. They should be clearly posted in the classroom.

Our goal is to teach students to become responsible citizens and to adhere to school rules. Additionally, Findlay City Schools has a Policy of Student Rights and Responsibilities governing student behavior (Appendix B). Violation of the student discipline code should be considered as a severe disruption and should be dealt with as such.

Drug Abuse

Suspected cases of drug or substance abuse should be reported to the principal at once.

Early Release of Students

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell. Students should not be released prior to dismissal time except with permission from the office. Ask the parents to wait in the lobby until the bell rings.

Emergency Operations Plan

Emergency Operations Plans can be found in the main office, the teacher's lounge, and the principal's office.

Emergency Medical Forms

The Emergency Medical form is now a part of the Student Information form and should be included in the folder of handouts to be given to the parents to complete. This form needs to be returned as soon as possible. The emergency medical form is the most important form maintained by the school office. Forms should be taken on any field trips or events when students leave the premises.

Evaluation, Staff

The principal is responsible for staff evaluations.

Evaluation, Student

You are responsible for the evaluation of your students. Good evaluations depend upon accurate measurement techniques. Student records should be carefully maintained and reflected accurately on the student report cards. Students who have been absent should be given a reasonable amount of time to make up missed grades on either a test or an assignment. Missed marks which for some reason cannot be made up should not be averaged into the nine-week grade.

Field Trips

If you wish to go on a field trip, you must file a plan with the principal at least three weeks prior to the trip for approval. Busses must be scheduled to return to Jacobs by 2:00 pm. Field Trip Transportation request forms must be submitted 15 school days prior to the date requested. Forms are in the office. Field trips should have a definite educational objective and should correlate with a unit being studied by the class. The enrichment offered by a field trip should go beyond what would be

Field Trips Continued

possible with classroom study only. School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and go over them with the children prior to the trip. Have adult volunteers accompany the trip (one adult or more per each ten students is recommended). Written permission must be secured from parents prior to the trip. If PTO is funding any part of the field trip, a PTO Allocation request form is required to be filled out and submitted to PTO by the October meeting. PTO meetings are held at Jacobs, Bigelow Hill and Jacobs.

Films

Only G rated films, movies, and videotapes will be shown in elementary classrooms grades kindergarten through 5. Media used from television will follow the age appropriate guidelines. Copyright laws are covered under the purchase of Movie Licensing USA. This covers movies from all movies, with the exception of 21st Century Fox.

Fines for damaged textbooks

Fines for damaged textbooks are as follows:

Damaged but repairable locally	\$5.00
Damaged beyond repair	Replacement Cost
○ Pages missing	
○ Water damage	
New cover and binding needed	\$15.00
Lost book	Replacement Cost
Torn pages, ink marks	\$.50 to \$1.00 per page

Fire Drills

You should be thoroughly familiar with the routes to be used for the fire drills. They are posted on a sign near the door of each classroom. State regulations require that this sign be in each classroom.

Silence must be maintained during fire drills. Teachers are responsible for seeing that all students are evacuated in a quiet and orderly fashion. All windows and doors should be closed and all lights turned off before leaving the classroom, if possible.

Fire drills may be unannounced and may also include special circumstances (ex. blocked exits, intentionally missing student, etc.) Instructions on fire drill procedures should be given to your students by you during the first week of school.

Grade Cards

Grade cards are sent home with students on the fifth school day after the end of the grading period.

Grade Cards Continued

The third 9-week grade card will be withheld if a student has outstanding school fees.

Gum

Students are not permitted to chew gum on school grounds and/or buses, unless provided by a staff member as a reward.

Hallway Behavior

Students are to observe expected classroom behaviors while in the hallways.

Handbook

Findlay City Schools issues a Handbook for Teachers to all staff of K through 12. The handbook is now located on the web.

Hazing

State law forbids hazing in any form. Any adult in charge of a school group allowing this to happen can be held liable.

Illnesses and Injuries, Student

Students who become ill or injured in school should be brought to the clinic or office. The school nurse will be in the clinic from 10:00 a.m. to 1:30 p.m. daily. Remember, you should not administer medication of any kind to students. For your own protection, always send a note home when a child has been injured at school. The note should state what happened and what was done for treatment. An Accident Report should be completed, a copy sent home with the student, and the original sent to the office within 24 hours.

Lesson Plans

Teachers should have lesson plans completed for the following school day for all subjects prior to leaving the building for the day. These plans should be left on top of the teacher's desk. All plans should include objectives for the lesson, procedures used to teach the lesson, materials needed and assessment.

Lesson plans should give certain details which the sub may need to know such as titles of text books or supplementary books to use, page numbers, where dittos are located, etc. A simple rule of thumb to test the adequacy of lesson plans is the question, "Could a sub read these plans and know exactly what to do?" If the answer is not in the affirmative, your lesson plans are not detailed enough.

Library

Library is scheduled for each class as a 45 minute class period.

Lunch Ticket Purchase Procedure

Parents can put any amount in their student's meal account. Payment can be made on-line through EZ Pay, check, or cash. There is a no change return policy. When the student has no money, Food Service will provide three (3) entrees' and a milk per grading period. Reminder slips will be sent from the cafeteria when a student's funds are getting low. Please be sure these are sent home with the student.

Maintenance Requests

All maintenance requests should be made via the Help Desk, not directly to the custodial staff.

Medication, Administering to Students

In certain cases students need to be given medication in order to remain in school. **This will be supervised by the school principal.** Board guidelines will be followed.

- a) The nurse, principal, or designee will administer only in conjunction with the written directions of a physician on the appropriate form.
- b) A log of date and time when medication is administered will be maintained.
- c) Medication will be stored properly in the office of the nurse.

Money Handling

Under **NO** circumstances should money be left in the classroom at any time. Teachers who are collecting money for school fees or pictures, etc., should take the money with them when leaving the room. All money should be turned in daily to the office as soon as possible and stored in the safe.

Music

Forty-five minute music classes are taught by a specialist.

New Students

You will, no doubt, have at least one new student come into your room some time during the school year. New families move into the district frequently. A personal letter from you to the parents after the student's first day of school can be worth more than you can imagine to make them feel "at home." When a new student arrives, be sure to complete all necessary assessments within 30 days of their arrival.

Parties

You may schedule room parties with the children prior to Halloween and Valentine's Day. These are typically discussed in Building Council.

Personal Days

Teachers are allowed three personal days. If your request for a personal day falls between the first two weeks of the first day of school for students and two weeks before the students' last day of school, you will need to write a letter to the superintendent requesting this time off. It is **best** not to wait till the last minute to request a personal day during this time frame. You are responsible for keeping an accurate record of what days you have available. The 10/10 rule for the beginning and end of the year will be enforced on a strict basis at the superintendent's office.

Physical Education

Forty-five minute physical education classes are taught by a specialist. Again, strict adherence to the schedule, as well as accompanying your students to and from class, is a necessity.

Pictures

Individual pictures are taken during the school year. Information is distributed well in advance to be sent home with students. When paying for pictures, parents should make checks payable to the photography company, not the school. If the check is for more than one student, that check should be sent to the office. For our fall pictures we will have two photographers scheduled to take pictures. Hopefully, this will help get the students pictures taken before noon recess.

Playground/Recess

When you take your class out for recess, you are responsible for the students. You should be in the playground area where your students are playing.

Teachers may agree to share recess monitoring duties by taking turns. However, in cases where a recess is not covered, the homeroom teacher is responsible for any accidents or injuries that occur as a result.

Students should not be taken outside for recess when the weather is too cold, when it is raining, or when the play area is muddy. If the gym is in use, the recess break should be taken in the classroom, and the teacher should monitor the students.

No recesses should be scheduled between 10:50 a.m. and 1p.m.

Praise

To a student, sincere praise is the most valuable gift that you as a teacher can give. Studies have shown indiscriminate or insincere praise is detected by students and is ineffective. Please use positive praise when appropriate.

Professional Appearance

As educators, how we dress sends a message to our parents and community. Dressing appropriately inspires confidence in us as professional educators and sends the message that school is important. Our attire reflects not just ourselves, but also our colleagues, building, and school district. Our dress should convey our status as licensed professionals.

Promotion/Retention Policy

Students who successfully complete the requirements for their grade level during the school year are promoted to the next grade. In cases where the student has not completed the requirements, the teacher may recommend that the child be retained in that grade for an additional year to gain the necessary skills for success in the next grade. This must be approved by the principal after a meeting with the parents, teacher, counselor, principal and other appropriate personnel. If retention is determined appropriate, complete the Retention Recommendation Letter.

Psychological Services

Occasionally, it may be necessary for you to request a consultation with the school psychologist. Consultation forms are completed via the FCS website. Before talking to parents, see the principal for instructions. It is most important that the proper procedures, including the RTI process, be followed in such an instance.

Purchases

Purchases of classroom supplies are made through the office. Teachers should submit requests to the principal along with the catalog, date, page number, cost, shipping and handling, etc. Teachers should fill out a requisition form located in the office for all orders. The requisition is sent to Purchasing so make sure the requisition is legible. A purchase order must be in place before any money can be spent. Teachers cannot be reimbursed for purchases that are made without proper processing. Teachers may track their classroom allotment for supply and fee monies via the Google Sheet shared with each teacher.

Release of Students From School

Students may be released from school prior to regular dismissal time for such reasons as illness, dental appointments, funerals, and trips with parents, etc., if the student brings a note from home or the parent calls the school.

Unexpected requests to release a student from school such as student illness or a parent or relative appearing at school to take the student for any reasons should be referred to the principal. The student should not be released except through the office.

Rooms

Attractively decorated classrooms are more enjoyable for children. As a guideline, at least half of the decoration should be children's work.

You are expected to share in the responsibility of maintaining the safety and good conditions of the classrooms. A good policy is to have children rotate weekly duties in room cleanup. Windows and doors should be closed and locked when you vacate the rooms after school. All student chairs should be placed upon the tops of the desks so that custodians can sweep floors. Students should pick up pieces of paper and other objects from the floor before dismissal.

Safety of Students

You are legally responsible for the safety and well being of the students in your custody. Therefore, never allow students to be unsupervised in class or other areas and be certain to have a fellow teacher monitor your youngsters upon your absence from the room. Also, make frequent checks to insure that no unsafe conditions exist in your classroom.

Schedules

The smooth operation of any school depends, in large part, upon adherence to pre-determined schedules. Such things as teachers arriving at school on time, getting students to special classes, and being there to pick them up on time will make the entire day run smoothly for everyone. The office should have a copy of your classroom schedule by the beginning of the third week of school.

School Visitors

The Ohio Revised Code requires that all school visitors report to the office immediately upon entering the building or school grounds. Teachers observing strangers in the building or on school grounds should direct them to the office. All parents, guardians, or visitors coming to your room, for any reason, must have a Visitors Pass in hand. Return the passes to the office.

School Closings/Delays

Inclement weather in Ohio occasionally causes schools to be closed. Listen to local radio or TV stations beginning at 6:00 a.m. for details. The district's website contains information on school closings and delays, and you can sign up to receive the district text's alert.

Special Education

Jacobs Primary houses several special education classes. The process for placing students in these, as well as other classes, is complex and involves many personnel including the classroom teacher, principal, and psychologist. If you have concerns regarding a student's academic abilities, collect data reflecting their performance, and refer the student to the RTI team.

Special Education Continued

Do not advise parents that "you think the child has a learning disability," or that "you think special education is necessary for their child."

Staff Meetings

Staff meetings will be held once a month before school begins unless notified. Teachers are asked to be prompt in arrival for staff meetings so that they may begin on time.

Student/Parent Handbook

Teachers should read and familiarize themselves with the information in the Student/Parent folder at your earliest convenience. This publication is distributed to parents or given to children to take home during the first week of school.

Substitute Teachers

Occasionally, teachers are forced to miss school due to illness or personal reasons. When this happens, it is extremely important that detailed lesson plans are left for your substitute teacher. In addition, teachers are asked to maintain a "Sub Folder" in the office, which contains information of value to substitute teachers, and should include:

- a) current seating charts
- b) list of procedures such as lunch money, attendance, etc.
- c) list of helpful and trustworthy students
- d) list of potentially troublesome students
- e) list of students with special needs
- f) daily schedule
- g) name and location of nearby staff members and other information which would be useful to your substitute teacher

Supplies

The office stocks certain classroom supplies such as chalk, tape, staples, paper clips, etc., in the copy room. Construction paper and art roll paper are kept in the teachers' lounge. Submit other requests to the principal for consideration. Let the office know if any supplies are running low.

Tests, Standardized

Standardized tests are administered by classroom teachers at various times throughout the school year. The individual results are entered on the cumulative folders and class results are shared with staff on the appropriate sheets.

Textbooks

You should maintain an inventory of textbooks. Be sure to explain to students that they must return the exact book issued to them at the end of the year. Make careful note of the condition of books when issued. Fines for damages or lost books will be issued.

Title IX

Findlay City Schools are in compliance. See the principal for procedures and forms.

Tornado Drills

Review Findlay City Emergency Procedures/Crisis Management Plan.

Tornado drills will be practiced once a month in conjunction with the city horns. The procedure for these drills will be practiced during the first few weeks of school by having students walk through a drill. Silence must be maintained during a tornado drill.

Unattended Rooms

DO NOT leave students in classrooms unattended except in an emergency. If you must leave the room, ask another staff member to monitor for you and notify the office immediately. You are responsible for the safety of the students in your room.

Unsatisfactory Reports

If a student is in danger of failing or not meeting the expected benchmarks, parents must be notified mid-way through the grading period by an Interim Report. Phone calls personalize the situation, but make sure to document via a phone record. Let the principal know the students who receive an Interim report.

Vacation Requests, Student

Occasionally, parents request that students be taken out of school to go on vacation with parents. Teachers should arrange for students to take any routine work with them. All other work should be assigned upon return and a reasonable timeline established to finish it.

Vandalism

Be on the lookout for incidents of vandalism and report incidents to the principal. If possible, witnesses should be secured when making such reports.

Volunteers, Parent

Use of parent volunteers for classroom work is encouraged and should be arranged by teachers. Volunteers must be visible to the staff when volunteering. The office should be notified of the volunteer's schedule once it is established. Beginning this school year, volunteers may be required to have a background check in order to work with children. Please see the office for procedures. All volunteers must sign in and obtain a visitor's badge in the main office.

Windows

All classroom windows should be closed and locked before you leave your room at the end of the day.

Workday, Length of

Teachers should be in the building no later than 8:00 a.m. and in their classrooms no later than 9:00 a.m. School officially begins for students at 9:15 a.m. and lasts until 3:40 p.m. Teachers are expected to work an eight-hour day. (8:00 a.m. to 4:00 p.m.)

Jefferson Elementary School

2019-2020



"Teachers who put relationships first don't just have students for one year; they have students who view them as 'their' teacher for life."

-Educator Justin Tarte

Jefferson Trojans Make a Difference!

The 7 Habits® Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

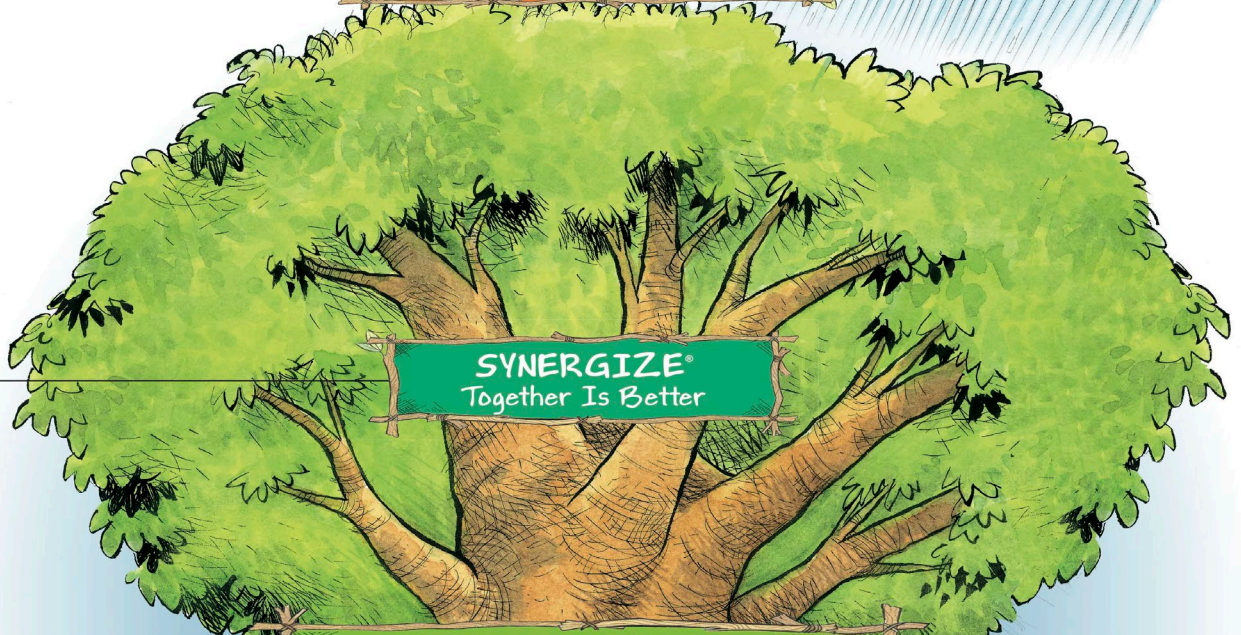
Habit 7



SHARPEN THE SAW®
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6



SYNERGIZE®
Together Is Better

Habit 5

**SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD®**
Listen Before You Talk

Habit 4

THINK WIN-WIN®
Everyone Can Win

START WITH YOU

Habit 3

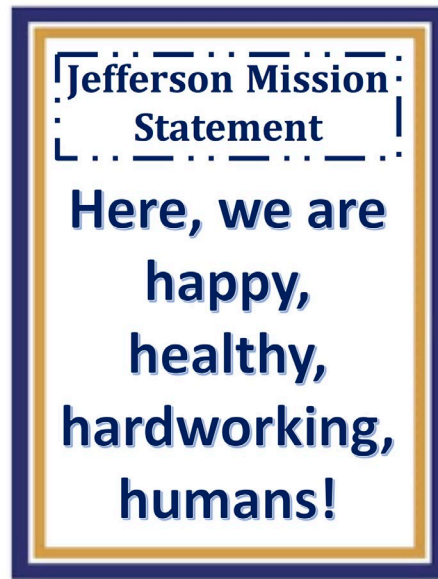
PUT FIRST THINGS FIRST®
Work First, Then Play

Habit 2

**BEGIN WITH
THE END IN MIND®**
Have a Plan



Mission



Vision

As a learning community we will:

- *Take pride in ourselves, school, and community.
- *Unite to show respect and belief in ourselves, school, and others.
- *Challenge ourselves to reach individual, academic, and personal potential.

Strategies

- *Share the expectations and process of Leader In Me with students and parents.
- *Teach The 7 Habits
- *Teach and model expected student behavior.
Focus areas: Arrival, Lunch, Recess, Bathroom, Dismissal
- *Participate in Service-Learning projects
- *Develop Leadership roles and groups with student input
- *Regular communication between Jefferson and Chamberlin Staff
- *Implement consistently - Lighthouse Team(BLT), TBT's, Building-Wide schedule, Curriculum mapping/schedule, Core++ Model
- *Implement Common Core, RTI practices, Differentiation, Marzano strategies
- *Collect and analyze data on academic and behavioral progress as determined by district, Lighthouse Team, and TBTs.

The Mission, Vision, and Strategies are developed and will be pursued as expected in conjunction with or aligned to the current Findlay City Schools Strategic Plan as approved by the FCS Board.

TEACHER ABSENCES - ILLNESS

*Please access Renhill to report your need for a sub @ <http://www.renhillgroup.com> or call **1-800-776-8722**. Please let me know you have requested a sub so I can watch for the opening to be filled. (or) *Call or text me between 6:00-6:30 a.m., or the prior evening until 10pm. (419-722-6986). If you do not get a response from me please call or text Sue Mason at (419-348-3824)

*The earlier you can enter your absence, or let me know, the greater chance for a substitute for your classroom!

Adequate plans for the next day should **always** be available in the Plan Book when a teacher leaves the building at the end of the day. Also, the Daily Schedule and Seating Chart should be available.

SUBSTITUTE FOLDERS

Your sub folder can be rated anywhere from “of great help” to “absolutely useless” by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be placed in a manila folder and attached to your plan book.

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for “Housekeeping” Activities
 - a. lunch money
 - b. money for instructional fees
 - c. attendance
 - d. pledge
 - e. notes from home
 - f. late student arrivals
 - g. requests for early dismissal
 - h. hall and/or playground supervision duty
4. Procedures
 - a. fire drills
 - b. tornado drills
 - c. use of bathroom/drinking fountain
 - d. use of supplies
 - e. use of room equipment (pencil sharpener, learning centers, etc.)
 - f. use of playground equipment
 - g. use of Library
 - h. lunch line and lunch recess
 - i. students going to the Office to use the phone
 - j. students going to purchase supplies in the morning
 - k. entering and dismissal procedures
5. Information about students who:
 - a. are on medication from the Nurse’s office
 - b. are behavior problems and the best way to deal with them
 - c. have learning problems and how to react to them
 - d. are helpful and trustworthy to a substitute teacher
 - e. have special health problems or needs and how to handle these needs
6. Behavior Rules for the Classroom
7. Location of Needed Materials (teacher’s editions, paper, etc.)
8. Names and Room Numbers of Team Teachers at your grade level
9. “Emergency” suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

OTHER THAN ILLNESS

The procedures for personal leave are outlined in the Master Contract. Professional leave opportunities are made available to staff throughout the school year. Teachers should fill out forms and contact the Principal for personal and professional leave approval.

STUDENT ABSENCE

Absence & Tardiness It is now preferred that attendance and lunch count are done through the DASL software system. Paper attendance and lunch count folders are still provided in case DASL is not working or you have a substitute teacher.

Parents are to call or send a note if a student is to be absent. If they do not, the Office will try to call them. Please be mindful of students who have been absent. Parents have **two** days to turn in an excuse note. They have to turn in a note even if they call their child in as being absent. We will except late excuse notes as well. **Send these notes to the office ASAP.** Any pattern or trend in absence or tardiness should be reported to the Office. (Ten days constitutes as excessive.) Truancy should be brought to the attention of the Principal and it will be investigated at once.

Students needing to leave the building during school hours must be picked up by an adult in the Office. Teachers should send students to the Office, along with a note for early dismissal from a parent, before the time requested to leave for appointments. Parents are asked to sign their children out for early dismissal. **Please send notes down with the Attendance Folder.**

STUDENT VACATIONS

Vacations are considered an absence of choice rather than necessity, and the teacher has options in assigning make-up work. Assignments do not have to be given until the student returns from vacation. Teachers should use their professional judgment in determining the extent and type of make-up work to be assigned to the student.

ILLNESS AND INJURY STUDENTS

Students who become ill at school should be brought to the Nurse's Office by the teacher or sent with a note of explanation. Students with a temperature of 100 or vomiting are sent home. A parent must be contacted to come to the school and pick up the student. Students are not to be left unattended in the Nurse's Station or classroom. Students are **not** to administer first aid to another student.

If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report.

In case of an accident, seizure or fainting spell on the playground or in the classroom:

- 1. An adult must stay with the child**
- 2. Send for help. Notify the Nurse or Office**
- 3. Follow first-aid procedures**
- 4. Check the Emergency Procedure card in the Office and check the authorization form**
- 5. Make out an accident report - Forms are available in the Office**

TEACHERS If injured on duty, the Staff needs to make out a Personnel Injury Report and notify the Office

TONE/BELL SCHEDULE

- 9:00 a.m.** -- Arrival of Students/Enter Building
- 9:15 a.m.** -- Students in Homeroom
- 3:40 p.m.** **Students are dismissed**

CELL PHONES are not to be used for personal use during normal student contact hours. If you have good reason to have your cell phone on, please communicate it through the Office.

CHILD ABUSE

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that teachers are **required** to report any suspected child abuse. In order to further facilitate child abuse reports, teachers who suspect child abuse or neglect must inform the School Counselor. It is up to the teacher discretion if they inform the Principal. Children's Services is required to investigate any reported child abuse with 24 hours of the report.

HB278 requires all certified staff members must have received training by 3/30/09. Please let Kim know ASAP if you have not received this training.

CLASSROOM SUPPLIES

Supplies- Workroom

Please notify Sue Mason with a note, ***with your name on it***, when supply is low for any items stored in cabinet- **Workroom**. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. **DO NOT REMOVE BINDER, ELECTRIC STAPLER OR ELECTRIC PENCIL SHARPENER WITHOUT LEAVING A NOTE IN ITS PLACE ON ITS LOCATION.**

COMPUTER USAGE

The laptop cart is part of the specials rotation. Students are to work on educational programs during this time. If you would like to have your students work on the laptops outside of specials, please sign up for a time. Most of our software is network based. Please follow guidelines for each network software program.

CONFERENCES WITH PARENTS

The value of communication with parents cannot be over emphasized. The Telephone Conference is one way to communicate. However, parents may have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a few calls each week to give parents some **good news** is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, parents are usually more receptive and cooperative if you have spoken to them previously on a positive note. If you are ever worried about making a negative phone call or the outcome of a phone call, please inform the Principal ASAP to help assist.

This same concept is import for Administration also. Contact logs for positive phone calls will be made available to teachers through the Principal. If you have a parent that you feel should get a follow up call for any reason, especially positive, please let the Principal know in writing (email or note in mailbox).

If the need should arise for a person-to-person Parent/Teacher Conference, feel free to rely on the Principal to help plan a conference strategy or sit in on the conference if you wish.

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox to call the parent to set up a Conference.

Three regularly scheduled Parent/Teacher Conferences occur in the fall, one in the spring. Teachers should prepare for each Parent Conference so that the Conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. Conferences for

the 2019-2020 school year are now determined by the district office for consistency across the district.

- Fall Conferences: **Tuesday, October 8 – 4pm to 8pm**
Thursday, October 10 – 4pm to 8pm
Thursday, October 17 – 4pm to 8pm
- Spring Conferences: **Thursday, February 6 – 4pm to 8pm**
- A brief written report of each conference held with a parent should be kept for future reference.

COPY MACHINE

The copy machine is for the use of Staff Members. Cooperating Teachers are responsible for training Student Teachers & Volunteers to use the copier, and for approving any copying done by Student Teachers. **Use of the machine is limited to materials that directly benefit Jefferson Students.** Use of the machine by those other than permanent staff members and student teachers must be approved by the Principal. Please be considerate of what you are printing.

CONSULTATION AND TESTING REFERRAL

Follow the District Flow Chart For Behaviors

The Jefferson Response to Intervention Team is a school based problem-solving group whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. This team seeks ways to maximize the use of available resources.

Goals

A Teacher Intervention Assistance Team serves as a way to address acknowledged instructional problems, and they have the potential to:

- Enable the school district's instructional program to meet a broader range of pupil needs
- Offer structured support and assistance to teachers
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills
- Reduce the number of inappropriate referrals for Multi-Factored Evaluation
- Employ group problem solving processing to solve problems
- Serve as an impetus for teacher growth
- Refer students for further evaluation

Members

The following are members of the Teacher Intervention Assistance Team or SAM:

- Principal
- Teachers making referrals
- School Psychologist
- Intervention Specialists as needed
- School Counselor, as her schedule allows

PSYCHOLOGY SERVICES

If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the Principal. The school psychologist is a member of the Jefferson Intervention Assistance Team and participates in activities to assist students and teachers including testing referrals made from the Jefferson Team Assistance meetings.

For behaviors **Follow the Districts Flow Chart**



A Teachers Guide to Helping a Behavior Student

1. Review the student's Cumulative File
2. Contact previous teacher for background information
3. Contact the Principal to inform them about your concerns
4. Consult with the School Counselor if there is known trauma (in person, via email, or written note)
5. Contact the students parent and discuss your concerns
6. Start ONE Behavior Intervention that must be in place for at least TWO weeks focused on ONE specific behavior
 1. Positive Reward Chart (sticker, stamp, dots), Behavior Contract, S-Point Scale, Sensory Breaks (thera-putty, Fidget, frequent breaks, seat disks, physical exercise)
 2. Include Student driven Rewards (Reward Menu)
7. After TWO weeks, if the Behavior Intervention is showing no gains, fill out a Request for, Consultation Form that is pink and can be found in the School Psychologists mailbox

Compliant Parent

- Signs Documentation, Open Communication, Follow through with recommendations

-With Signature, School Psychologist will observe & complete a FBA for the student.
-The team (Teacher, School Counselor, Principal, School Psychologist) will create a formal BIP.

Non-Compliant Parent

- Does Not Sign Documentation, Refuses permission, Doesn't follow through with Clinical Counseling

-Request Small Group or Individual Counseling with the School Counselor
-After 6-8 School Counseling Sessions, the student may be referred to an outside agency for Clinical Counseling. If referred and the Parent is Non-Compliant, the School Counselor may continue to work with the student.

-Without Signature, the team (Teacher, School Counselor, Principal, School Psychologist) will create an informal BIP.
-Informal Observations can be requested from the School Counselor.

CUMULATIVE RECORDS, ASSESSMENT FILES, TESTINGWERKS

Cumulative folders are kept on the district server.

Each staff member is responsible for student assessments and data. TestingWerks (or other district recording software) should be kept current and complete. It is important to note interventions and other services, as well as annual data.

CUSTODIAL SERVICE

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Please stack chairs or place chairs on tables. Any teacher who has an additional need of Custodial Services should **put the request in writing** and give it to the custodian or place in mailbox. Please be aware that classroom teachers must clean after classroom pets.

ROOMS (PHYSICAL CARE)

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed when you vacate the rooms after school and blinds adjusted. All student chairs should be placed upon the tops of desks or stacked so that custodians can sweep the floor.

Students should pick up all pieces of paper and other large objects from the floor before dismissal.

If your room is either too hot or too cold, please report the problem to the Office. Every effort will be made to remedy the situation.

DETENTION OF STUDENTS

Parents must be notified **in advance** if a student is going to stay after school for a detention, make-up work, or recreation. The amount of time for staying after school should be explained specifically to the parent. Lunch recess detentions for students, may be done by the teacher, if they desire. Teachers are to complete proper forms and the principal or other adult determined by administration will supervise the children.

DISASTER PLAN

Please be sure your emergency information is current and posted in a visible location. Please keep a current class list in the folder.

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

Emergency Procedures-quick summary:

Fire-exit building

Disaster/earthquake/tornado-take cover away from glass and wind

Chemical spill-close windows/doors, remain in rooms, leave main phone

open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth

Gas leak-call Fire Department, leave building

The alternative signal in case of a power failure will be a whistle or bull horn.

LOCKDOWN LEVELS

Level 1:

****An external issue exists and we are being cautious.**

Close doors. Continue teaching. You may leave classrooms to change for specials or use restrooms. No admittance to or exit from the building.

Level 2:

****An issue exists that could affect us and we are prepared. This may include a medical emergency, or a volatile student and/or visitor.**

Close doors. Install THE BOOT. Continue teaching. No one is to leave the classroom. Monitor emails. Report students that are missing from the classroom. Be prepared to take further actions.

Level 3:

****There is an immediate violent threat in the school.**

Follow ALICE procedures. Get out of the building if possible and go to rally points. If you cannot get out - Doors shut, Lights out, THE BOOT is installed, Gather information, Listen, Assess. Prepare for FIGHT or FLIGHT.

Please refer to our Emergency Operations Plan for a detailed report.

DISCIPLINE PLAN

Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and involve parent contact. The principal should be included in this plan, but thought of as the “last resort”. Follow the Behavior Flow Chart before sending students to the office. Obviously, there are some behaviors that require the immediate attention of the principal and I will fully support you in those situations.

DRESS CODE

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students.

DUTY SCHEDULES

Duty schedules (bus, hallway, recess, cafeteria) are posted at the beginning of the year. It is your responsibility to trade days to cover your duty if you are not available. If the bus is late, they will be called to a central area where they will be supervised by the principal or other designated staff member.

EARLY RELEASE OF STUDENTS

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell tone. Students should not be released prior to dismissal time except with a signed release form from the Office or call from the Office.

EMERGENCY MEDICAL FORMS

Emergency medical forms and parent contract cards are issued to students during the first week of school and should be returned **as soon as possible**. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

EVALUATION

(See Teacher's Contract)

The Ohio Department of Education has now adopted the OTES model for evaluations. All teachers will now be evaluated using this model, and will receive two formal observations each year. More could be determined by administration if deemed necessary. Each observation is to be 30 minutes in length and include a pre and post conference. There must be a total of 3 weeks between formal observations, and teachers can request additional formal observations if they feel necessary. Walk throughs may count toward evaluation and can range from 5 – 20 minutes. Principals must complete no less than 5 walk throughs a year, with no less than 1 walk through per nine weeks on each teacher.

EQUIPMENT AND MEDIA

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed.

LAMINATOR

For maximum safety, do not leave the laminator unattended. Also, turn off the switch when the machine is not in use. **Students are NOT to use the laminators. Please do not leave the**

laminator unattended when it is turned on as this causes damage. Notify office when film is low. DO NOT RUN ALL THE WAY OUT!!!!

FACULTY MEETINGS

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year. I will try to keep the meetings as brief and focused as possible. Please read our "Dates to Remember", and other staff notes as they come out. Help each other remember the important things that are going on at Jefferson and within the district!

FIELD TRIPS

Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. A field trip is defined as anytime students are taken off school grounds.

(See Field Trip Guidelines for approved trips and procedures.)

School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students if possible). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of **any** Lunch changes or needs.
10. Take attendance **prior to leaving & before departing for home!**

FIRST DAY OF SCHOOL

The class lists of students will be posted at each entrance before school opens. There are new pupils and forgetful ones, so we will have a number of staff and volunteers at the entrances to take such children to the right room.

1. Be sure to have a list of your pupils posted outside the door.
2. Take **NO OTHERS** into your room **UNLESS** they can present an admission slip from the Office.
3. Review Jefferson procedures with students on the first day of school.

Mrs. Plesec & Mrs. Hunt will visit each classroom within the first week to help set expectations for the school year.

GRADE BOOKS

Accurate 9 week records must be kept up to date for each student. You are responsible for keeping your classroom data for an advised 5-year period.

GRADE CARDS

Grade cards are issued approximately 5 work days after the end of the grading period. All final grade cards at the end of the year should be given to Mrs. Mason to scan into their cumm folders.

9-Week Grading Periods End:

October 30, 2019

January 14, 2020

March 18, 2020

May 21, 2020

Progress Reports/Grade Cards Sent Home

November 6, 2019

January 21, 2020

March 25, 2020

Will be mailed several days after May 25, 2020

Specialists will use Progressbook that coincides with homeroom teacher grade cards.

I.D. BADGES

Identification Badges must be worn by all adults in the building at all times. This includes visitors and student teachers. Please let the principal know if a student teacher does not have an identification badge from their University. All staff members must have I.D. badges on at all times for the safety and security of the students at Jefferson. If a staff member notices an adult in the building without a badge, please stop the adult and ask them if they have signed in yet with the main office. We appreciate everyone assisting with this.



KEYS

Teachers are assigned room keys and exterior door FOBS; they will be responsible for the keys while employed at Jefferson. If for some reason you have additional keys other than assigned room keys and an exterior door FOB, please turn into the building principal.

LESSON PLANS

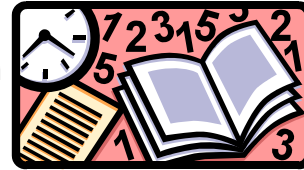
Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans “shall give direction for instruction and implementation of the course of study.” Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day’s lessons. Lesson Plans should always correlate to the standards. **(Let your assessment drive your instruction.) Findlay City Schools Course of Study Curriculum Map should be followed as well.**

Teachers should have the next day’s lessons plans completed for all subjects **prior** to leaving the building. Teachers should take plan books home **only** if the next day’s lessons are left on top of the desk, clearly marked “lesson plans,” or if, you can have someone deliver your plans to the school at least one hour prior to starting time. A **seating chart** should be completed and up-to-date for each class.

Principals will be periodically reviewing lesson plans during walk throughs. Please be sure your lesson plans are easily accessible to avoid disruption of your instruction.

LESSON OBJECTIVES should state:

1. The learning to be achieved (*objective stated*)
2. What the student will do to show learning (*activities*)
3. Materials to be used
4. How well students should perform (*evaluation*)
5. Student assessment should drive our instruction



LOST AND FOUND

The Lost-and-Found is located by the office. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. **Urge** your students to put their **names** on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the “lost-and-found” before the morning tardy bell or at lunch.

LOUNGE/WORKROOM

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerator need to **check it often for old food**.

LUNCH/RECESS TIME PERIOD: RULES AND DISCIPLINE

Through the efforts of the Monitors, Principal, and School Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

Teachers please do the following:

1. Discuss lunchroom rules with your class
2. Walk students to the recess line
 - a. If a student is serving a consequence at recess (walking), a note including the students name and length of time needs to be handed to the monitor
3. See that all students come to the recess properly dressed to go outside
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. **It's important to be on time.**

Students should not return to their classrooms during the recess/lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. **The monitors and/or the Principal will handle lunch-time problems.**

The restrooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.

Outdoor Play Guidelines For Lunch

P.E. And Classroom Fitness:

Students are to come to recess each day properly dressed to go outside. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

1. All students go outside unless they have a note from a parent or teacher which limits their activity
2. When the weather is below 20 degrees F and/or the wind is over 20 M.P.H.

Noon Time Rules

1. Use good manners.
2. Walk
3. Raise your hand if you need the monitor

Outdoor Rules:

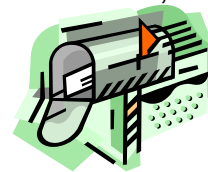
1. Balls, jump ropes and sport equipment are available from the monitor. (Toys and/or radios are not to be brought to school.)
2. Stones and snow are to be left on the ground.
3. When staying in at noontime due to bad weather, you are to be seated in your classroom with quiet activities.
4. Food is not permitted on the playground area, because of the possibility of choking and for playground cleanliness.
5. No contact sports.

Monitor Procedures

Steps:

Monitors' procedures for students breaking rules:

1. Verbal warning and explanation is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone or seated on playground.
3. Minor behaviors are then communicated to the teacher.
4. Students are referred to the **Principal**, with a written Discipline Record, for severe and persistent behavior problems.



MAILBOXES

Each staff member has a mailbox in the Office. Please check your mail in the morning, lunch, during specials, and after school.

MAINTENANCE REQUEST

All maintenance requests should be made by filling out a request on the website. *Maintenance Work Order Form* under Staff- electronic forms.



MEDICATION FOR STUDENTS

The school nurses will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. The Nurse, the Principal, and Office Staff can administer medication if the proper permission forms are completed. **A copy of the blue medication permission form is to be given to the Nurse. Teachers may keep the original in your room. When the Nurse is gone, the principal or secretary may give the medication.** Teachers are encouraged to keep some Band-Aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Jefferson will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

Money Collection

*****Accuracy** of your records is very important. **Your fee class list is an important record of fees paid for the whole year. BE CAREFUL!!!**

1. Send any money collected to the Office between **9:05-9:35**.
2. Accept money **only** from students in your homeroom.
3. **Family checks** for more than one student should be sent to the **Office**. When you are notified of a payment, write **"Paid Office"** and the **amount and date** by the student's name on your class fee list.
4. Send the form provided with any money you send to the Office.
5. On your class fee list, list **student's name** and **the amount paid** and **date** in the appropriate area. (Important, especially at the beginning of the school year.)
6. **Send receipt home.**
7. Fee collection deadline is at the end of the second full week of school.
8. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.

POST IN EACH CLASSROOM

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class rules
4. School rules (with Color Stick Expectations)
5. Class Mission Statement
6. Behavior Flow Chart



PTO

Updates will come as given to Principals. I would like one teacher representative at each monthly meeting. Please let the principal know who will be attending and how a rotation might best meet your grade level team needs. This year, PTO will give each grade level \$350.00 to be spent how the grade level decides. It can be used for field trips, film developing, etc.

PROFESSIONAL DRESS

As a licensed professional, we should dress as professionals. Fridays will be casual dress day if wearing blue and gold Trojan clothing.

PURCHASES

Make the principal aware in writing of equipment needed. See the office secretary to order classroom supplies. Under no circumstances are any materials, field trips, speakers, etc. to be ordered or scheduled until a purchase order has been processed. However, because of limited dollar amounts, please be proactive and use a purchase order when pre-planning can take place. Remember to tell the sales clerk of tax exemption and do not pay any sales tax. It will be charged to the office. Return all sales receipts in a timely manner.

An Allocation Form must be submitted for purchases made by PTO prior to the purchase and given to the principal to take to the next scheduled PTO meeting.

SAFETY OF STUDENTS

Teachers are responsible for the safety and well-being of students. Make frequent checks of your classroom to make sure that no unsafe conditions exist. Report any problem areas to the principal.

SCHOOL DAY

Students not riding a bus should arrive at school no sooner than 9:00 a.m. School begins at 9:15. Dismissal of all regular students is at 3:40 p.m. Students should leave the school grounds upon dismissal, unless involved in an extra-curricular activity/club.

SCHOOL VISITORS

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

STUDENT/PARENT HANDBOOK AND TELEPHONE DIRECTORY

Teachers need to familiarize themselves with the information in the **Student/Parent Handbook**. These publications are sent home with students early in the school year.

STUDENTS AS HELPERS

Students should only move classroom items that cannot cause injury. If students are used to move furniture or audio-visual equipment:

1. They should be supervised
2. The teacher should examine the activity to foresee any chance of injury.
3. Proper instructions should be given.
4. Students are not to move television sets.

STUDENT TEACHERS

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Jefferson teachers are always ultimately responsible for Jefferson students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.

3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Jefferson students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.

STUDENT SUPERVISION

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students ***to and from*** the special classroom, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

SUPERVISION PROCEDURES

Early Supervision

Teacher volunteers should help to discourage the early arrival of students. Early supervision will be 9:00 and 9:15 a.m. the first week of school, and other days at random or as directed by the principal.

Students arriving too early may have a notice sent to parents about the early arrival. However, it is better to have them here at school, then running around the neighborhood.

Morning Supervision

Students are to enter the building beginning at 9:00 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

Afternoon Supervision

Students will wait in classrooms for their bus to be called. Teacher's without a homeroom will receive a schedule when they have car duty along with 1 classroom teacher.

Playground Supervision

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building
2. Watch for safety hazards
3. Be available in the case of accidents or disagreements
4. Help students line up
5. Fill out an Accident Report should an injury occur. (Office has form)

TEACHER SUPPLIES

General teacher supplies including chalk, tape, staples, paper clips, tape, etc. are in the teacher workroom.

TEACHER'S HOURS

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal.

If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out/in in the Office.

TEACHER ASSISTANCE

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, a contact should be made with the school principal. Each building has its own unique process through which teachers may get assistance. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential. **YOU CAN MAKE THE DIFFERENCE!**

TEXTBOOKS

When texts are issued, have students examine them for existing damage. Make a note of the damage with your initial and the date inside the front cover. At the end of the school year reexamine the book and assess fines for any additional damage. Be certain that students understand that they must return the exact book issued or they will be charged for a lost book.

Fines for damaged or lost textbooks is as follows:

- Damaged but repairable locally \$6.00
- Damaged beyond repair Replacement cost
 - pages missing
 - water damage
- New cover and binding needed \$18.00
- Lost book Replacement cost
- Torn pages, ink marks \$.75 to \$1.25 per page

TRANSFER OF STUDENTS

When a student withdraws from your classroom, follow these procedures:

1. Make out a transfer form. **Include test results, reading level, the name of the current reading series and competency results.**
2. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, place it in the permanent folder.
3. All information should be brought up to date in the permanent folder. Days due and days absent for the **year to date** should be recorded with the school and the teacher's name. Significant anecdotes and grades should also be placed on the folder.
4. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
5. Notify the special teachers and counselors if the child attends these special services.
6. Forms to be completed within 72 hours.

VIDEOS - Use in Elementary Classrooms

Board Policy 8.1

Administrative Procedure

ONLY "G" rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5th.

Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated "PG".

VOLUNTEERS

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that “extra help” can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Jefferson students and activities in the community. They are here to help the children’s self-esteem and learning.

NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.

Inquiries concerning the application of this policy may be referred to the Superintendent.

**Chamberlin Hill
&
Jefferson Primary**



**Parent Handbook
2019-2020**

*Jefferson Office – 419-425-8298
Chamberlin Hill Office – 419-425-8328*

August, 2019

Dear Chamberlin Hill and Jefferson Families,

The Chamberlin Hill & Jefferson Handbook provides information for parents and students. A clear understanding of its contents will ensure a better school experience for our students.

Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.

It is essential that parents review this Parent Handbook and discuss it with their children. An ongoing open system of communication between the home and the school is a crucial ingredient to a meaningful educational experience for your children. Remember that this is your school and you are always welcome here.

Yours in Education,

Lyndsey Stephenson – CH Principal

Kim Plesec – JE Principal

The 7 Habits[®] Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW[®]
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE[®]
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD[®]
Listen Before You Talk

Habit 4

THINK WIN-WIN[®]
Everyone Can Win

START WITH YOU

Habit 3

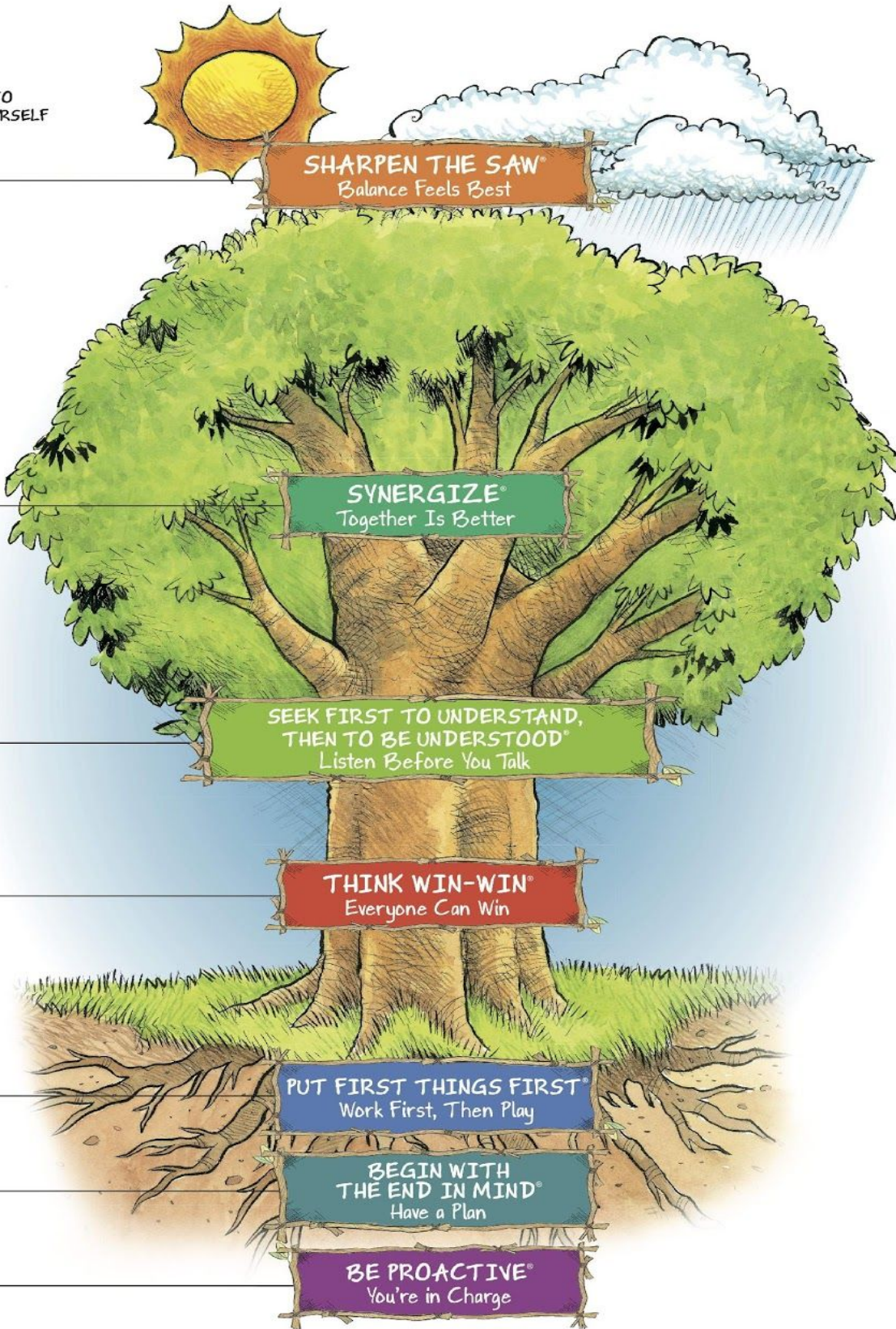
PUT FIRST THINGS FIRST[®]
Work First, Then Play

Habit 2

BEGIN WITH
THE END IN MIND[®]
Have a Plan

Habit 1

BE PROACTIVE[®]
You're in Charge



www.theleaderinme.org

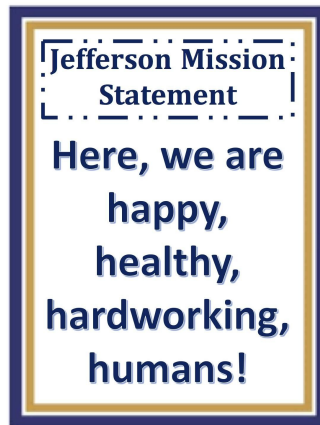
<https://www.stephencovey.com/7habits/7habits.php>

<http://www.franklincovey.com>

FCS Mission:

Educating and empowering for life.

JE Mission



CH Mission

I will challenge myself, show respect, encourages others, and take pride in my community because . . . It starts with me.

Strategies

- *Share the expectations and process of Leader In Me with students and parents.
- *Teach The 7 Habits
- *Teach and model expected student behavior.
Focus areas: Arrival, Lunch, Recess, Bathroom, Dismissal
- *Participate in Service-Learning projects
- *Develop Leadership roles and groups with student input
- *Implement consistently - Lighthouse Team, BLT, TBT's, Building-wide schedule, Curriculum mapping/schedule, Core++ Model
- *Implement Common Core, RTI practices, Differentiation, Marzano strategies
- *Collect and analyze data on academic and behavioral progress as determined by district, BLT's.

The Mission, Vision, and Strategies are developed and will be pursued as expected in conjunction with or aligned to the current Findlay City Schools Strategic Plan as approved by the FCS Board.

Jefferson Primary Daily Schedule

Kindergarten, Grade 1 & 2

Breakfast begins	8:50 am
Arrival/Entry into Building	9:00 am
Classes begin - Tardy bell rings	9:15 am
2 Hour Delay Arrival	11:00 am
2 Hour Delay – Tardy Bell	11:15 am
Student Dismissal/Exit Building	3:40 pm

Special Weather Related Schedule

3 Hour Delay Start + 1 Hour Extended Day

Arrival/Entry into Building	12:15 pm
Student Dismissal/Exit Building	4:40 pm

Students may not arrive or enter the building before 9:00am unless eating breakfast or attending a scheduled morning session with teachers. Students are not monitored prior to 9:00am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled and weather related 2 Hour Delays*.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

Chamberlin Hill Daily Schedule

Grades 3, 4, 5

Breakfast begins	8:40 am
Arrival/Entry into Building	8:50 am
Classes begin - Tardy bell rings	9:05 am
2 Hour Delay Arrival	10:50 am
2 Hour Delay – Tardy Bell	11:05 am
Student Dismissal/Exit Building	3:30 pm

Special Weather Related Schedule

3 Hour Delay Start + 1 Hour Extended Day

Arrival/Entry into Building	12:05 pm
Student Dismissal/Exit Building	4:30 pm

Students may not arrive or enter the building before 8:50am unless eating breakfast or attending a scheduled activity such as band, choir, tutoring. Students are not monitored prior to 8:40am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled and weather related 2 Hour Delays*.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

Bad Weather

Due to bad weather or scheduled staff professional development, school can be delayed for 2 Hours, **3 hours plus 1 hour extended time**, or closed. Please note the time of delay chosen and all start times are moved back accordingly. **Dismissal remains at the regular time unless the 3+1 plan is implemented.** For any of this information please view the District Website @ www.findlaycityschools.org, sign up for email/text alerts on this page, or listen to 1330AM, 96.7FM, 100.5FM, 103.7FM, or watch Toledo channels 11, 13, 24, 36. Please make any necessary daycare and transportation arrangements if required. All busses will run routes.

Absences

Remember, the “Missing Child Act” requires you to notify the schools if your child is going to be absent. If you do not call, we are required by that same law to contact you to determine the absence. Please do not be offended by this call – it is the law. You may call the school offices 24 hours a day and leave a message when necessary. Calls should be made prior to their Tardy Time in order to communicate that absence

to the classroom teacher. Leave your child’s name, grade, teacher, and why they are going to be absent. Please follow your child’s absence with a parent note or doctors excuse to the school office. You may request homework for pick up in the office. We need a half days notice. Make attendance a priority. The school day ends at CH 3:30/JE 3:40 please allow your child to stay for a full day of learning. Habit #1 – “Be Proactive” – You’re in charge of your child’s learning. A day absent is learning missed. Great attendance is an expectation of all employers. Start your child understanding that now!

Jefferson Office – Mrs. Mason, 419-425-8298 Chamberlin Hill Office – Mrs. Welker, 419-425-8328

Breakfast

Breakfast is served every morning. **Jefferson and Chamberlin Hill students may enter the building at 8:40am and go directly to the cafeteria.** Once there, they must eat quickly. We do not expect them to be late to class due to eating breakfast. If you would like your child to have breakfast and you are transporting, be sure they arrive at 8:40am. Students are eligible for free or reduced breakfast plan when the application has been completed and approved. Please contact the office if this is needed.

Student Cost: \$1.75/Reduced \$.30 Adult Cost: \$1.75 Milk: \$.50

Lunch Prices

Student Lunch: \$2.70 / Reduced \$.40

Milk: \$.50

Adult Lunch: \$3.20

You may pay money to your child’s lunch account by either sending a check into the school office or going online using EZPay and paying with a credit card (you can also check your child’s balances on EZPay). Your child accesses these funds by “punching in” their student ID code as they see our cashier in the lunch line. When this account runs low, a notice will be sent home from our Food Service Cashiers. Please make all checks out to ***Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on the same check. They must remain separate.*** If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application. **Secretaries do not have access to account information. If you would like an update on account balances, please call the FCS Food Service office @ 419 – 420 – 7014.**

Lunch Schedules

Lunch schedules allow for 20 minutes of recess and 20 minutes for eating. Parents are not permitted on the playground during recess. Students then enter to eat. When eating, students are to remain seated until finished. They are to speak quietly and follow all instructions provided by monitors. Students are responsible for cleaning their area used – all trash removed from table and floor, if dropped. If there is poor weather, we will remain in classrooms. Please see the “Jefferson/Chamberlin Recess & School Clothing” Guide in this packet. Please be cogniscent of what you are packing in your child’s lunch and if it prepares them for an afternoon of learning. Please do not send sugary, caffeniated, energy drinks. You are welcome to come eat lunch with your child. They love to see you and show you off to friends!

Jefferson Lunch Schedule		
Kinder.	Lunch	11:15 – 11:35
	Recess	11:35 – 11:55
First Gr.	Lunch	11:35 – 11:55
	Recess	11:55 – 12:15
Second Gr.	Lunch	11:55 – 12:15
	Recess	12:15 – 12:35

Chamberlin Lunch Schedule		
5th Grade	Recess	11:30 – 11:50
	Lunch	11:50 – 12:10
3rd Grade	Recess	11:55– 12:15
	Lunch	12:15 – 12:35
4th Grade	Recess	12:20 – 12:40
	Lunch	12:40 – 1:00

School Fees

Kindergarten through Grade 5 - \$43.00 year or \$21.50/semester

Please make all checks out to *Findlay City Schools*. *Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on same check. They must remain separate.* If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application.

You may pay Fees online using “EZ Pay”. You may use credit or debit card, or electronic check.

- 1) Go to www.findlaycityschools.org
- 2) Click on **EZ Pay** online payments
- 3) Select your student’s school
- 4) Select your student’s type of fee
- 5) Enter the amount you want to pay
- 6) Check out

Library And Computer Labs

The library and computer equipment is open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

Acceptable Student Use

Students may only access the district network and/or Internet by using their assigned network account. Use of another person’s account/password is prohibited. Students may not allow other users to utilize their passwords.

Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk email”, use up limited Network capacity resources. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. Students are not to modify or remove any

identifying labels on computer equipment. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school’s course of study may be run, as required, for that course of study’s requirements, with teacher supervision. Students may not install or delete programs on the school’s computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers. Students shall not remove, alter or copy Network software for their own personal use or for the use of others. All electronic communication between students and teachers should take place through their district assigned accounts. Students are asked to advise school staff when they observe any violation of the school’s policy for the use of the school’s computers. Students are asked to advise their teacher when a computer malfunctions in any way. Students may not use the

District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. Students may not create, copy, view, transmit, download,

or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as MySpace, FaceBook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. **The complete acceptable use policy is available online at www.findlaycityschools.org.**

Progress Reports & Grade Cards

Jefferson and Chamberlin Hill both follow a quarterly reporting schedule or 9 weeks. Student achievement in academic areas, as well as behavior, effort, and attendance will be reported to families at the end of each 9-week period.

Jefferson utilizes a Progress Report that is comprised of a checklist of expected skills and learning benchmarks. Each of the curricular areas will be assessed at different times of the year. These areas align directly to the State of Ohio expectations standards.

Chamberlin Hill utilizes a percentage and letter grade format for the curricular areas assessed. Again, these areas align directly to the State of Ohio expectations standards. The grading scale at Chamberlin is as follows:

92% -100% = A
82% - 91% = B
72% - 81% = C
62% - 71% = D
Below 61% = F

Parents may access grades and information by using an online system called ProgressBook. It can be found under the "Parent" tab at the top of the Findlay City Schools web page. Look for the link to the right. **Access sheets with passwords will be provided at Open House.**

www.findlaycityschools.org



Student achievement in subject areas such as Art, Music, Physical Education, will use the following scale:
Outstanding = O Satisfactory = S Needs Improvement = N Unsatisfactory = U

Progress Reports and Grade Cards will be distributed 5 working days after the close of the grading period. Chamberlin parents will be asked to sign and return a "received and comment" card.

9-Week Grading Periods End:

9-Week Grading Periods End:

October 30, 2019

January 14, 2020

March 18, 2020

May 21, 2020

Progress Reports/Grade Cards Sent Home

Progress Reports/Grade Cards Sent Home

November 6, 2019

January 21, 2020

March 25, 2020

Will be mailed several days after May 25, 2020

Parent / Teacher Conferences

Jefferson and Chamberlin Hill staff believe conferences should occur as soon as students make adjustments to returning to school and have begun a consistent routine but have not developed practices or habits that are detrimental to learning the remainder of the school year. Therefore we hold conferences just prior to the First Nine Weeks reporting period in order to discuss what to expect on the Progress Report and/or Grade Card, as well as to communicate any needed changes in academic practices, attendance, or behaviors. Should you not be able to attend these conferences due to a conflict in your schedule, please contact your teacher and a meeting can be set for an alternative time. Teachers will work with families who may need to schedule multiple conferences. We strongly believe in meeting with every parent!

Conference Dates - Jefferson & Chamberlin Hill

We have scheduled our conference dates as follows. We expect 100% participation from families.

Tuesday, October 8 – 4pm to 8pm

Thursday, October 10 – 4pm to 8pm

Thursday, October 17 – 4pm to 8pm

Thursday, February 6 – 4pm to 8pm

Dress Code

Parents are requested to send children to school clean, neat, and appropriately dressed for the learning activities of their day. Clothing should be comfortable to enable a child to participate in classwork as well as physical education and playground activities. Clothing should be appropriate for weather conditions since “We Go Outside Everyday We Can”. It is strongly recommended to label items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes – as an insurance against loss. Clothing which distracts or disrupts the learning process is not acceptable at school. We may have the student change into something else that we have or contact the home to bring something appropriate. Bare midriffs, tank tops, spaghetti string straps, and mesh jerseys without t-shirts underneath are prohibited. Clothing advertising drugs, alcohol, tobacco, or displaying inappropriate language, pictures, or figures are prohibited. **Flip-flop sandals, although popular and fashionable, can cause injuries if worn during recess or physical activities. We discourage wearing them.**

Gym Shoes

All students grade K-5 are required to wear gym shoes for Phys. Ed. class. This is a safety precaution for students. It is not necessary to keep an extra pair of shoes at school but students must remember to wear or bring them on their scheduled gym class days.

Birthday or Classroom Celebrations

Several times during the year classroom teachers may choose to provide snacks, host a celebration as a reward or motivator for students, or even connect foods into various reading, math, and science lessons. This is done at their discretion and with the knowledge of the dietary or allergy restrictions of their class. A large portion of our student population have issues with various foods and ingredients, therefore, **no edible treats as birthday celebrations are to be brought to school.** If there is something else you could provide or make a special contribution to the class instead, that would be preferable. Individual teachers should approve a class gift of any kind. Please be sure to contact them. We are continuously trying to balance fun activities with safety precautions and appreciate your understanding.

Items such as balloon or flower bouquets and large displays are disruptive and prohibited. If delivered to school, they will remain in the office until the end of the day or we will call and request you pick them up. They will not be delivered to the classroom.

We request that you mail or contact families directly for party invitations. We will NOT pass items out in class. Do not ask your child to do so. The teachers will return the invitations home if seen doing so in class. We can assist with individuals you may not be able to contact by sending home a class birthday list per request. Please notify the school by September 20 if you do NOT wish such information to be released this school year.

School Visitors

You are welcome to visit the school, especially to share a lunch with your child. If you wish to speak to your child's teacher you must leave a message with the secretary, make an appointment, call, or utilize email. **Do not expect to speak to your child's teacher as school begins. This also applies to 20 minutes after the dismissal bell.** Once students enter or exit the building, the teacher's focus must be on directing the children and be aware of any issues. If you enter the room and begin a conversation you then become a distraction and disruption to your child's class routine and a risk to the safety of all students. We do not know the intent of every adult that enters the building and therefore we must take every precaution necessary.

All visitors to the buildings must sign in at the office – including volunteers. If you are bringing items your child needs, they must be left in the office and will be delivered by staff. Secretaries are instructed to not allow interruptions to class unless an emergency exists. Again, to ensure children's safety all doors except the main front entrance are locked after their arrival. Thank you for respecting learning time and these safety practices. Unfortunately, incidents across our own country have caused us to change visitation and open door practices. We hope you understand.

Jefferson & Chamberlin Hill Parent Teacher Organization (PTO)

The joint PTO is an excellent example of partnership and caring between schools and for the children. The strength in parental leadership and commitment to service to the buildings is essential and commendable. Parents can discover many opportunities to be active participants in their school environments and voices for support, change, and/or vision. This organization utilizes teacher representatives to communicate classroom or school needs and to report on events that PTO has sponsored or items purchased. PTO publishes a monthly newsletter detailing meetings, activities, and school news. I encourage all parents and teachers to attend meetings when possible.

PTO Officers for 2019-20

Co-President – Erika Hermiller

Co-President- Emily Romick

Public Relations – Christina Treece

Treasurer JE/CH – Shelly Stimmel

Secretary – Monica Ferguson

PTO Meeting Dates, Times, and Location

Please see JE/CH Calendar Page

Events – Jennifer Bateson
Fundraising – Andrea Barger
Jeffersonchamberlinhillpto@gmail.com

Social Media

Please utilize the Findlay City Schools' web site for updated calendars, lunch menus, and a vast array of information. Also, check out each individual building's page. The website can be found at www.findlaycityschools.org. To find activities sponsored within the Findlay community, click on the 'Opportunities' link at the top of the tabbed area of the page. This is continuously updated. For academic websites, click on the "for Parents" tab and the "Web Site Links" on the left of the screen. Many of these provide practice in every subject for your child. We encourage you to subscribe to the FCS, Jefferson, and Chamberlin Hill Parent email list. You can sign up for alerts or messages. Just visit the school page of your choice. Look for the "Subscribe" link in the right-hand column. CH also provides FB live morning announcements at approximately 9:05.

Field Trips

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior to each fieldtrip. At that time, if you do not wish for your child to participate in the fieldtrip, you will need to send a written notification to the teacher prior to the fieldtrip day, informing us that your child may not participate. Please note that individual permission forms for each fieldtrip will **not** be sent home. I give permission for my son/daughter to participate in any planned and school sponsored field trips during the 2017-2018 school year. Realizing that all due care will be used to insure a safe experience. I release the school from all liability should an unforeseen accident occur.

District Handbook

This handbook is created as a building-specific guide for expectation and practice. All elementary schools in Findlay also have a Board Approved Handbook Folder that includes rules, student code of conduct, and all systemic expectations for our school district. The District Handbook is provided to every parent as a pocket folder at the very beginning of the year or event – such as Open Houses. Please make sure you review this information and keep this folder handy as a guide. You can also access this handbook on each building website under "Announcements" on the right-hand column.

**Please Check Each Item, Fill Out Info., and
Return to Classroom Teacher by Friday, September 6, 2019**

- I have read and understand the information in this Handbook and the District Handbook Folder.
- I have subscribed to the FCS, Jefferson, and Chamberlin Hill Parent email list.
You can sign up for alerts or messages. Just visit the school page of your choice. Look for the “Subscribe” link in the right-hand column.
- I can follow Jefferson and Chamberlin Hill activities and events by liking us on FACEBOOK!
- If I have questions, I know I can contact the school office @ 419-425-8298 (JE) or 419-425-8328 (CH) for further clarification.
- I have reviewed any items necessary with my child.
- I will abide by these expectations as presented.
- I will retain this Handbook and District Handbook for future reference if necessary.
- I give permission for my child to be on the school social media sites, FB, websites, etc.
- I give permission for my child’s name, address, phone number to be put on class birthday list.
- My child has permission to participate in any and all field trips that may be sponsored by Jefferson Primary School during the 2019-2020 school year.

Name: _____

Student:

Teacher:

Date:

Jefferson/Chamberlin Recess & School Clothing Guidelines

Living in Ohio requires adaptability to frequent weather changes. *We will go outside for recess every day that we can.* Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations.



Dress for Winter play

Wind Chill / Temperature

70 – and up

60 – 69 degrees

40 – 59 degrees

30 – 39 degrees

29 degrees & below

20 degrees & below

10 degrees & below

Clothing Guidelines

Pants, shorts, skirts, short-sleeves

Long sleeves, sweatshirt, jacket

Pants, jacket over long sleeves, layers are best.

Coat required with hat & gloves recommended.

Coat, hat, & gloves required.

Coat, hat, & gloves required. Wind chill factor considered.

Outdoor recess unlikely.

Check Weather + School Delays and Closings – Local Media

Web Sites

Findlay City Schools Web Page: www.findlaycityschools.org

The Weather Channel: www.weather.com

Newspaper

The Courier – Weather on back page of section 1 – Local news and internet links
www.thecourier.com

1330 AM – WFIN

www.wfin.com - School Delays/Closing Link updated online, weather

EXHIBIT A

Lincoln Elementary School Faculty and Staff Handbook

Revised 5/28/19

Lincoln School History

(From “History of the Findlay City Schools”)

In 1864, a two-story, brick building was built on West Lincoln as the Number Nine School (also known as the Gray School) by the Akron State District. This was a modest structure until 1879, when it acquired the dignity of the then popular Mansard Roof. The pupils and parents in this school had a feeling of loyalty to Number Nine that kept its character distinct from the other schools in Findlay.

There was frequent objection by parents and the community to its becoming a part of the Findlay Public School System, and only when the Findlay City Schools contested the Akron State Law, did the school become a part of the school system in 1889. To the present day, the bell of the Old Number Nine School is kept as a relic on the Lincoln School grounds.

Lincoln School was built from 1914 to 1915 on the site of the Old Number Nine School to house neighborhood students, grades one to eight. There was a time, some high school students attended classes at Lincoln School while the High School was being built. In 1957, a gym addition was built with the fundraising help of parents and teachers. Lincoln was remodeled during the summer of 2001.

Advisory Committee

An advisory committee shall be formed each year for the purpose of identifying solutions to buildings challenges outside the purview of curriculum and instruction (which is the domain and purpose of the BLT). Teams shall nominate representatives, and committee members will meet with the principal on an as needed basis. Agenda items will be requested prior to meetings to determine the necessity of meeting.

Teacher Absence - ILLNESS

In case of absence, a teacher should call or text Mike on his cell phone - 419-306-6816. Text message is always the best and most preferred way to reach Mike.

Lesson plans for the next day should always be available and on the teacher’s desk when a teacher leaves the building at the end of each day. The Daily Schedule and Seating Chart must be available in your substitute folder. On a day you are absent, please call the school office 425-8310 by 2:00 p.m. to let us know if you will be returning. Please see the Substitute Folders section in this handbook for additional information and ideas.

Teacher Absence - OTHER THAN ILLNESS

The procedures for personal leave are outlined in the Master Agreement. Professional leave must have prior approval from administration and personal leave should follow the provisions established in the Agreement. Teachers should fill out the proper forms in Applitrak and contact the Principal for personal and professional leave approval.

Reminder...

All substitute teachers are contracted and arranged through Renhill. If there is a substitute you would like to request, please let the principal know.

Student Absence

Parents are to call or send a note if a student is to be absent. If they do not, the Office will try to call them. Any pattern or trend in absence or tardiness should be reported to the Office.

Truancy should be brought to the attention of the Principal or secretary and it will be investigated.

Students needing to leave the building during school hours must be picked up by an adult in the Office. Teachers should send students to the Office, along with a note for early dismissal from a parent, before the time requested to leave for appointments. Parents are asked to sign their children out for early dismissal. Please send notes down with the Attendance Folder.

Student Vacations

Vacations are considered an absence of choice rather than necessity, but these trips also hold the potential to provide opportunities for our students to have important experiences that otherwise might not be afforded to them, and the teacher has options in assigning make-up work. Teachers should use their professional judgment and work cooperatively with parents to determine the extent and type of make-up work to be assigned to the student. Decisions should always be made as to what is in the best interest of the student.

Student Illness & Injury

Students who become ill at school should be brought to the Nurse's Office by the teacher or sent with a note of explanation. Students with a temperature or vomiting are sent home. A parent must be contacted to come to the school and pick up the student. Students are not to be left unattended in the Nurse's Station or classroom. Students are not to administer first aid to another student.

If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report.

In case of an accident, seizure or fainting spell on the playground or in the classroom:

1. An adult must stay with the child.

2. Send for help. Notify the Nurse (9:30 a.m. – 2:00 p.m.) or Office.
3. Follow first-aid procedures.
4. Check the Emergency Procedure card in the Office and check the authorization form.
5. Make out an accident report. Forms are available in the Office.

Teacher Injury

If injured on duty, a staff member must make out a Personal Injury Report and notify the Office.

Bell/Tone Schedule

- 8:30 a.m. -- Students participating in breakfast program may enter
- 8:50 a.m. -- Arrival of Students/Enter Building
- 9:05 a.m. -- Students in Homeroom
- 3:25 p.m. -- 3rd floor Students are dismissed
- 3:30 p.m. -- Remainder of students are dismissed

Staff Cell Phone Usage

Cell phones are to be turned off or on silent during normal student contact hours. If you have good reason to have your cell phone on or in use, please clear it through the Office.

Child Abuse

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that **teachers are required to report any suspected child abuse**. Children's Services is required to investigate any reported child abuse with 24 hours of the report.

Sharing suspected child abuse with a colleague, counselor, or administrator does not release a teacher from the responsibility to report. Doing so makes the colleague a mandated reporter as well.

The following points are taken from the Findlay City Schools procedures for working with suspected abused and/or neglected children and outline the actions to be taken if child abuse is suspected:

- Make a detailed report to Children Protective Services by emailing the intake worker and "CC" the investigative supervisor; the current intake worker is Carey Clifford (carey.clifford@jfs.ohio.gov; 419-429-8008);
- Request a read receipt before sending the report to CPS;

- If making a report via phone, follow-up the phone report with the report documented in an email following the above steps.

Classroom Supplies

Textbooks

Textbooks should be ordered from Curriculum, if needed, when a new student is placed in the teacher's class. Forms are available from the office. Pupils transferring from a Findlay School to another Findlay school will not have textbooks (except workbooks) coming from their previous school. Textbooks for a withdrawing student should be kept in the classroom -- workbooks should be sent with the student. Manuals for Teachers or Student Teachers can also be requested from the Curriculum Department. Teachers are allowed only one textbook, Teacher's Edition, per subject area.

Workroom Supplies

Notify Building Foreman (Teresa) with a note, with your name on it, in her mailbox when supply is low for any items stored in cabinet workrooms. Cutting boards, hole punchers, long stapler, label-maker, heavy-duty stapler, etc. please return immediately or use there. Do not remove binder, electric staplers, or electric pencil sharpener without leaving a note in its place on its location. There is one Binding Machine that can be removed from the Workroom.

Computer Usage

Room 212 on the middle floor is the Computer Lab. There is also be an iPad cart available. Computers and printers are available for classes to use. The Computer Lab and other tech carts may be used by grade level teams during "No New Instruction". Please note: the technology specials rotation will limit the availability of Room 212.

Most of our software is network based. Please follow guidelines for each network software program. Please try and keep the Computer Room in order and push in chairs when finished. The last class of the day should close out any programs.

If you still have a printer in your room, due to the high cost of printing cartridges, the school will not be able to pay for individual room cartridges. There will be three laser printers available at all times (1st, 2nd, & 3rd Floor).

Conferences with Parents

The value of communication with parents cannot be overemphasized. The telephone conference is one way to communicate. However, parents often have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a

few calls each week to give parents some good news is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, **parents are usually more receptive and cooperative if you have spoken to them previously on a positive note.**

Often parents will call the school and wish to have a conference with a teacher. When this happens, the Office will leave a note in the teacher's mailbox to call the parent to set up a Conference.

Three regularly scheduled Parent/Teacher Conferences occur in the fall, one in the winter/spring. Teachers should prepare for each Parent Conference so that the conference is productive. A simple checklist for each student might prove helpful to ensure that no important detail is overlooked. A brief written report of each conference held with a parent should be kept for future reference. See the principal if you would like a sample documentation form.

Copy Machines

The copy machine is for the use of staff members. Cooperating Teachers are responsible for training Student Teachers & volunteers to use the copier, and for approving any copying done by Student Teachers. Paper jams are to be cleared by the Staff Members trained to do so. Use of the machine is limited to materials that directly benefit Lincoln Students.

In an effort to conserve paper and reduce costs for the district, please be judicious and responsible in your printing habits.

Co-Curricular & Extra-Curricular Program Participation

Students may participate in school sponsored activities, programs and intramural activities based upon parent permission. Parts in certain music programs may require tryouts. Any student who wants to participate should be encouraged. See Findlay City Schools Non-Discrimination policy for additional information.

Consultation and Testing Referral :: Response to Intervention

The Lincoln R-t-I Teams -- a Primary grades team and an Intermediate grades team -- are school based problem-solving groups whose purpose is to assist teachers with intervention strategies for dealing with unique learning needs of students. These teams seek ways to maximize the use of available resources.

Goals:

RTI teams serve as a way to address acknowledged instructional problems, and they have the potential to:

- Enable the school district's instructional program to meet a broader range of pupil needs;

- Offer structured support and assistance to teachers;
- Assist teachers in varying instructional strategies to promote pupil competence in basic skills;
- Reduce the number of inappropriate referrals for Multi-factored Evaluation;
- Employ group problem solving processing to solve problems;
- Serve as a tool for teacher growth;
- Refer students for further evaluation.

Members:

The following are members of the Lincoln RTI Teams:

- Teacher making the referral;
- School Psychologist;
- Regular education representative;
- Intervention specialist representative;
- Guidance Counselor as schedule allows

Cumulative Folders

Cumulative folders are now digital and are housed on the Findlay City Schools network.

Custodial Service

After school (in the afternoon), teachers should make a point of having everything off the floor so that the room can be swept thoroughly. Any teacher who has an additional need of Custodial Services should notify the custodian and put the request in writing by email the custodial crew. Please be aware that classroom teachers must clean after classroom pets.

Detention of Students

Parents must be notified in advance if a student is going to stay after school for a detention, make-up work, or other purpose. The amount of time for staying after school should be explained specifically to the parent. Lunch recess detentions for students, may be done by the teacher if they desire. **Lunch Monitors will not be enforcing classroom detentions.**

Disaster Plans

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill.

Emergency Procedures - Quick Summary:

- Fire - exit building;
- Disaster/earthquake/tornado - take cover away from glass and wind (see detail below);

- Chemical spill - close windows/doors, remain in rooms, leave main phone open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth);
- Gas leak - call Fire Department, leave building.

Disaster Drill Plan From Gym

Exit the Gym using doors on both sides of the stage and walk students to designated areas inside building - See Floor Plan. Monitors stay with assigned classes. All Cafeteria workers assist in directing students to designated areas.

Disaster Drill Plan from Playgrounds

Immediately enter building using closest entrance. Escort students inside, double check to be sure all students are inside, then follow classes to designated areas. (See Floor Plan)

EARTHQUAKE Emergency Procedures

During an earthquake there are several things you can direct students to do for their safety.

1. Stay in your room.
2. Face away and distance yourselves from windows, shelves, etc.
3. Take cover under tables or desks - bend head close to knees and cover sides of the head with your elbows.
4. Do NOT go outdoors.
5. Be sure to remain calm and report to the office if you are on a free period.

TORNADO Disaster Procedures

1. All persons not supervising students should report to the office, which will be used as the command center.
2. Turn out the lights.
3. Move students to safety. Students should be grouped with approval and knowledge of the Principal.
4. Safe areas are: basement, rest rooms, and halls away from windows and doors.
5. Teachers should travel and stay with the students in their care at the time of the disaster.
6. The grade book should be kept with the staff member responsible for the students at the time of the drill.
7. Check attendance and report anyone who is missing to the Office.
8. Children should remain quiet in a kneeling position against the inside wall in rows. If possible, a hardback book should be held over their head for protection.
9. SIGNAL—An Alarm System will signal disaster. The System has a battery back up and voice P.A. System.
10. Post signs to define a student pick-up area for parents to pick up their children.

11. Dismiss all students from the front door area, or other area as assigned by the Principal.
12. Do not dismiss any student unless you know who they are going with and where. This information should be recorded somewhere.
13. The custodian (or whoever is available) should shut off the gas and electricity.
14. Notify the Central Administration and gas and electric departments. People in the community can help.
15. Flexibility will be needed in your assigned area. The time of day will determine how many students are assigned to a safety area.

Fire Drills

Routes to be used for fire drills are posted on a sign near the door of each classroom. State fire regulations require that this sign remain in your classroom near the door. Be thoroughly familiar with the information on the sign. The teacher should give instruction on the first day of school. If you need a sign, please contact the office. Signs are to be clearly visible.

It is also necessary for teachers to know where fire alarms are located in the building. Staff members can be asked to activate the alarm for fire drills.

Absolute silence must be maintained during drills. Teachers are responsible for seeing that all students are evacuated in an orderly fashion. Teachers must take a class roster along to make certain that all children are accounted for once the students are lined up outside.

The top priority is to exit quickly. All persons in the building must exit the building during drills.

Fire Drill Procedures

1. Close doors and windows.
2. Students walk in an orderly manner in double file without talking.
3. Teachers should carry the class roster and determine if all students who were present that day are accounted for.
4. Students who are the responsibility of Art, Music, Physical Education, Library or small group instructors, remain the responsibility of that teacher during the fire drill. Teachers without students should report to the Principal for further direction during a time of emergency.

Fire Drill Exits

- EXIT 1: Main front entrance (proceed to Cory St. or S. West Street)
 - EXIT 2: Back east exit (use the east stairs, proceed to Cory Street)
 - EXIT 3: Back west exit (use the west stairs, proceed to S. West Street)
1. Main floor, all rooms (including the library) use **EXIT 1**.
 2. Top floor, Rooms 308, 309, 310, 311, 313, 314, 315, use **EXIT 2**.

3. Top floor, Rooms 301, 302, 303, 305, 306, 307, use **EXIT 3**.
4. Basement, Rooms 109, 110, 111, 112, 114, 115, 117, use **EXIT 2**.
5. Basement, Rooms 101, 103, 105, 106, 107, use **EXIT 3**.

Fire Drill Plan from Gym

All students exit through double doors at the West End of the Gym. Teacher will arrange students for movement in the most efficient and safe manner. Proceed South on South West Street to Lincoln Street.

- **STAFF:** Lunch Server – Direct students to walk quietly to exit. All other available monitors lead or direct students South on South West Street.
- **COOKS:** Check restrooms and chair room for students. Exit through Gym (West Doors) after double checking that all students are out. (Close Doors).
- **CASHIER:** Direct students in lunch line to exit by your desk and proceed to South West Street.

All Students exit by walking in an orderly manner without talking!

Fire Drill Plan from Playground

Leave the playground and then line-up by classes on the sidewalks of South West Street or Cory Street. Walk north if space permits.

Lincoln Lockdown Procedures

Lockdown is used to secure all building occupants against a possible or known immediate threat to life. The steady state of a building requires that all exterior doors be locked.

Any failure to conform to visitor procedures should be viewed with suspicion until the person is identified as a non-threat to the school. Individuals may enter the school without following the school's security regulations. They may gain entry to the building via unlocked or propped open doors. A person may also be granted entry to the building but fail to report to the office and sign-in as a visitor.

Applicable to Below Hazards

Active Shooter

Civil Disturbance

Hostage

Injury/Health Emergency

Medical: Blood borne Pathogen

Terrorism

Lockdown Procedures

Initiation: Different levels of lockdown may be prudent depending on the situation. Principal will make an announcement declaring a level of lockdown using the public address system, text alert, or email.

Level 1 – secured in building - no admittance to or exit from building

Level 2 – secured in classrooms – install The Boot – no movement in hallways

Level 3 - secured in place – implement ALICE – barricade door – evacuate if possible

Accountability: Take attendance and be prepared to notify Incident Commander of missing students or additional students, staff or guests sheltered in your classroom.

If students and school personnel are **outside** of the school building at the time of a LOCKDOWN, teachers or other school personnel will move students to a safe off-site assembly location. Rally points include the Findlay Fire Station #1, Findlay Police Department, Donnell Middle School.

Discipline Plan

It is important for teachers to be viewed as the ultimate authority in their classrooms. When someone else is consistently handling the routine discipline of your students, your class will not view you as the authority figure in your classroom and your professional effectiveness will be greatly diminished. Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. Students who have a voice in deciding these behavior expectations will be more likely to follow the expectations. The expectation is that each plan be progressive and each teacher is required to involve parent contact at some point in the behavior plan. There are some behaviors that require the immediate attention of the principal and you can expect support in those situations.

Dress Code

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students. When the weather indicates, shorts are permitted if they pass normally accepted standards of modesty.

Early Release of Students

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell tone. Students should not be released prior to dismissal time except with a signed release form from the Office or call from the Office.

Emergency Medical Forms

Emergency medical forms and parent contract cards are issued to students during the first week of school and should be returned as soon as possible. The Emergency medical form is the most important form maintained by the school office. The teacher should always take emergency medical forms when students are away from the school building on a field trip.

Evaluation

(See Teacher's Contract)

At Lincoln Elementary School, teacher evaluation is looked at as a process of helping capable teachers become more effective and skillful. It is intended to stimulate further professional development and to provide feedback.

Equipment and Media

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed. This includes Bonus items received through Book Clubs, PTO, etc.

Audio - Visual

For any and all shared technology (i.e. laptop cards, ipads, etc.), the faculty on each floor should coordinate schedules for the best utilization of this equipment. Moving equipment from one floor to another is discouraged because of personal safety and the teacher's schedule.

The librarian will order and return movies, slides, records, models and filmstrips from the audio-visual catalog. If you are in need of A.V. equipment, contact the librarian.

Laminator

The laminator in the workroom is for faculty use in developing materials for Lincoln students. All materials developed using the laminator then become the property of Findlay City Schools. Use conservatively. Cooperating teachers and community use of the laminator is discouraged since the laminating film is expensive and in limited supply. Please do not leave the laminator unattended when it is turned on as this causes damage. Notify Librarian when film is low.

Do not allow the laminator film to run all the way out!

Physical Education Equipment

The physical education equipment is located in the gym under the stage or in the locked boxes on the stage. The key for the equipment is in the main Office. As a courtesy, please contact the PE teacher if you wish to use any of this equipment. All borrowed equipment must be returned the same day it is used.

Faculty Meetings

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year.

Field Trips

A field trip is defined as anytime students are taken off school grounds. Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge. For many students, field trips organized by the school are the only opportunity to experience the world outside of their immediate neighborhood, and so, all students are to be included in field trips organized for their classes. No student will be excluded as a punishment for academic performance or behavior. For behavior concerns, teachers should consult with the principal to make sure the proper structures are in place to help the student be successful on the trip (i.e. specific chaperones, etc.).

School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.

9. Tell the Office and Cafeteria of any Lunch changes or needs.
10. Take attendance prior to leaving & before departing for home!

First Day of School

The class lists of students will be posted at each entrance at 4:00 on the Friday before school opens. There are new pupils and forgetful ones, so we will have a number of staff and volunteers at the entrance and stairway to take such children to the right room.

1. Be sure to have a list of your pupils posted outside the door.
2. Take NO OTHERS into your room UNLESS they can present an admission slip from the Office.
3. Review the Lincoln School Rule Folder with the entire class. On the first day of school one folder should be given per student. Let the office know how many you'll need.

Mr. Scoles and Mrs. Adkins will visit each classroom within the first week for introductions and to help set building expectations for the school year.

Food In School

Food items such as candy, etc. may occasionally be sold on the school premises by Student Council certain days and in certain special circumstances before 9:05 am. These items cannot be sold during the school lunch period due to Federal School Lunch Regulations.

Chewing gum is highly discouraged as it poses a physical danger to students as well as a housecleaning problem for the school custodial personnel. If you choose to allow chewing gum for some special purpose, please closely supervise its use. Suckers and hard candy similarly should not be allowed on playgrounds as this poses a choking hazard for students.

When allowing for classroom treats from home, please be aware of food allergies in your classroom and plan accordingly.

Gradebooks

Be sure to maintain an account of grades in ProgressBook. Teachers are expected to keep accurate records and are expected to update ProgressBook on a regular and consistent basis with weekly updates being the minimum recommended interval for updating.

Gradecards

Grade cards are issued approximately 7 days after the end of the grading period. These are typically sent home on a Friday. Teachers are to have their grades finalized and entered into DASL on the Wednesday prior to sending gradecards home so they can be printed on Thursday.

Interim Reports

Teachers should make an effort to speak with a parent when a student's achievement means a failing grade, moves downward by more than one letter within the course of a grading period, when effort and/or attitude changes, and whenever an unusual accomplishment is made. A copy of the written report or documentation of an oral report that gives the date and summary should be filed in the teacher's grade book.

Keys

Teachers are assigned room keys and exterior key fobs, and are responsible for their keys and their fobs - as well as the use of each by others either knowingly or unknowingly - during their tenure at Lincoln.

Lesson Plans

Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans "shall give direction for instruction and implementation of the course of study." Be aware of the objectives you are covering in the Findlay City Schools course of study when you are planning each day's lessons. Lesson plans should always correlate to the standards. Findlay City Schools Course of Study curriculum maps should be followed as well.

Teachers should have the next day's lessons plans completed for all subjects prior to leaving the building. Teachers should take plan books home only if the next day's lessons are left on top of the desk, clearly marked "lesson plans," or if you can have someone deliver your plans to the school at least one hour prior to starting time. A seating chart should be completed and up-to-date for each class.

Google Drive is a good place to keep lesson plans documents. In the case of unexpected illness, it is easy to share documents with colleagues or the office for printing and distribution to subs.

Emergency Sub Plans

Sometimes an unexpected illness or other personal emergency occurs that does not allow us adequate time or energy to prepare lesson plans for a substitute teacher to maintain the current scope and sequence flow of the curriculum. In these cases, it is a good idea to have prepared an "Emergency Sub Kit" which contains a series (i.e. a week's worth) of canned lesson plans which consist of enrichment and extension exercises complimentary to your curriculum which can be utilized at any time during the year. This could be, for instance, a mini-unit that is related

to your curriculum. In addition to procedural information for subs (seating charts, how to do attendance, etc.), these emergency sub kits can contain already copied worksheets and other materials necessary for a sub to step into your classroom and create a productive experience for students.

Library Procedures

All students will be visiting the Library for 45 minutes each week as part of their Specials. There will be no other scheduled Library time for classrooms. If you wish to use the Library any other time, please contact the librarian.

The librarian is responsible for all A.V. materials and equipment. Orders from FHS and BGSU go through the Library. Taping of instructional programs can also be requested. When having problems with any equipment, please tell the librarian ASAP.

Lost and Found

The Lost-and-Found box is in the hallway area near the cafeteria. If valuables such as wristwatches, glasses and money are found, they should be brought to the Office. If a pupil finds a significant amount of money and reports it to the office, they can have the money after two weeks, if it is not claimed. Urge your students to put their names on gym shoes, caps, coats and lunch boxes. Pupils may look for lost articles in the "lost-and-found" before the morning tardy bell or at lunch.

Lounge/Workroom

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerators need to check them often for old food.

Smoking is not permitted on school grounds. Notices of interest including FCS Board news and school news bulletins, course offerings, and Lincoln news are posted on the bulletin boards for faculty and staff. Work rooms are located on all three floors. Microwave and pop machine are in the Lounge. Please clean up after yourself **AND cover your food when using the microwaves!**

Lunch/Recess Time Period: Rules and Discipline

Through the efforts of the Monitors, Principal, and Guidance Counselor, written procedures and rules have been designed for students at lunchtime. We appreciate your cooperation and backing to help all students have a pleasant and organized lunch period.

Teachers please do the following:

1. Discuss lunchroom rules with your class;
2. Walk students to the cafeteria lunch line;

3. See that all students come to the cafeteria properly dressed to go outside;
4. Teachers are to meet their class at a designated area to pick up students and walk them back to class after lunch. **It's important to be on time.**

Students should not return to their classrooms during the lunch period, for money, lunch pails, coats, etc. Students are encouraged not to disturb teachers in the lounge during lunchtime. The monitors and/or the Principal will handle lunch-time problems.

The rest rooms near the gym will be used during the lunch period. Students with written requests from parents to remain inside at noon will be seated in the gym. No students are to remain in the classroom, hallway or library at noon unsupervised. Students remaining in a classroom or placed in the hallway will require a teacher there to supervise them.

Outdoor Play Guidelines For Lunch, P.E. and Classroom Fitness:

Students are to come to the cafeteria each day properly dressed to go outside because the cafeteria is drafty and plans for outdoor play are changeable. The Principal will decide if there is a question about outdoor activity for students.

General guidelines are as follows:

- All students go outside unless they have a note from a parent or teacher which limits their activity;
- When the wind chill factor is 14 degrees F or below, and/or the wind is over 20 M.P.H, students will have inside recess.

Noon Time Rules

Inside - Cafeteria rules:

1. Hands, feet and arms are to be kept to self.
2. Touch only your food.
3. Students are to go directly to a cafeteria table. The monitor gives permission for movement.
4. Monitors may use a raised hand to signal you to lower the noise level.
5. Students who are to stay in, are to bring a note, signed by parent and/or
6. teacher, to the monitor. Specific days should be written.
7. Clothing suitable for outside play is to be worn each day.

Outdoor Rules:

1. Balls, jump ropes and sport equipment are available from the monitor (Toys and/or radios are not to be brought to school.)
2. Stones and snow are to be left on the ground and not be thrown.
3. When staying in at noontime due to bad weather, students are to be engaged with quiet activities in the classroom. The lunch monitors will supervise the rooms.
4. Food and gum are not permitted on the playground area, because of the possibility of choking, and for playground cleanliness.

5. No contact sports.

Monitor Procedures

Monitors' procedures for students breaking rules:

1. Verbal warning is given to a student as they are breaking a lunchroom or recess rule.
2. Students are isolated to eat alone, or seated on playground.
3. Students are referred to the Principal, with a written Discipline Record, for severe and persistent behavior problems.

Mailboxes

Each staff member has a mailbox in the Office. Please check your mail and the Bulletin Board each morning and after school. Do not use your mailbox as a storage spot...please clean out your mailbox daily.

Maintenance & Tech Requests: Help Desk

All maintenance and technology service requests should be made by filling out a request on the FCS Help Desk website.

Medication for Students

The school nurse will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. Teachers, the Principal, and Office Staff can administer medication if the proper permission forms are completed.

A copy of the medication permission form is to be given to the Nurse. Teachers keep the original in your room. When the Nurse is gone, teachers may give the medication. Teachers are encouraged to keep some band-aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Lincoln will continue the Administration of basic over-the-counter medication. Parental permission slips will be required.

Money Collection

Accuracy of your records is very important.
Your fee class list is an important record of fees paid for the whole year.
BE CAREFUL!!!

1. Send any money collected to the Office between 9:05-9:30 a.m.
2. Accept money only from students in your homeroom.
3. Family checks for more than one student should be sent to the Office. When you are notified of a payment, write "Paid Office" and the amount and date by the student's name on your class fee list.
4. Send the form provided with any money you send to the Office.
5. On your class fee list, list student's name and the amount paid and date in the appropriate area. (Important, especially at the beginning of the school year.)
6. Send receipt home.
7. Fee collection deadline is at the end of the second full week of school.
8. Students on Free Lunches are eligible for waived fees. Those on Reduced Lunch are eligible for 1/2 of fees waived. Fee waiver forms are in the office for students not on a lunch program, but might be eligible (Kindergarten or pack lunch). Check in office for names if any question.

Teachers should not leave money in the room unguarded. There is no provision by the School Board to reimburse a teacher for stolen money. Every effort should be made to avoid placing temptation before students.

Teachers who are collecting money should take the money with them when leaving the room. If fee money that was carelessly left is stolen from your desk, YOU must make up the loss.

Parking

1. The blacktop and ground area by the gym (west) and spaces on the playground (east) are reserved parking for faculty.
2. All parking areas will be on a first-come, first-served basis.
3. There is parking available on Lincoln St., west of S. West St.
4. There is parking in the lot behind the school for faculty.
5. On S. West St., the two-hour parking areas are observed and ticketed by police.
6. Student teachers are encouraged to use parking on the street.

Parties

Classroom parties may be scheduled to celebrate two holidays (usually Halloween and Valentine's Day). Parties should last approximately an hour but the time may be set in the

planning and at the discretion of the teacher. Encourage the children to participate in the planning and to be responsible for clean up.

Primary teachers may wish to request additional help from room parents. Refreshments furnished by the parents or students are permitted on these days.

Post in Each Classroom

1. Emergency Exit Procedures
2. Classroom Daily Schedule
3. Class rules
4. School rules

Psychology Services

If you find a child who is having a difficult time adjusting to the schoolwork in your grade level, consult the student's cumulative folder. If you believe that further information is necessary, consult with the School Counselor. The school psychologist is a member of the Lincoln RTI and participates in activities to assist students and teachers including testing referrals made from the Lincoln RTI meetings.

PTO Purchases

Our PTO is very generous and makes a teacher allotment every year. You should save all receipts for supplies on which money is spent. Receipts are turned in to P.T.O. at the yearend in the small brown envelope to show funds spent. All funds given by the PTO to classroom teachers should be spent in the year given so that current students may benefit. Teachers may pool money to make additional purchases.

Rooms (Physical Care)

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. A good policy is to have children rotate weekly duties in room clean-up. Windows should be closed when you vacate the rooms after school and blinds adjusted. Students should pick up all pieces of paper and other large objects from the floor before dismissal.

If your room needs attention, please contact the lead custodian, Teresa. Every effort will be made to remedy the situation.

Professional Dress

As a licensed professional, we should dress as professionals. Paydays will be casual dress day, blue and gold Trojan clothing would be encouraged.

School Visitors

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

Student/Parent Handbook & Telephone Directory

Teachers need to familiarize themselves with the information in the Student/Parent Handbook. These publications are sent home with students early in the school year.

Student Store (if in operation)

Student Store is a service to Lincoln Students sponsored by Student Council and PTO. Stores are located on the lower, main, and upper floors of the building. Items for sale are pencils, pens, erasers, and an occasional specialty item (candy). The store is self-supporting. Any profit is used by Student Council to support its various activities.

Student Teachers

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Lincoln teachers are always ultimately responsible for the Lincoln students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Lincoln students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.

Substitute Folders

Your sub folder can be rated anywhere from “of great help” to “absolutely useless” by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be placed in a place easily accessible to subs.

Here are the items your sub folder should contain:

1. Daily and weekly schedules including times
2. Up-to-date Seating Chart(s) or directions as to where to find the chart(s)
3. Instructions for “Housekeeping” Activities
 - a. lunch money
 - b. money for instructional fees
 - c. attendance
 - d. pledge
 - e. notes from home
 - f. late student arrivals
 - g. requests for early dismissal
 - h. hall and/or playground supervision duty
4. Procedures
 - a. fire drills
 - b. tornado drills
 - c. use of bathroom/drinking fountain
 - d. use of supplies
 - e. use of room equipment (pencil sharpener, learning centers, etc.)
 - f. use of playground equipment
 - g. use of Library
 - h. lunch line and lunch recess
 - i. students going to the Office to use the phone
 - j. students going to purchase supplies in the morning
 - k. entering and dismissal procedures
5. Information about students who:
 - a. are on medication from the Nurse’s office
 - b. are behavior problems and the best way to deal with them
 - c. have learning problems and how to react to them
 - d. are helpful and trustworthy to a substitute teacher
 - e. have special health problems or needs and how to handle these needs
6. Behavior rules for the classroom
7. Location of needed materials (teacher’s editions, paper, etc)
8. Names and room numbers of team teachers at your grade level
9. “Emergency” suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

Emergency Sub Plans

Sometimes an unexpected illness or other personal emergency occurs that does not allow us adequate time or energy to prepare lesson plans for a substitute teacher to maintain the current scope and sequence flow of the curriculum. In these cases, it is a good idea to have prepared an "Emergency Sub Kit" which contains a series (i.e. a week's worth) of canned lesson plans which consist of enrichment and extension exercises complimentary to your curriculum which can be utilized at any time during the year. This could be, for instance, a mini-unit that is related to your curriculum. In addition to procedural information for subs (seating charts, how to do attendance, etc.), these emergency sub kits can contain already copied worksheets and other materials necessary for a sub to step into your classroom and create a productive experience for students.

Student Supervision

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. Specialists supervise students during fire drills, assemblies and other times that students are assigned to them as the teacher.

The classroom teacher is responsible for supervising students to and from the special classroom, the cafeteria at lunch, or designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

Supervision Procedures

Breakfast Program:

Students participating in the breakfast program are permitted to enter the building through the main door beginning at 8:30 a.m. and are to proceed directly to the cafeteria. The student is not permitted to stop at their homeroom. Every effort will be made to stop serving students at a reasonable time so that they can finish before the 9:05 a.m. bell. It will be discouraged to allow students taking food back to the classroom in time for the bell. However, we will provide some type of breakfast so a student does go not hungry.

Morning Supervision:

Students (not participating in the breakfast program) are to enter the building beginning at 8:50 a.m. and go directly to their homeroom. Students are not to be released to restrooms or other areas in the building unless they have permission from their teacher. Students who are not able to be responsible for their behavior with a pass will have to remain in their homeroom until the teacher can supervise them.

The early arrival of students is to be discouraged, however, we cannot control when students arrive. Students who do arrive early are to be on the sidewalk in front of the building or on the big playground.

Afternoon Supervision:

Students wait in gym in their bus line and are released by a teacher to go to their bus. Teachers are to escort students out of the building and off of the school grounds. Teachers are responsible for their students until they leave school grounds in the afternoon unless the student is a bus rider. Students may return to the playground after 4:00 p.m. when the playground is open for public use.

Bus/van students are to assemble in the gym in lines for their buses. They are NOT to go outside until their bus is called. This includes YMCA and Day Care students

There will not be crossing guards in front of the school, so be sure to caution your students to cross streets at the cross walks only.

Every teacher is to walk their class to the doors and to supervise their departure from the school grounds. Your presence outside helps make for an orderly and safe ending of the day.

All students riding buses are to assemble in the gym immediately at dismissal.

Playground Supervision:

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building.
2. Watch for safety hazards.
3. Keep the students off the grass, parking area, gym steps and iron railing along the alley.
4. Be available in the case of accidents or disagreements.
5. Help students line up.
6. Fill out an Accident Report should an injury occur. (Office has form)

Coming Back into the Building:

Students who come back for forgotten items must come in the front door and get permission from the Office before going back to the classroom.

Teacher's Hours

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal. Constant tardiness is unprofessional and will not be condoned. It reflects negatively on the school and on the individual educator. If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out in the Office.

Teacher Assistance

From time to time, students have academic, social, emotional, and/or behavior needs that require intervention by school personnel. When this occurs, it is important that the school takes appropriate measures as soon as possible with the student, parent, and community. If a teacher believes that a student may be in need of intervention, consultation with the school psychologist and/or the school counselor should occur and a referral to the appropriate RTI team should be made if it is deemed appropriate. By taking the time to care, you may be able to enhance the chances of the student being successful to his/her potential.

Telephone

Use of the telephone by children must be only in a legit need. Limit student use of the main Office phone between 2:45 and 3:15 p.m. so that incoming calls can be taken. After Dismissal, Students will be allowed to call home after 20 minutes have passed (3:50 p.m.)

Student cell phones are to be turned off during school time. They have access to the office phone if they need to call.

Textbooks

Textbooks need to be inventoried on the forms provided. When textbooks are issued, have students examine them for existing damage. Make a note of the damage with your initial and the date inside the front cover. At the end of the school year reexamine the book and assess fines for any additional damage. There are book cards available for teachers who wish to use them to record the condition of each student's books and have parent sign. Be certain that students understand that they must return the exact book issued or they will be charged for a lost book.

Transfer of Students

When a student withdraws from your classroom, follow these procedures:

1. If the child is leaving the school system, send the grade card with him/her. If he/she is staying in the system, scan it to the permanent folder.
2. Personal belongings and materials purchased through school fees, such as, workbooks being used should be sent with the pupil. If the transfer is within the city, the pupil's textbooks, except workbooks, etc., are stored and not sent to the receiving school. Textbooks of pupils leaving the city schools are to be stored in the teacher's room for the next new student to use.
3. Notify the special teachers and counselors if the child attends these special services.

Videos

Use in Elementary Classrooms

Board Policy 8.1

Administrative Procedure

ONLY "G" rated films, movies and videotapes will be shown in elementary classrooms grades Kindergarten through 5th.

Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated "PG".

Volunteers

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that "extra help" can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Lincoln students and activities in the community. They are here to help the children's self-esteem and learning.

NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.

Inquiries concerning the application of this policy may be referred to the Superintendent.



Millstream Career Center STAFF HANDBOOK

Our Mission

Educating Students, Empowering Communities

#the stream



@MillstreamCC



www.millstreamcc.org



(419) 425 - 8277



millstreamcc



Millstream Career Center

2019-2020 SCHOOL CALENDAR


Please refer to the Findlay City Schools calendar at <http://fcs.org/calendar.htm> and the Findlay High School calendar at <http://fhs.fcs.tandem.co/> for the most up-to-date information about upcoming events.

July		
	30-31	ACTE conference in Columbus
August		
	1	Ice Cream Social with new students 6:30-8:00 (courtyard)
	21-22	New teacher Orientation
	23	Professional development (7-3pm)Schedule pick up 1:30-3pm
	26	Professional development (7-3pm)
	27	Convocation
	28	First day for students
	28-30	Class meetings- tentative in Cafe
	28-2	Hancock County Fair
September		
	5	Open House: 6-7:30pm
	9	Superintendents mtg @9am
	16	Principal/Counselor Breakfast @ 9am
	18	Picture day
October		
	1	Career Day in Aux. gym
	1-4	Cooper Manufacturing Days
	3	Conferences 3-7pm
	14-25	Future Options (all schools) 8:30-10; 12:30-2pm
	30	End of 1st nine weeks
	31	2 hr. delay: PD

	4-15	Road show: School presentations: FHS?
	20-22	Sophomore visitation
	28-29	Fall break
	5	Conferences 3-7pm; Open House Sophomores 4-6pm
	23-1	Winter Break
	2	Return to school
	9	8th grade parent night: FHS
	13	Superintendents mtg @9am
	14	End of 2nd grading period
	15	2 hour delay: PD; Applications due
	16	CCP Parent Night
	20	No School: Martin Luther King Day
	15	Skills Regional comp?
	17	In-service: No School
	20	Conferences 3-6pm; NTHS Induction 6pm
	1	Send email to new students
	5	Reverse Job Fair
	15	End of 3rd nine weeks
	16	DECA state competition?
	19	2 hour delay: PD
	1	Send postcard to new students
	10 & 13	Spring Break

	30	Conferences 3-6pm: Meet and Greet at 6pm
May		
	6	Superintendents mtg @9am
	7	Signing Day @1pm in MCC Cafe
	9	FHS prom
	12	Passport Assembly 1pm
	14	Senior send-off
	21	Last day for students
	22	Clerical Day

Curriculum Focus



Learner Profile

7 Habits of Highly Effective People

We practice and live the 7 Habits of Highly Effective People to achieve our fullest potential.

Creativity	Collaboration	Critical Thinking	Communication
We are able to elaborate, redefine, and transform new ideas in order to enhance and maximize learning and develop unique solutions, without boundaries, to real-world problems.	We demonstrate the ability to work effectively and respectfully with diverse teams and assume shared responsibility for collaborative work. We value the individual contributions made by each team member and take personal pride in our own contribution.	With open minds, we use creative, critical thinking, evidence and reasoning to analyze and take a responsible action on complex problems and/or propose viable solutions.	We respectfully express thoughts and ideas confidently and effectively using oral, written and nonverbal communication skills in a variety of forms and contexts. We use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade).

Information, Media, and Technology Skills

We access, create, evaluate, and utilize information, media, and technology in order to ethically and responsibly research, enhance our knowledge, and to communicate effectively.

The Art and Science of Teaching by Robert Marzano (2007)

10 Instructional Design Questions for lesson planning:

1. What will I do to establish and communicate learning goals, track student progress, and celebrate success?
2. What will I do to help students effectively interact with new knowledge?
3. What will I do to help students practice and deepen their understanding of new knowledge?
4. What will I do to help students generate and test hypotheses about new knowledge?
5. What will I do to engage students?
6. What will I do to establish or maintain classroom rules and procedures?

7. What will I do to recognize and acknowledge adherence and lack of adherence to classroom rules and procedures?
8. What will I do to establish and maintain effective relationships with students?
9. What will I do to communicate high expectations for all students?
10. What will I do to develop effective lessons organized into a cohesive unit?

Curriculum Materials

1. Courses of Study can be located on the Findlay City Schools webpage.
<http://fcs.org/curric.htm>

Grading Procedures Class of 2019 & Beyond

BOE Policy [8.20a1 Grade Reports for Class of 2019 and Beyond](#).

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GRADUATION REQUIREMENTS

Use the following link [Grad Requirements](#) to find the most recent version of graduation requirements as mandated by the State of Ohio and Findlay City Schools.

GENERAL INFORMATION FOR STAFF

Absences: Procedures for Staff Absence

Contact Renhill

1. *Sudden Illness the night before or morning of a workday* - Teachers, aides and secretaries MUST go into Renhill to put in an absence request due to illness the night before or early morning of the expected day of absence. Contact the Renhill representative, Sarah Tiefenbach, at 1-800-776-8722 ext. 2819 or 419-254-2819. Please provide the following information:
 - Full name
 - School
 - Subject taught
 - Location of lesson plans and seating charts
 - Name of substitute requested, if desired
 - Additionally, Millstream teachers should also contact Pam Hamlin (419-722-3711). No follow-up paperwork is necessary.
2. *Sudden absence due to emergency* known the night before the expected day of absence (this type of absence must be one for which a personal day absence is appropriate – Call Renhill and leave a message. Follow up with Janet Hamman (ext. 3342) with the necessary information so that the correct reason can be documented in Renhill).
3. *Bereavement* –
 - If the loss is sudden, contact Renhill for a substitute using the illness reason. Follow up with Janet Hamman to notify with the necessary information so the reason can be corrected to indicate Bereavement. (See negotiated agreement –19 regarding death of immediate family vs. death of other relative or close friend or for Classified staff see page 14 of the Operational Procedures).
 - When the bereavement leave is known in advance, submit the appropriate Absence Request form via the Employee Portal.

For all other absences, use the procedures described below.

1. *Sudden Illnesses during the work day* – Contact Janet Hamman
2. *Planned Sick day* – Submit the appropriate Absence Request form via your FCS Employee Portal.
3. *Personal Day* – Submit requests for Personal Days via your FCS Employee Portal at least five school days in advance of the desired date.
 - The application will be approved on a first come-first serve basis. No more than five requests will be honored on any given day. It is to be considered approved unless you are informed within 2 days that it cannot be honored.
 - The first 2 weeks and the last two weeks of the school year and the day immediately preceding and following holiday breaks shall be avoided except in emergency cases approved by the Superintendent.
4. *Leave of Absence:*

A letter of request must be submitted to the Board of Education. Those contemplating a leave should consult the principal. All requests must conform to the provisions of the negotiated Master Agreement.
5. *Professional Meeting without Expenses:*
 - Complete form via your FCS employee portal at least two weeks prior to the PD date(s).
 - Verify the request was approved with all the electronic signatures required prior to attending the conference.
6. *Professional Meeting Forms with Expenses:*
 - Complete form via your FCS employee portal at least two weeks prior to the PD date(s).
 - Verify the request was approved with all the electronic signatures required prior to attending the conference.
 - If there are expenses, be sure to include the estimates on the original form. Mileage, meals, lodging, etc.... cannot be added on later.
 - After returning from PD, within two weeks, print original form and write the actual expenses to the right of your estimated expenses.
 - Include the following:
 - Attach a copy of the purchase order
 - Attach receipts for all expenses.
 - Detailed, itemized receipts are required for meals. A receipt listing only a total will be denied.
 - Claims are not to include the following:
 - Tips
 - Gratuities
 - Telephone charges
 - Postage
 - Total claims shall not exceed the conference allocation for each individual or reimbursement policy of the Findlay City Board of Education.
 - Sign and date to the right of your electronic signature and submit form to your supervisor.
 - Questions contact the Assistant Superintendent's Office at 419-425-8364.
5. *Professional Leave* – Submit the appropriate Absence Request form via the Employee Portal. Follow up with the following procedures in the event you need to claim expenses.

Accidents/Reports

When an accident causes injury to a student, the person in charge must fill out a report. If the school nurse sees the injured student, she will place the form in your mailbox. If the accident is not reported to the nurse, you may get the proper form from her office or from Wendy Pueschel. In case of personal injury, you must report to the Assistant Superintendent's office, as soon as possible after the injury.

Classroom Management

- Grades and seating charts for each period should be up-to-date and available when requested by the office.
- Attendance: Accurate period attendance must be taken in DASL for all classes and study halls. Mark a student tardy if they are late to class. If a student shows up after attendance is taken it is your responsibility to correct in DASL. Do not allow students to take attendance or enter attendance into DASL. You must do your own attendance and it must be accurate.
- Classroom policies: Class policies, expectations and procedures should be documented and discussed with students at the beginning of each school year.
- Discipline: An important part of your job as a teacher is to handle discipline problems effectively. Don't hesitate to consult a principal, a counselor, or a fellow teacher on how to handle a group or an individual discipline concern. Prior to referring a student to a principal for routine discipline infractions, teachers should conference with the student, and contact parents in person or on the telephone. Individual student referrals to the principal are to be held at a minimum. Documentation of student behaviors, conferences with students, discipline actions and parent contact is required on the discipline referral form and for teacher records.
- Grades: Assignment/exam grades must be accurately recorded in Progress Book in a timely manner. It is suggested that a separate book be used to keep attendance and grades as a back-up and for your own records.
- Lesson planning: Lesson plans that utilize current courses of study should be prepared at least one week in advance. Lesson Plans must be available and easily accessible for a substitute. The freshman office signs in Renhill substitutes and should be notified of the location of daily lesson plans or the lesson plan designed for use during emergencies.
- Seating Chart: An up-to-date seating chart for each class must be available for use by a substitute.
- Supervision: **NEVER LEAVE YOUR STUDENTS UNSUPERVISED.** Emphasis must be placed on proper supervision of students at all times. Teachers must be on time to class and supervise students at all times. In your lesson plans, list safety precautions unique to the lesson being conducted. In the back of the lesson plan book attach a list of general safety rules that you have covered with your classes. In case of a substitute, they will be notified to look for the safety instructions.

Code of Professional Conduct

A copy of the Code of Professional Conduct for Professional Educators can be found on the district website at <http://www.findlaycityschools.org/staff-forms.htm>. Also you are responsible for knowing and understanding the guidelines from the State of Ohio found here: www.findlaycityschools.org/forms/LCPCOE.pdf

In addition, professional dress is of utmost importance. Business casual is expected unless you adjust to your professional field of study and wear clothing related to this area. Jeans and shorts should have prior administrative approval.

Emergency Call Button

An emergency call button is located in most classrooms near the light switch by the door. Push the button and release it to make a call to the main office and the teacher will be able to explain the emergency using the PA. Depending upon the location of the room, the freshman wing or the main office phone will receive the emergency call. If the call is not answered it will be transferred to the SAC office phone.

Faculty Meetings

Faculty meetings are held in the Welding Room as needed. You must notify your supervisor if you are not able to attend the faculty meeting. It is the teacher's responsibility to find out what content was missed when they cannot attend a faculty meeting.

Field Trips

All field trip requests will be made via Applitrack. We are no longer using the paper forms. Log in to the Employee Portal and choose one of the two Field Trip Request forms. **The Special Condition Request form is for out-of-state field trips, overnight trips, Sunday performances/travel, and field trips which entail considerable expense, travel**

and school days to be missed. These are trips that would need Superintendent or Board Approval. The Applitrack process provides a place to make the request for approval which formerly was sent via email.

Please complete the following at least one week before your scheduled field trip.

- Give the completed attendance list to the attendance office. Student ID numbers must be included on this list.
- Obtain copies of Emergency Medical Forms from the nurse's office. Each student must have an emergency medical form prior to any field trip. Families should have completed these in Final Forms.
- E-mail the list of students attending your trip to all teachers.
- Obtain a signed Parent Permission Slip from each student.

On the day of your scheduled trip:

- Give the office an updated list of the students attending your trip before leaving.
- Bring Emergency Medical Forms and Parent Permission Slips

Please attempt to not schedule field trips on the following days:

- Two days prior to exams and during exams
- End-of-Course Assessments - Dates TBD
- ACT Testing: Dates TBD
- Last 2 weeks of School

Fundraisers

All fundraisers must have a sales and service form approved by an administrator. This form is available in the office.

Help Desk Ticket (technology and maintenance assistance)

Go to <http://helpdesk.findlaycityschools.org> to submit a request for tech assistance for issues such as “printer not working” and/or “computer not turning on”. State any troubleshooting steps already taken to resolve the issue. After submitting and saving the request, a ticket number and e-mail confirmation will be sent to your inbox.

Identification Badges (ID)

In accordance with [Board Procedure 7.02a](#), all Findlay City School employees are **required to wear an ID badge** in plain view while on the Findlay City School property. Staff members are encouraged to get their picture ID taken during the photography sessions scheduled in August, the first day of school or on photo make-up days.

Teacher Work Day / Expectations

Regular Work Day

A teacher's work day is from 7 am – 3 pm or 7:15 am - 3:15 pm. The high school principal needs to be notified of a teacher's choice schedule. *Teachers need to see their supervisor to adjust the daily work schedule.*

Faculty Meetings

All faculty meetings will be held at 2:45 in the Welding Room unless otherwise communicated. Please see your administrator if you cannot make the faculty meeting

Open House

Open House is scheduled for September. Teachers are expected to attend unless they have received prior approval from the principal.

Parent / Teacher Conferences

There are parent/teacher conferences each school year. Teachers will attend as scheduled or have to use a ½ day of personal or sick time.

Teacher Sign Out

Teachers leaving the building during the working day are to sign out in the main office (except when leaving for lunch).

Absences

For information regarding procedures for reporting absences and requesting personal or professional days, please see [“Absences: Procedures for Staff Absence”](#) earlier in this document.

Visitors

All visitors and guests are required to register with the school security department upon arrival. Guest speakers must be registered in advance. Loitering on school property or in the school building is prohibited. Unauthorized persons are subject to trespass laws.

*Note: The above regulation shall be posted in each building.

Persons wishing to observe classroom instruction shall obtain permission from the principal. Such observations shall be restricted to problem-solving situations, professional improvement, or legitimate educational needs. The principal may require a written proposal from the observer, preferably a week in advance of the visit. Under no circumstances is the observer to interrupt the educational process or interfere with the work of the teacher.

HELP FOR STUDENTS

Child Abuse

By law, teachers are required to report suspected child abuse victims.

1. Contact director/assistant director immediately.
2. Give director/assistant director a description of suspected abuse.

Contact Children Protective Services at: (419) 422-0182 (ext. 2).

Counseling

Marla Stacey, school counselor, does personal, vocational and academic counseling. This counseling is accomplished by individual, small group, or large group sessions. Teachers may refer a student to a counselor by talking directly to the counselor or principal.

Reportable Behaviors

Report cases of bullying, threatening, fighting, hazing, dating violence, sexting, weapons and/or drug, tobacco or alcohol use/possession, truancy and inappropriate dress to Mrs. Hamlin or Mr. Shank as quickly as possible. Depending upon the nature of the behavior, a report should be made to the administration immediately.

School Nurse at FHS

1. Student should have a pass to see the nurse from:
 - a. The class he/she is presently in
 - b. The class he/she is going to
2. Student should not “drop in” to the nurse’s clinic between classes since attendance is taken at the beginning of each period.
3. Emergency medical information regarding students is recorded in DASL and is designated by the Red Cross symbol.
4. The nurse screens for vision and hearing on all 9th graders, hearing impaired students, and those students new to the school system. However, teachers may contact the nurse any time a health problem is suspected.
5. The nurse will complete an assessment as part of the student’s IEP or MFE when requested by the teacher.

6. Teachers obtain Emergency Medical Records from the nurse to take on field trips. THERE ARE NO EXCEPTIONS.
7. Students are NOT permitted to possess medications on campus. Students must register all medicine with the nurse, including over the counter medications and prescriptions. The student's parents/guardian need to provide prescription medicine in its original container along with a form signed by parent/guardian and doctor for any medication to be given at school.
8. School nurse will assure all students have a health card with current immunizations info.
9. Teachers may request information regarding health issues for their classes from the nurse.
10. School nurse will contribute to maintaining a healthy environment for students, faculty, and staff.

Helpful Phone Numbers

Need Help Finding Help? Dial 2-1-1

2-1-1 is a free and confidential way to get and give help in your community. One call gives you easy access to information and referral 24 hours/7 days a week. 2-1-1 connects you with health and human services, such as food, shelter, childcare, physical and mental health services, support for seniors and persons with disabilities, assistance for immigrants and more! To speak with a professional dial 2-1-1 or 1-800-650-HELP (4357). Hearing impaired dial 7-1-1. www.hancockcounty2-1-1.org

Findlay High School Bully Hotline

419-429-8994 or fhs.findlaycityschools.org/incident.html

How it works:

- The school has published the following hotline number: 419-429-8994
- Call and leave a voice message that contains specific details (listed below)
- The caller ID is masked, making the report anonymous
- The messages are checked every weekday morning at 7:30am and then forwarded to one or more school officials to investigate

Students or parents may anonymously report an alleged incident of bullying using this 24 hour a day hotline. The purpose of this hotline is to create an anonymous, two way means for students, parents, guardians and others to report incidents of bullying, harassment, intimidation and information on potential harmful or violent acts by others. Please note that after submission of the complaint, it will be assigned to the appropriate school administrator.

Other Helping Agencies

Family Resource Center 422-8616

Food

- Chopin Hall 422-6401
- Salvation Army 422-8238
- Women Infants Children (WIC) 424-0720
- Hancock Christian Clearing House 422-2222

Food and/or Homeless Shelter

- City Mission 423-9151

Housing Services

- Hope House 425-4673 (shelter) or 427-2848 (other programs)

Information and Referral

- HC Family First Council 423-8687
- HC Job and Family Services 800-228-2732 and 422-0182

Library, Hancock County 422-1712

Medical and Prescription

- Caughman Health Center 427-0809
- Women's Resource Center 424-9948 or 424-9575 (fax)

Support Groups

- Depression/Bipolar 422-9381
- Mental Illness 957-9423
- PALS / Suicide Loss 422-3711

Utility Assistance & Associated Charities 423-2021



Northview Primary

Handbook

2019-2020





Findlay City Schools

Our Mission:

Educate and

empower for life.



Findlay City Schools

A partner for a
stronger community.



Non-Discrimination Policy

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board designates:

Assistant Superintendent - Title VI Coordinator
Assistant Superintendent - Title IX Coordinator
Director of Student Services - Sec. 504 Coordinator

Complaints should be referred to:

Title VI (race, color and national origin)

Mr. Troy Roth
2019 Broad Avenue
Findlay, Ohio 45840
(419) 425-8202

Title IX (sex)

Mr. Troy Roth
2019 Broad Avenue
Findlay, Ohio 45840
(419) 425-8202

Section 504 (handicap)

Dr. Kelly Glick
1100 Broad Avenue
Findlay, Ohio 45840
(419) 425-8238

Absences

Attendance Procedure

In accordance with Ohio law students are expected to be in school every day on time, unless with legitimate excuse. When a student is absence from school the parent/guardian should call the child's school to report the absence the day of the absence. **When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days.** Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

One school day is considered 6.5 hours for grades Kindergarten- 5th.

Tardiness

If a student arrives late to school or leaves school early the student and/or their parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline.

Because the State of Ohio requires attendance to be tracked and recorded in the amount of minutes/hours of school missed, all tardies and students leaving early will be recorded with the amount of time they have missed. This time will accumulate in the same manner as all other absences from school. Notes must be given to the main office within 2 days of arriving late or leaving early as with all absences.

Unexcused Absence and Truancy Procedure

- 1-Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- 2-Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19).
- 3-Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant.
- 4-The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191) and may request a pre court conference.
- 5-Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27) with Hancock County Juvenile Court.

Excessive Unexcused or Excused Absence Procedure

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding funeral, college visits, OSS, etc.).

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

Birthday Parties

We understand that birthday celebrations are a special time for students, but due to growing concerns of food allergies and time lost during the school day due to lengthy birthday celebrations please follow the guidelines below if you would like to share a birthday treat. Items outside of the guidelines may not be served and/or delivered to the student and will be sent home.

- Birthday treats that will be permitted include a healthy snack or prepackaged cookies without frosting that include an ingredient list for allergy purposes.
- Parents and students may also choose to donate a book to the Northview library to celebrate birthdays. Mrs. Hoadley will have a selection of books to choose from for \$5. There will be a nameplate inside the cover of the book with the student's name to recognize their birthday donation.
- Birthday treats with any frosting will not be permitted or served as a birthday treat.
- Ice cream will not be served or permitted.
- Balloons, flowers, stuffed animals, etc will not be delivered to students during school hours and will need to be picked up by a parent.

Elementary School Fees

Kindergarten	\$21.50 per semester/\$43.00 per year
Grades 1 & 2	\$21.50 per semester/\$43.00 per year
Grades 3	\$34.00 per semester/\$68.00 per year

MAKE CHECKS PAYABLE TO: FINDLAY CITY SCHOOLS or you may your child's school fees through EZ Pay on-line at www.findlaycityschools.org.

	Kindergarten Fees	Grade 1 Fees
Math Workbook	\$15.00	\$19.00
Language Arts	\$20.00	\$15.00
Art	\$5.00	\$5.00
Assignment Book	\$2.00	\$3.00
Handbook (Folder)	\$1.00	\$1.00
Total Fees	\$43.00	\$43.00

	Grade 2 Fees	Grade 3 Fees
Math Workbook	\$19.00	\$19.00
Language Arts	\$15.00	\$15.00
Art	\$5.00	\$5.00
Assignment Book	\$3.00	\$3.00
Handbook (Folder)	\$1.00	\$1.00
Technology Protection Plan		\$25.00
Total Fees	\$43.00	\$68.00

Non-payment of school fees at any grade level will result in the withholding of a student's diploma at high school graduation. Unpaid school fees are rolled over each year and forwarded from school to school. You may make partial payments throughout the year.

Fines for damaged textbooks

Fines for damaged textbooks are as follows:

Damaged but repairable locally	\$5.00
Damaged beyond repair	Replacement Cost
o Pages missing	
o Water damage	
New cover and binding needed	\$15.00
Lost book	Replacement Cost
Torn pages, ink marks	\$.50 to \$1.00 per page

Breakfast & Lunch Information

Breakfast is served at 8:45 a.m. in the cafeteria. The cost for breakfast is **\$1.75** for student and adult. Reduced breakfast is \$.30.

Cafeteria lunches are available at a cost of **\$2.70** per day for students and **\$3.20** for adults. Ala carte milk costs \$.50 per carton. Milk is included with a meal. Reduced lunches are \$.40.

	<u>Lunch</u>	<u>Reduced Lunch</u>	<u>Milk</u>
5-Day	\$13.50	\$2.00	\$2.50
10-Day	\$27.00	\$4.00	\$5.00
20-Day	\$54.00	\$8.00	\$10.00

Money for your child's meal account should be sent to the school office early each morning. Your child will be permitted three (3) entrées' and milk per grading period when there is insufficient funds in their meal account. Parents may pay their child's lunch money online using EZ Pay. A link is available on the district website. A fixed convenience fee of \$2 will be passed on to the parent each time. Parents will need their child's student ID number.

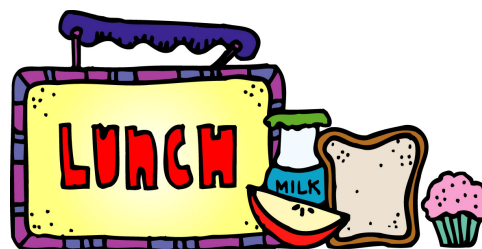
Lunch Schedule

Second eats lunch from 11:05 am to 11:30 am
Second recess is from 10:50 am to 11:05 am

First Grade eats lunch from 11:35am to 12:00 pm
First Grade recess is from 11:20pm to 11:35am

Kindergarten eats lunch from 12:05 pm to 12:30 pm
Kindergarten recess is from 11:50 am to 12:05 pm

Third eats lunch from 12:35pm to 1:00pm
Third Grade recess is from 12:20 am to 12:35 am



Dress Code

As stated in the Findlay City Schools Elementary School Parent and Student Handbook, "Flip-flops or footwear without heels or heel straps are discouraged for safety reasons."

Discipline

Northview will not be using the color behavior management system. In an effort to focus more on positive behaviors and provide more information to parents regarding negative behaviors, classrooms will be using positive reinforcements to promote positive behaviors and consequences slips sent home for negative behaviors. Consequence slips will be completed by the student and will guide discussion and reflection between the student and teacher regarding the rule that was broken.

Permission To Use Student Image/Information

Remember to notify the school in writing if you do not want your child's name and/or image/likeness to be published, photographed or videotaped during a school activity. This would include school related publications, Findlay City Schools website, school related videos, television news videos, The Courier, photo with and without no name.

Findlay City Schools makes the listed information available upon a legitimate request **unless** a parent/guardian or student 18 years or older notifies the school in **writing by September 21st** of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

School Hours

Northview Primary

9:00 a.m.
9:15 a.m.
3:40 p.m.

Arrival Time
School Begins Classes
School Dismissed

Bigelow Hill Intermediate

8:50 a.m.
9:05 a.m.
3:30 p.m.

Students should not arrive at school before the designated arrival times. School personnel does not provide supervision of children before these times. Assistance with this matter will be appreciated.

Announcements regarding delays or cancellations are made over all the Findlay radio stations and television.

PTO (Parent Teacher Organization)

Findlay North PTO will meet once a month at 6 pm. The Findlay North PTO will include Northview, Jacobs, and Bigelow Hill families. The PTO is in great need of parents willing to participate in PTO activities. The PTO provides a great deal of activities and funding for our school and students, however without parent participation the PTO cannot be successful. We welcome your participation and attendance at our PTO meetings.

PTO officers are to be determined.



NORTHVIEW PRIMARY SCHOOL

PERSONNEL 2018-2019

Principal	Mr. Eric Payne	Office
Secretary	Mrs. Deanna Shank	Office
Guidance Counselor	Mrs. Emily Fackler	Room 8
Kindergarten	Miss Rachel Stahl	4
	Mrs. Kim Miller	3
	Mrs. Danielle Powell	1
	Mrs. Holly Wise	2
Grade One	Mrs. Molly Derr	17
	Mrs. Carly Kuntz	19
	Mrs. Allie Scurria	18
	Mrs. Valerie Smith	16
Grade Two	Miss Alyssa Allsop	13
	Miss. Danie Apple	11
	Mrs. Alexis Lobdell	12
	Mrs. Denise Ryan	13
Grade Three	Mrs. Allison Gerken	5
	Mrs. Kristin Hudok	7
	Mrs. Nicole Newlove	6
	To be determined	9
Intervention Specialist		5
Intervention Specialist	Mrs. Fran Lundy	15
	Mrs. Angela Geiser	
Title I		14
Title I	Mrs. Tricia Might	14
Title I	Mrs. Stephanie Brant	
	Mrs. Robyn Kryling	
Music		
Art	Ms Erin Clegg	On Cart
Physical Education	Mrs. Jeanette Tate	20
Computer/Tech	Ms Erin Hemmelgarn	Gymnasium
	Mrs. Rochelle Manley	Lab
Librarian		Library
Nurse	Mrs. Jennifer Hoadley	Clinic
	Mrs. Charmaine Ajala	

Northview Primary School Personnel (Continued)

Cook	Mrs. Kris Hepperly	Cafeteria
Cashier	Mrs. Debroah Kirian	Cafeteria
Monitor	Mrs. Joetta Carles	Cafeteria
Monitor	Mrs. Mary Lou McCann	Cafeteria
Monitor	Mrs. Sharon Simko	Cafeteria
Monitor		Cafeteria
Monitor		Cafeteria

Day Custodian	Mr. Mike Brown	
Night Custodian	Mr. Dave Bowser	

Speech Pathologist	Mrs. Sarah Dorrel	
School Psychologist	Mrs. Amanda Byers	

Physical Therapist	Mrs. Trisha Klausing	
Occupational Therapist	Mrs. Suzanne Kirk	

FINDLAY CITY SCHOOL
Findlay, Ohio
2019/2020 School Calendar
184 teacher days including PT Conferences

Professional Development-Teachers Only	Friday, August 23, 2019
Professional Development-Teachers Only	Monday, August 26, 2019
Convocation/Building & Dept. Meetings	Tuesday, August 27, 2019
First Day for Students	Wednesday, August 28, 2019
Labor Day – NO SCHOOL	Monday, September 2, 2019
Fall Break	Thurs. & Fri., Nov. 28 & 29, 2019
Winter Break	Mon., Dec. 23, 2019 – Wed., January 1, 2020
Students First Day Back to School	Thursday, January 2, 2020
MLK – NO SCHOOL	Monday, January 20, 2020
Professional Development – Teachers Only	Monday, February 17, 2020
Spring Break – NO SCHOOL	Fri., & Mon. April 10 & 13, 2020
Last Day for Students (177 Days)	Thursday, May 21, 2020
Clerical Day for Teachers	Friday, May 22, 2020
Findlay High School Commencement	Saturday, May 23, 2020

(All Millstream students will follow the Findlay City Schools Calendar)

9-Week Grading Periods

First 9-Week Grading Period	08/28/19 – 10/30/19	45 days
Second 9-Week Grading Period	10/31/19 – 01/14/20	44 days
Third 9-Week Grading Period	01/15/20 – 03/18/20	44 days
Fourth 9-Week Grading Period	03/19/20 – 05/21/20	44 <u>days</u>

TOTAL DAYS IN SESSION for students = 177 student days

Professional Development Days for teachers – NO SCHOOL FOR STUDENTS:

8/23/2019
8/26/2019
2/17/2020

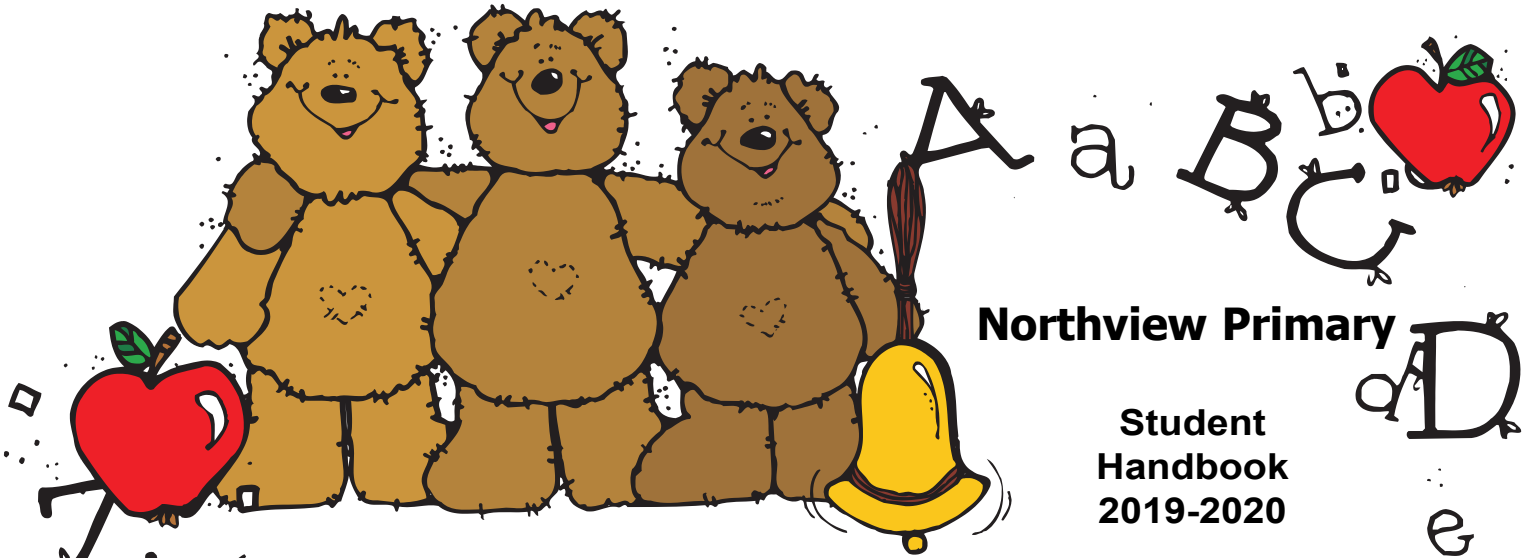
2 Hour Delay Days for Teacher In-Service

Thursday, October, 31, 2019
Wednesday, January 15, 2020
Thursday, March 19, 2020

- New Teacher Orientation: 8/21-8/22
- Convocation 8/27

****Parent Teacher Conferences will be scheduled in the PM on 4 different dates at each building and count as 2 school days.****

Approved: 4/16/2018
Revised: 9/10/18



Northview Primary

Student Handbook 2019-2020

Dear Parents:

The mission here at Northview Primary is to educate and empower students for life.

The staff at Northview will be working to ensure that this year is an exciting and rewarding learning experience for your children. We believe that in order to provide the best possible education for your child, communication and collaboration must exist between the home and school. We are looking forward to meeting you and working with you during the school year.

The Northview Handbook has been prepared for your information and convenience. We hope that through its use, you will be informed regarding school policies and procedures.

We encourage you to sign up for Findlay City Schools email distribution list. Go to www.findlaycityschools.org, under schools, choose Northview. There are two places to "Click Here"--one for the Northview Parent Email List and one for the Findlay City Schools Parent Email List.

Please feel free to contact your child's teacher or us with any questions or concerns you might have.

Sincerely,

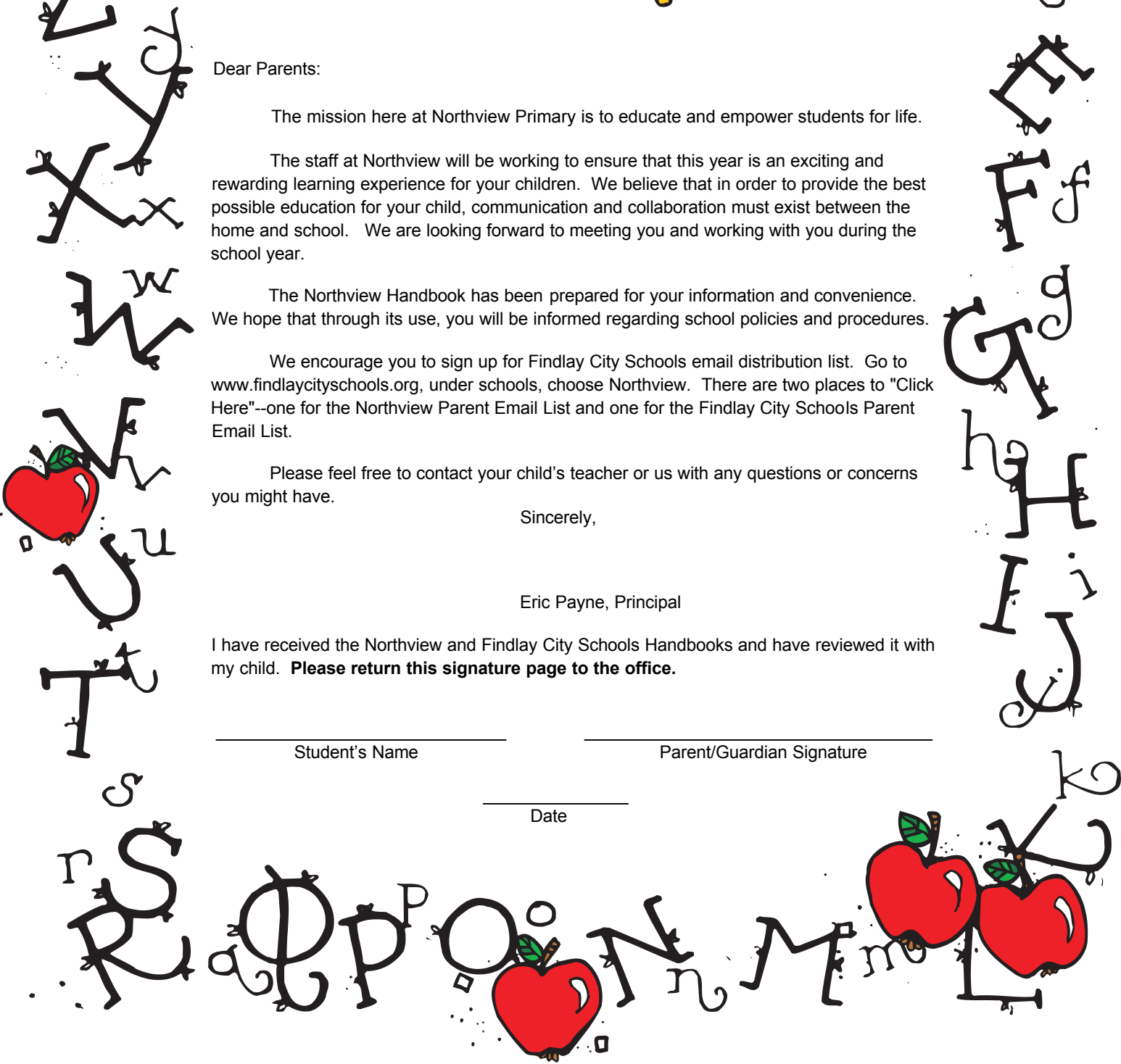
Eric Payne, Principal

I have received the Northview and Findlay City Schools Handbooks and have reviewed it with my child. **Please return this signature page to the office.**

Student's Name

Parent/Guardian Signature

Date



NORTHVIEW PRIMARY SCHOOL



Teacher Handbook

2019-2020

NORTHVIEW STAFF HANDBOOK

Absences, Student

Maintain accurate records on students' attendance for your own class. It is now preferred that attendance and lunch count are done through the DASL software system. Purple attendance and lunch count folders are still provided in case DASL is not working or you have a substitute teacher. Lunch counts need to be called in to the high school by 9:45 am so it is important that this information gets to the office as quickly as possible. Use the purple attendance folder to send items to the office such as lunch monies, lunch charges, fee monies, student absence notes, and anything else that needs to be turned into the office.

When a student returns from being absent, he/she should submit a note from home to the classroom teacher. All notes should be forwarded to the office so the secretary can update the student attendance record. The notes will be scanned into the students file. Students have 2 days to bring in a note to be counted as an excused absence. We will still record the note after 2 days, but the absence will be marked as unexcused. Bring to the principal's attention any irregularities in attendance, tardies, or suspected cases of truancy.

If upon returning to school the child has any limitations on his/her activities, either in physical education classes or outside recess due to illness or injury, a note **must** come from the **doctor** describing those limitations. Weather permitting, all children will go outside at recess except those with an excuse on file in the office. Children should dress appropriately for the weather conditions.

Students who miss 20 or more days in a year may be required to repeat the grade the following year (See Truancy Procedures).

Encourage good attendance as it benefits everyone.

Absences, Teachers

If a staff member finds it necessary to be absent, it is best to notify the school secretary on the day prior to the absence, if possible. If you are ill in the morning, be sure to submit your own sub requests ASAP, and before 6am through the Rehill site. Also notify the principal, Eric Payne, about your absence and/or any trouble with the Renhill site via text or call at (419) 306-4165.

Art

Forty-five minute art classes are taught by the art specialist. In order for the special area programs to be successful, it is important that both the specialist and the classroom teacher communicate.

Assemblies

Special programs are scheduled periodically in the gym. These programs may be purchased programs, police and fire safety assemblies, music presentations, etc. All programs are free to students. All students are expected to attend school-wide assemblies.

Students should be taken to the restrooms prior to assemblies to minimize interruptions during the program. Audience manners should be discussed prior to each program. Classes sit in their assigned assembly seating.

Awards

Students should be reinforced in a positive way on a regular basis. Awards should be made. Teachers are encouraged to also offer Trojan Tokens, Northview postcards, and other simple, yet tangible, rewards.

Bells

Bells ring at several times during the school day on the following schedule:

- 9:00 a.m. Students may enter the building and go to homerooms
- 9:15 a.m. Morning tardy bell
- 3:40 p.m. Dismissal bell

Building Emergencies

Any emergency should be reported to the office at once. In the event that the principal or secretary is not available, report them to the Superintendent. Refer to the Northview Emergency Operations Plan.

Building Security

All outside doors have a video camera in place to monitor the activity. The front door will be locked and admittance will be by a buzzer and video screen to monitor visitors and personnel into Northview. There is also a microphone located in the ceiling in the lobby that will be monitoring at all times.

Building Security Continued

Classroom doors should be locked at all times (may remain open).

Staff members should lock all classroom windows before leaving the building. All lights should be turned out when classrooms are not in use. Check outside door if leaving after normal hours.

Building Use After School

Use of the building by citizens and teachers after 4:00 p.m. requires a building permit. This does not include individual teachers working in their classrooms.

Bus Duty and Dismissal

In the morning bus duty will be covered by available staff. Please be in front of the building from 8:50 am to 9:00 am to welcome children and parents. In the afternoon, after the bell has rung at 3:40 pm, one general education teacher from each grade level will be needed to escort walkers outside. Please stay outside and be sure to spend this time monitoring the remainder of the students as they are being dismissed.

Christmas Trees in Classrooms

Due to the fire hazard that they present, lights cannot be used on real trees in classrooms.

Classroom Newsletters

Regular communication between the school and the home is an important facet of the educational process. This is facilitated by classroom newsletters sent home by the teachers.

The newsletters should include, but need not be limited to: 1) calendar of future events, 2) areas currently being studied in the classroom, and 3) student accomplishments in academic areas.

Remember that your newsletters help parents form an opinion of our school. If they reflect a smooth running classroom and school, we will be perceived as such. If they speak of problems you or the school are experiencing, this will be remembered by parents. Parent perceptions are extremely important in selling our programs.

Always have a colleague proofread your newsletter for spelling and grammar errors before you send it home. In addition, make sure that the copy is clear and dark and can be easily read. Please send an electronic copy of your newsletter each week to the principal and secretary.

Computer/Tech Lab

Computer/Tech Lab will continue to be a specials rotation. 45 minute classes will take place in the computer lab beside the library taught by a para-professional.

Conferences with Parents

The value of communication with parents cannot be overemphasized. The telephone conference is a convenient, yet effective, way to communicate with parents. In many cases, it is just as effective as an in-person conference. Text messages are equally acceptable if the parent is comfortable with such communication.

Often parents have a negative view of the school because teachers call or write notes home only when there is a problem. Getting into the habit of making a few calls each week to give parents some good news is a practice, which will pay high dividends for you. Also, if the time comes that you must call parents to report a problem they are usually more receptive and cooperative if you have spoken to them on previous occasions on a positive note.

You should keep a brief written report of each conference held with a parent for future reference (sample form provided in Appendix A).

Regularly scheduled parent/teacher conferences will occur in October. These conferences take place during three evening hours on specified days. Teachers should have an outline of important items prepared for each parent conference so that the conference will be productive. A simple checklist similar to the one provided in the appendix for each student, prepared in advance by the teacher, should be used to insure that no important detail is overlooked.

Correspondence, Mass

Any bulletins or mass communications other than monthly classroom newsletters which are going home with all students from a teacher or grade level should be submitted to the principal for approval prior to sending them home. Please provide the secretary with a copy of the correspondence too. (Example: Field trip information, Day of Celebration information, etc.)

Course of Study

In order to facilitate continuity in each subject area, it is necessary that an accurate course of study be followed. The Elementary Course of Study (now called Curriculum Maps) is furnished by the Findlay Board of Education on-line. **Teachers are expected to adhere closely to the course of study and use board approved curriculum with fidelity.** To obtain the "Curriculum Map" for your grade level, go to Findlay City Schools website homepage. You will need to click on "District Information." Scroll down and choose Curriculum. On the left-hand side of the page is a list by grade level of the Curriculum Maps.

Cumulative Records

Cumulative records (sometimes called permanent records) are maintained for each pupil from kindergarten through grade twelve. The Federal Rights and Privacy Act states that the material in those records is confidential and can be released only with the written permission of a parent or with the written permission of the child if over 18 years of age. Parents must be granted the right to view the records if they so desire but

Cumulative Records Continued

the school will have a qualified representative sit with the parent to help interpret the records.

Cumulative records should be clearly inspected by teachers during the first weeks of school. Make note of students with particular learning, health problems, or court documents. Cumulative records should again be inspected during the last week of May to add or delete items as necessary to keep the records updated. Please follow the Cumulative Folder Organization guidelines. It is the Special Education teacher's responsibility to scan their students' IEP to the appropriate location to be added to the cumulative records.

Cumulative records are now kept digitally on a FCS server.

Desks, Conditions of

School desks, tables and chairs are expensive pieces of furniture and often students will absentmindedly write on them or misuse them in other ways. Try to be aware of this when it happens and help guide the students into habits, which minimize wear and tear on the furniture. It is good practice to assign each student a desk or table area for the year and make that student responsible for the desk or table area, even though others may occasionally use it during that period.

Discipline

Northview Primary School has a school-wide program for discipline. Teachers will implement a positive behavior management system by focusing on students who display positive behaviors and reinforcing those behaviors. Positive behaviors are rewarded and inappropriate behaviors are recognized and addressed by reviewing the classroom rule which was violated and the completion of a classroom consequence form. Appropriate consequences will still be implemented when necessary. The consequences are set by the classroom teacher; however, when classroom options have been exhausted, the principal will become involved. When sending children to the office, please be sure to **send a written note, or text message, explaining the reasons for their removal**. Parents should be informed of their child's behavior for the day when necessary.

The teacher/students formulate expectations for the classroom. These should be discussed with students and a copy should be sent home to the parents. They should be clearly posted in the classroom.

Teachers also formulate a set of positive consequences i.e. Trojan Tokens; things that students may earn if they choose to follow the rules, i.e. free time, note to parents, popcorn, etc.

Our goal is to teach students to become responsible citizens and to adhere to school rules. Additionally, Findlay City Schools has a Policy of Student Rights and Responsibilities governing student behavior (Appendix B). Violation of the student discipline code should be considered as a severe disruption and should be dealt with as such.

Drug Abuse

Suspected cases of drug or substance abuse should be reported to the principal at once.

Early Release of Students

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell. Students should not be released prior to dismissal time except with permission from the office. Ask the parents to wait in the lobby until the bell rings.

Emergency Operations Plan

Emergency Operations Plans can be found in the main office, the teacher's lounge, and the principal's office.

Emergency Medical Forms

The Emergency Medical form is now a part of the Student Information form and should be included in the folder of handouts to be given to the parents to complete. This form needs to be returned as soon as possible. The emergency medical form is the most important form maintained by the school office. Forms should be taken on any field trips or events when students leave the premises.

Evaluation, Staff

The principal is responsible for staff evaluations. See Appendix C for a copy of the annual goal and teacher evaluation forms. If you have questions about these, see the principal.

Evaluation, Student

You are responsible for the evaluation of your students. Good evaluations depend upon accurate measurement techniques. Student records should be carefully maintained and reflected accurately on the student report cards. Students who have been absent should be given a reasonable amount of time to make up missed grades on either a test or an assignment. Missed marks which for some reason cannot be made up should not be averaged into the nine-week grade.

Field Trips

If you wish to go on a field trip, you must file a plan with the principal at least three weeks prior to the trip for approval. Busses must be scheduled to return to Northview by 2:00 pm. Field Trip Transportation request forms must be submitted 15 school days prior to the date requested. Forms are in the office. Field trips should have a definite educational objective and should correlate with a unit being studied by the class. The enrichment offered by a field trip should go beyond what would be

Field Trips Continued

possible with classroom study only. School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list of written rules and go over them with the children prior to the trip. Have adult volunteers accompany the trip (one adult or more per each ten students is recommended). Written permission must be secured from parents prior to the trip. If PTO is funding any part of the field trip, a PTO Allocation request form is required to be filled out and submitted to PTO by the October meeting. PTO meetings are held at Jacobs, Bigelow Hill and Northview.

Films

Only G rated films, movies, and videotapes will be shown in elementary classrooms grades kindergarten through 5. Media used from television will follow the age appropriate guidelines (see Appendix D). Copyright laws are covered under the purchase of Movie Licensing USA. This covers movies from all movies, with the exception of 21st Century Fox.

Fines for damaged textbooks

Fines for damaged textbooks are as follows:

Damaged but repairable locally	\$5.00
Damaged beyond repair	Replacement Cost
o Pages missing	
o Water damage	
New cover and binding needed	\$15.00
Lost book	Replacement Cost
Torn pages, ink marks	\$.50 to \$1.00 per page

Fire Drills

You should be thoroughly familiar with the routes to be used for the fire drills. They are posted on a sign near the door of each classroom. State regulations require that this sign be in each classroom.

Silence must be maintained during fire drills. Teachers are responsible for seeing that all students are evacuated in a quiet and orderly fashion. All windows and doors should be closed and all lights turned off before leaving the classroom, if possible.

Fire drills may be unannounced and may also include special circumstances (ex. blocked exits, intentionally missing student, etc.) Instructions on fire drill procedures should be given to your students by you during the first week of school.

Grade Cards

Grade cards are sent home with students on the fifth school day after the end of the grading period.

Grade Cards Continued

The third 9-week grade card will be withheld if a student has outstanding school fees.

Gum

Students are not permitted to chew gum on school grounds and/or buses, unless provided by a staff member as a reward.

Hallway Behavior

Students are to observe expected classroom behaviors while in the hallways.

Handbook

Findlay City Schools issues a Handbook for Teachers to all staff of K through 12. The handbook is now located on the web.

Hazing

State law forbids hazing in any form. Any adult in charge of a school group allowing this to happen can be held liable.

Illnesses and Injuries, Student

Students who become ill or injured in school should be brought to the clinic or office. The school nurse will be in the clinic from 10:00 a.m. to 1:30 p.m. daily. Remember, you should not administer medication of any kind to students. For your own protection, always send a note home when a child has been injured at school. The note should state what happened and what was done for treatment. An Accident Report should be completed, a copy sent home with the student, and the original sent to the office within 24 hours.

Lesson Plans

Teachers should have lesson plans completed for the following school day for all subjects prior to leaving the building for the day. These plans should be left on top of the teacher's desk. All plans should include objectives for the lesson, procedures used to teach the lesson, materials needed and assessment.

Lesson plans should give certain details which the sub may need to know such as titles of text books or supplementary books to use, page numbers, where dittos are located, etc. A simple rule of thumb to test the adequacy of lesson plans is the question, "Could a sub read these plans and know exactly what to do?" If the answer is not in the affirmative, your lesson plans are not detailed enough.

Library

Library is scheduled for each class as a 45 minute class period.

Lounge, Teacher's

The teacher's lounge is across from the library.

Lunch

Lunch times are as follows: Second grade eats lunch from 11:05 am to 11:30 am; First grade eats lunch from 11:35 am to 12:00 pm; Kindergarten eats lunch from 12:05 pm to 12:30 pm; and Third grade eats lunch from 12:35 pm to 1:00 pm. Lunch and recess are supervised by paid monitors.

Lunch Ticket Purchase Procedure

Parents can put any amount in their student's meal account. Payment can be made on-line through EZ Pay, check, or cash. There is a no change return policy. When the student has no money, Food Service will provide three (3) entrees' and a milk per grading period. Reminder slips will be sent from the cafeteria when a student's funds are getting low. Please be sure these are sent home with the student.

Mailboxes

Teacher mailboxes are located in the office and in the copy room beside the office. Check your mailbox each morning, after lunch, and before leaving for the afternoon. If you send a student to the office for mail, please use a large envelope to put your mail in so items do not become lost. Do not send a student to place messages in other teacher's mailboxes.

Maintenance Requests

All maintenance requests should be made via the Help Desk, not directly to the custodial staff.

Medication, Administering to Students

In certain cases students need to be given medication in order to remain in school. **This will be supervised by the school principal.** Board guidelines will be followed.

- a) The nurse, principal, or designee will administer only in conjunction with the written directions of a physician on the appropriate form.
- b) A log of date and time when medication is administered will be maintained.
- c) Medication will be stored properly in the office of the nurse.

Money Handling

Under **NO** circumstances should money be left in the classroom at any time. Teachers who are collecting money for school fees or pictures, etc., should take the money with them when leaving the room. All money should be turned in daily to the office as soon as possible and stored in the safe.

Music

Forty-five minute music classes are taught by a specialist. Music will take place on a cart in the students' homeroom. Please return to your room on time to resume class.

New Students

You will, no doubt, have at least one new student come into your room some time during the school year. New families move into the district frequently. A personal letter from you to the parents after the student's first day of school can be worth more than you can imagine to make them feel "at home." When a new student arrives, be sure to complete all necessary assessments within 30 days of their arrival.

Nurse

Northview has a part-time school nurse. Her schedule is 10:00 a.m. to 1:30 p.m. daily. She works out of the clinic and is available for health units.

Off Limit Areas to Students

Inform your students that the following areas are off limits without special permission:

- a) furnace room
- b) boiler room
- c) teacher lounge/workroom
- d) copy rooms

Office Phone

Students who are sent from the classroom to use the office phone should bring a telephone permission slip from their teacher.

Parking

Elementary staff should park in the area adjacent to the elementary building on the west side. Buses will use the alley on the east—car riders will be picked up at the front of the building and van drivers will pick up out front. (See Map – Appendix G.)

Parties

You may schedule room parties with the children prior to Halloween and Valentine's Day. These are typically discussed in Building Council.

Personal Days

Teachers are allowed three personal days. If your request for a personal day falls between the first two weeks of the first day of school for students and two weeks before the students' last day of school, you will need to write a letter to the superintendent requesting this time off. It is **best** not to wait till the last minute to request a personal day during this time frame. You are responsible for keeping an accurate record of what days you have available. The 10/10 rule for the beginning and end of the year will be enforced on a strict basis at the superintendent's office.

Physical Education

Forty-five minute physical education classes are taught by a specialist. Again, strict adherence to the schedule, as well as accompanying your students to and from class, is a necessity.

Pictures

Individual pictures are taken during the school year. Information is distributed well in advance to be sent home with students. When paying for pictures, parents should make checks payable to the photography company, not the school. If the check is for more than one student, that check should be sent to the office. For our fall pictures we will have two photographers scheduled to take pictures. Hopefully, this will help get the students pictures taken before noon recess.

Playground/Recess

When you take your class out for recess, you are responsible for the students. You should be in the playground area where your students are playing.

Teachers may agree to share recess monitoring duties by taking turns. However, in cases where a recess is not covered, the homeroom teacher is responsible for any accidents or injuries that occur as a result.

Students should not be taken outside for recess when the weather is too cold, when it is raining, or when the play area is muddy. If the gym is in use, the recess break should be taken in the classroom, and the teacher should monitor the students.

No recesses should be scheduled between 10:50 a.m. and 1p.m.

Praise

To a student, sincere praise is the most valuable gift that you as a teacher can give. Studies have shown indiscriminate or insincere praise is detected by students and is ineffective. Please use positive praise when appropriate.

Professional Appearance

As educators, how we dress sends a message to our parents and community. Dressing appropriately inspires confidence in us as professional educators and sends the message that school is important. Our attire reflects not just ourselves, but also our colleagues, building, and school district. Our dress should convey our status as licensed professionals.

Promotion/Retention Policy

Students who successfully complete the requirements for their grade level during the school year are promoted to the next grade. In cases where the student has not completed the requirements, the teacher may recommend that the child be retained in that grade for an additional year to gain the necessary skills for success in the next grade. This must be approved by the principal after a meeting with the parents, teacher, counselor, principal and other appropriate personnel. If retention is determined appropriate, complete the Retention Recommendation Letter.

Psychological Services

Occasionally, it may be necessary for you to request a consultation with the school psychologist. Consultation forms are completed via the FCS website. Before talking to parents, see the principal for instructions. It is most important that the proper procedures, including the RTI process, be followed in such an instance.

Purchases

Purchases of classroom supplies are made through the office. Teachers should submit requests to the principal along with the catalog, date, page number, cost, shipping and handling, etc. Teachers should fill out a requisition form located in the office for all orders. The requisition is sent to Purchasing so make sure the requisition is legible. A purchase order must be in place before any money can be spent. Teachers cannot be reimbursed for purchases that are made without proper processing. Teachers may track their classroom allotment for supply and fee monies via the Google Sheet shared with each teacher.

Release of Students From School

Students may be released from school prior to regular dismissal time for such reasons as illness, dental appointments, funerals, and trips with parents, etc., if the student brings a note from home or the parent calls the school.

Unexpected requests to release a student from school such as student illness or a parent or relative appearing at school to take the student for any reasons should be referred to the principal. The student should not be released except through the office. Parents who come to your room must be wearing a Visitor sticker. (This means that they have signed the student out in the office or have checked in with the office before coming to your room.)

Rooms

Attractively decorated classrooms are more enjoyable for children. As a guideline, at least half of the decoration should be children's work.

You are expected to share in the responsibility of maintaining the safety and good conditions of the classrooms. A good policy is to have children rotate weekly duties in room cleanup. Windows and doors should be closed and locked when you vacate the rooms after school. All student chairs should be placed upon the tops of the desks so that custodians can sweep floors. Students should pick up pieces of paper and other objects from the floor before dismissal.

Safety of Students

You are legally responsible for the safety and well being of the students in your custody. Therefore, never allow students to be unsupervised in class or other areas and be certain to have a fellow teacher monitor your youngsters upon your absence from the room. Also, make frequent checks to insure that no unsafe conditions exist in your classroom.

Schedules

The smooth operation of any school depends, in large part, upon adherence to pre-determined schedules. Such things as teachers arriving at school on time, getting students to special classes, and being there to pick them up on time will make the entire day run smoothly for everyone. The office should have a copy of your classroom schedule by the beginning of the third week of school.

School Visitors

The Ohio Revised Code requires that all school visitors report to the office immediately upon entering the building or school grounds. Teachers observing strangers in the building or on school grounds should direct them to the office. All parents, guardians, or visitors coming to your room, for any reason, must have a Visitors Pass in hand. Return the passes to the office.

School Closings/Delays

Inclement weather in Ohio occasionally causes schools to be closed. Listen to local radio or TV stations beginning at 6:00 a.m. for details. The district's website contains information on school closings and delays, and you can sign up to receive the district text's alert.

Special Education

Northview Primary houses several special education classes. The process for placing students in these, as well as other classes, is complex and involves many personnel including the classroom teacher, principal, and psychologist. If you have concerns regarding a student's academic abilities, collect data reflecting their performance, and refer the student to the RTI team.

Special Education Continued

Do not advise parents that "you think the child has a learning disability," or that "you think special education is necessary for their child."

Staff Meetings

Staff meetings will be held on the 1st Friday of the month before school begins unless notified. Teachers are asked to be prompt in arrival for staff meetings so that they may begin on time. A second staff meeting date will be reserved for the 4th Friday of the month and will be utilized on an as needed basis.

Student/Parent Handbook

Teachers should read and familiarize themselves with the information in the Student/Parent folder at your earliest convenience. This publication is distributed to parents or given to children to take home during the first week of school.

Substitute Teachers

Occasionally, teachers are forced to miss school due to illness or personal reasons. When this happens, it is extremely important that detailed lesson plans are left for your substitute teacher. In addition, teachers are asked to maintain a "Sub Folder" in the office, which contains information of value to substitute teachers, and should include:

- a) current seating charts
- b) list of procedures such as lunch money, attendance, etc.
- c) list of helpful and trustworthy students
- d) list of potentially troublesome students
- e) list of students with special needs
- f) daily schedule
- g) name and location of nearby staff members and other information which would be useful to your substitute teacher

Supplies

The office stocks certain classroom supplies such as chalk, tape, staples, paper clips, etc., in the copy room. Construction paper and art roll paper are kept in the teachers' lounge. Submit other requests to the principal for consideration. Let the office know if any supplies are running low.

Tests, Standardized

Standardized tests are administered by classroom teachers at various times throughout the school year. The individual results are entered on the cumulative folders and class results are shared with staff on the appropriate sheets.

Textbooks

You should maintain an inventory of textbooks. Be sure to explain to students that they must return the exact book issued to them at the end of the year. Make careful note of the condition of books when issued. Fines for damages or lost books will be issued.

Title IX

Findlay City Schools are in compliance. See the principal for procedures and forms.

Tornado Drills

Review Findlay City Emergency Procedures/Crisis Management Plan.

Tornado drills will be practiced once a month in conjunction with the city horns. The procedure for these drills will be practiced during the first few weeks of school by having students walk through a drill. Silence must be maintained during a tornado drill.

Unattended Rooms

DO NOT leave students in classrooms unattended except in an emergency. If you must leave the room, ask another staff member to monitor for you and notify the office immediately. You are responsible for the safety of the students in your room.

Unsatisfactory Reports

If a student is in danger of failing or not meeting the expected benchmarks, parents must be notified mid-way through the grading period by an Interim Report. Phone calls personalize the situation, but make sure to document via a phone record. Let the principal know the students who receive an Interim report.

Vacation Requests, Student

Occasionally, parents request that students be taken out of school to go on vacation with parents. Parents may obtain Vacation Request forms from the office. Teachers should arrange for students to take any routine work with them. All other work should be assigned upon return and a reasonable timeline established to finish it.

Vandalism

Be on the lookout for incidents of vandalism and report incidents to the principal. If possible, witnesses should be secured when making such reports.

Volunteers, Parent

Use of parent volunteers for classroom work is encouraged and should be arranged by teachers. Volunteers must be visible to the staff when volunteering. The office should be notified of the volunteer's schedule once it is established. Beginning this school year, volunteers may be required to have a background check in order to work with children. Please see the office for procedures. All volunteers must sign in and obtain a visitor's badge in the main office.

Windows

All classroom windows should be closed and locked before you leave your room at the end of the day.

Workday, Length of

Teachers should be in the building no later than 8:10 a.m. and in their classrooms no later than 9:00 a.m. School officially begins for students at 9:15 a.m. and lasts until 3:40 p.m. Teachers are expected to work an eight-hour day. (8:10 a.m. to 4:10 p.m.)

Workplace Safety and Health

See Appendix F.

APPENDIX A

Parent Conference Planner

Parent's name _____

Parent/Guardian name(s) _____

Conference date/time _____ Confirmed

Student's progress (list areas/subjects and notes for discussion):

Areas of strength/examples:

Areas that need improvement/examples:

Summary of test results, if available:

Questions for the parent(s):

Conference Recap

Questions, comments from the parent(s):

Suggestions for work at home:

Agreements made with the parent(s):

Comments:

Follow-up date: _____

APPENDIX B

APPENDIX B

To access Board Policy regarding Student Conduct Policy, go to the Findlay City Schools website. Click on the bar at the top "District Information." Scroll down and click on "Board of Education." When this page comes up, click on the left-hand side of the page "Board Policy Manual." The information is under 9.0 Student. Click on 9.06 and 9.08 to obtain the student behavior code.

APPENDIX D

APPENDIX D

To access Board Policy regarding use of videos in the classroom, go to the Findlay City Schools website. Click on the bar at the top "District Information." Scroll down and click on "Board of Education." When this page comes up, click on the left-hand side of the page "Board Policy Manual." The information is under 8.0 Instruction. Click on 8.b.

APPENDIX E



Non-Discrimination Policy

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board designates:

Assistant Superintendent - Title VI Coordinator
Assistant Superintendent - Title IX Coordinator Dir.
Director of Elementary Instruction - Sec. 504 Coordinator

Complaints should be referred to:

Title VI (race, color and national origin)
Mr. Troy Roth
1100 Broad Avenue
Findlay, Ohio 45840
(419) 425-8202

Title IX (sex)
Mr. Troy Roth
1100 Broad Avenue
Findlay, Ohio 45840
(419) 425-8202

Section 504 (handicap)
Dr. Victoria Swartz
1100 Broad Avenue
Findlay, Ohio 45840
(419) 427-5424

FINDLAY CITY SCHOOL
Findlay, Ohio
2018/2019 School Calendar

Convocation/Building & Dept. Meetings	Tuesday, August 14, 2018
First Day for Students	Wednesday, August 15, 2018
Teacher In-Service – NO SCHOOL for students	Friday, August 31, 2018
Labor Day – NO SCHOOL	Monday, September 3, 2018
Teacher-in-Service – NO SCHOOL for students	Friday, September 28, 2018
Parent/Teacher Conferences – NO SCHOOL	Mon. & Tues., Nov. 19 & 20, 2018
Fall Break	Wed., Thurs. & Fri., Nov. 21, 22 & 23, 2018
Winter Break	Thursday, December 20, 2018 – Wednesday, January 2, 2019
Students First Day Back to School	Thursday, January 3, 2019
Martin Luther King Day – NO SCHOOL	Monday, January 21, 2019
In-Service Day – NO SCHOOL for students	Monday, February 18, 2019
Spring Break – NO SCHOOL	Monday, April 15 - Friday, April 19, 2019
Last Day for Students (177 Days)	Thursday, May 23, 2019
Clerical Day for Teachers	Friday, May 24, 2019
Findlay High School Commencement	Saturday, May 25, 2019

(All Millstream students will follow the Findlay City Schools Calendar)

9-Week Grading Periods

First 9-Week Grading Period	08/15/18 – 10/19/18	45 days
Second 9-Week Grading Period	10/22/18 – 01/04/19	40 days
Third 9-Week Grading Period	01/07/19 – 03/15/19	48 days
Fourth 9-Week Grading Period	03/18/19 – 05/23/19	<u>44 days</u>

TOTAL DAYS IN SESSION = 177 days

- New Teacher Orientation: 8/10 and 8/13
- Convocation 8/14

Two-Hour Delay Dates for Teacher In-Service:

Friday, October 5, 2018	Thursday, December 6, 2018	Monday, January 7, 2019
Friday, February 8, 2019	Friday, March 8, 2019	Friday, April 5, 2019
Friday, May 3, 2019		

****Parent Teacher Conferences may be scheduled on different dates at specific buildings and count as 2 school days.****

Adopted: 1/11/16
Revised 6/26/17

APPENDIX F

Employee Accidents/Injuries *(to be inserted in all Employee Handbooks)*

It is the policy of the Findlay City School District to provide a safe and healthful environment, free from recognized hazards which may cause serious injury to students, employees, and visitors. This is accomplished by maintaining a comprehensive safety, health, and environmental program which involves all district employees.

The Findlay City School District will conduct all of its activities in compliance with applicable standards, codes, regulations, and laws. Each and every person at the district understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

In carrying out its responsibility for, and commitment to provide a safe and healthy environment, the District has established the Safety Committee. This committee is a resource for every person at the District. Concerns can be expressed to the Superintendent's office and the district's safety committee by calling X8212.

Each employee of the school district community will abide by established safety and health policies and procedures. It is the intent of the District to accomplish this goal through training and education. Failure by a faculty, staff, or administrative person to follow established policies and procedures will require the initiation of disciplinary procedures.

Each employee shall adhere to all safety requirements, policies, procedures, practices and perform his/her duties in a safe manner. Employees are responsible for reporting via the Safety Alert Form (Exhibit XX):

- unsafe acts,
- unsafe conditions,
- potential hazards,
- accidents, and
- risks of any kind

to their immediate supervisor as soon as he/she is aware that they exist (within 24 hours).

In the Event of a Work-Related Injury

If you have a work-related injury,

- Notify your direct supervisor immediately (within 24 hours).
- Complete the Initial Injury Report (Exhibit XX).
- Send Initial Injury Report to Central Administration, Assistant Superintendent's office.
- If you seek medical treatment, present Ohio Workers' Compensation Identification Card to your physician (lost or misplaced cards can be secured through Central Administration, Assistant Superintendent's office).

Instructions for use of ALERT Form for school employees

Originator:

If you should see a concern that is a safety issue, you need to complete the ALERT Form as follows:

1. Complete the top part of the form
 2. Sign and date when you give this to your principal
 3. Make a copy for your records
-

Principal:

1. Complete name and date received
 2. Complete response with your action or the name of the supervisor to whom you referred the issue
 3. Sign and date when it is sent to the supervisor
 4. Make a copy for your records
-

Supervisor:

1. Complete name and date received
2. Circle action
3. Complete explanation of action
4. Sign and date when job complete/issue closed
5. Make a copy for your records
6. Send completed form to Administration Office for the Safety Team

Safety Alert Form

Originator

Name: _____ Date submitted: _____ Dept./School: _____

Describe concern: _____

Recommendations on How to Fix: _____

Priority: (if emergency, contact should be made directly to principal/supervisor by phone
- complete paperwork as soon as possible)

Employee Signature _____ date: _____

Principal/Supervisor Name: _____ date rec'd: _____

Response: _____

Signature: _____ date sent: _____

Supervisor: _____ date rec'd: _____

No Action

Delay Action

Take Action

Explanation: _____

Signature: _____ date closed: _____

Safety Team (Administration Office)

Received: _____ Reviewed: _____

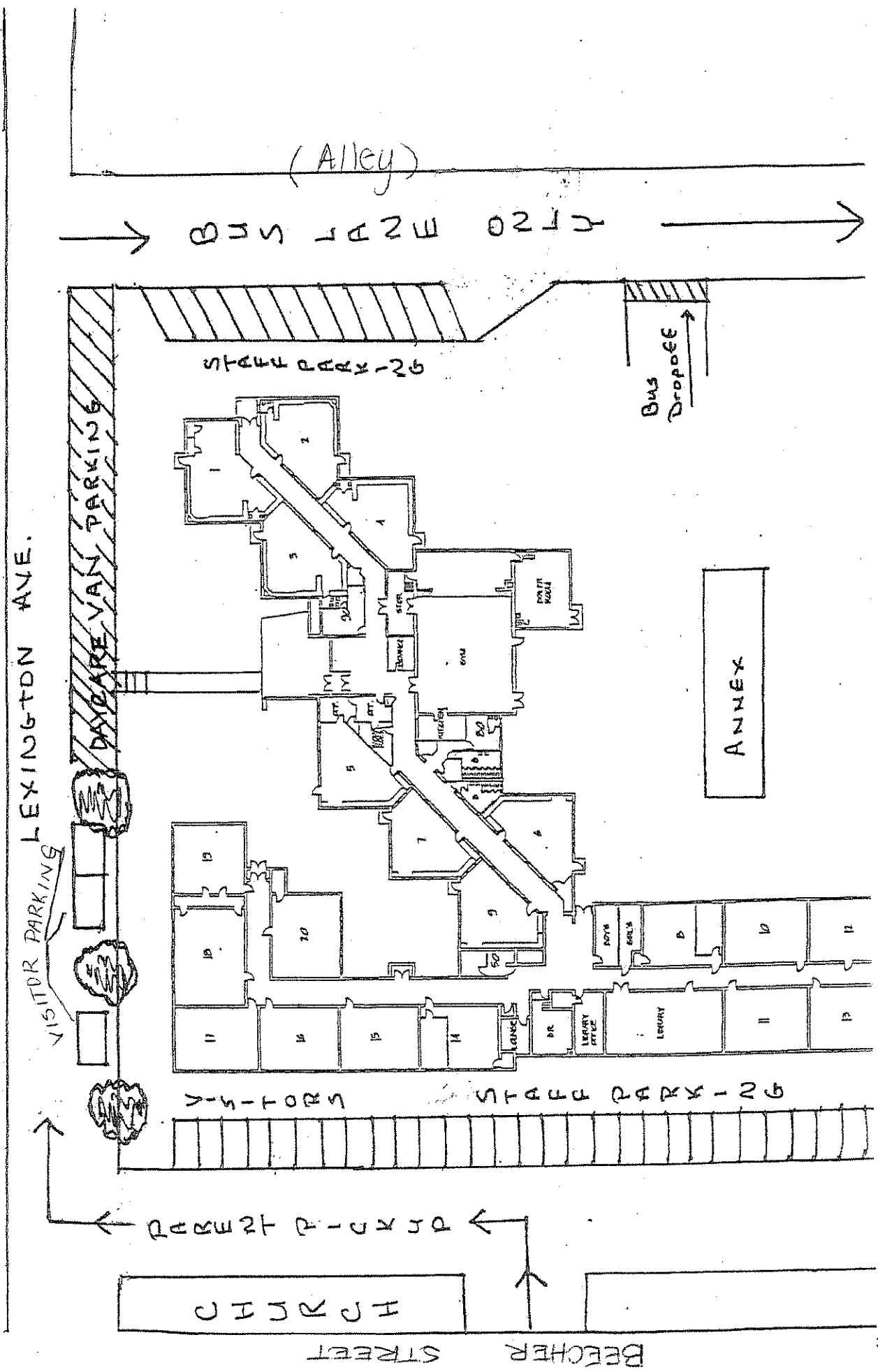
cc: Originator, Principal, Supervisor, Administration Office (Safety Team)

Appendix F

To access the First Report of Injury, go to FCS's website, Staff – Electronic Forms, Personnel, Documents. It can be filled out on-line.

APPENDIX G

PARKING MAP



Findlay City Schools Washington Preschool



5-STAR AWARD WINNING PROGRAM

Preschool Parent Handbook

Washington Preschool
1100 Broad Avenue
Findlay, Ohio 45840
Phone: 419-425-8231 Fax: 419-427-5483
Website: www.fcs.org
(Revised April 2019; Adopted May 2019)



Findlay City Schools

2019 Broad Avenue Findlay, Ohio 45840
findlaycityschools.org

Washington Preschool
1100 Broad Avenue
Findlay, Ohio 45840
Phone: 419.425.8231
Fax: 419.427.5483

Dear Parents,

WELCOME to the Findlay City Schools Preschool Program!

Our Mission Statement – At Washington Preschool, we strive to create to create a safe, positive, and nurturing environment, while building relationships with students, families, and communities. We promote cooperation and engagement as we appreciate each other's strength's, model respect, and celebrate difference.

This handbook has been prepared especially for the parents and children of Findlay City Schools Preschool. We hope through its use you are better informed regarding some of the school policies and procedures necessary for its operation and success.

Your child is our most important concern and much of what is provided in this handbook is to help in providing your child with a foundation for a successful year. We hope you keep this handbook in a convenient location to use as a reference throughout the year.

The Preschool staff at Findlay City Schools will be working to ensure that this year will be an exciting and rewarding experience for your child.

Sincerely,

*Kathleen Young
Preschool Principal*

Educating and Empowering for Life

#TrojanTrue

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FINDLAY CITY SCHOOL
Findlay, Ohio
2019/2020 School Calendar
184 teacher days including PT Conferences

Professional Development-Teachers Only	Friday, August 23, 2019
Professional Development-Teachers Only	Monday, August 26, 2019
Convocation/Building & Dept. Meetings	Tuesday, August 27, 2019
First Day for Students	Wednesday, August 28, 2019
Labor Day – NO SCHOOL	Monday, September 2, 2019
Fall Break	Thurs. & Fri., Nov. 28 & 29, 2019
Winter Break	Mon., Dec. 23, 2019 – Wed., January 1, 2020
Students First Day Back to School	Thursday, January 2, 2020
MLK – NO SCHOOL	Monday, January 20, 2020
Professional Development – Teachers Only	Monday, February 17, 2020
Spring Break – NO SCHOOL	Fri., & Mon. April 10 & 13, 2020
Last Day for Students (177 Days)	Thursday, May 21, 2020
Clerical Day for Teachers	Friday, May 22, 2020
Findlay High School Commencement	Saturday, May 23, 2020

(All Millstream students will follow the Findlay City Schools Calendar)

9-Week Grading Periods

First 9-Week Grading Period	08/28/19 – 10/30/19	45 days
Second 9-Week Grading Period	10/31/19 – 01/14/20	44 days
Third 9-Week Grading Period	01/15/20 – 03/18/20	44 days
Fourth 9-Week Grading Period	03/19/20 – 05/21/20	44 <u>days</u>

TOTAL DAYS IN SESSION for students = 177 student days

Professional Development Days for teachers – NO SCHOOL FOR STUDENTS:

8/23/2019
8/26/2019
2/17/2020

2 Hour Delay Days for Teacher In-Service

Thursday, October, 31, 2019
Wednesday, January 15, 2020
Thursday, March 19, 2020

- New Teacher Orientation: 8/21-8/22
- Convocation 8/27

****Parent Teacher Conferences will be scheduled in the PM on 4 different dates at each building and count as 2 school days.****

Approved: 4/16/2018 Revised: 9/10/18

GOVERNING BOARD

The Findlay City Schools Preschool Program is governed by the Findlay City Schools Board of Education. Names and contact information can be found on our website: www.fcs.org.

The Findlay City Schools Preschool contacts are as follows:

Preschool Principal – Kathleen Young
Phone: 419-425-8245; email: kathyyoung@fcs.org

Preschool Secretary – Bev Snyder
Phone: 419-425-8231; email: bsnyder@fcs.org

Preschool Teacher – Robyn Badder
Email: rbadder@fcs.org

Preschool Itinerant Teacher – Arin Bolen
Email: abolen@fcs.org

Preschool Teacher – Christine Brim
Email: cbrim@fcs.org

Preschool Teacher – Alyson Combs
Email: acombs@fcs.org

Preschool Teacher – Cassidy Hansard
Email: chansard@fcs.org

Preschool Teacher – Kari Redman
Email: kredman@fcs.org

Preschool Teacher – Chris Ring
Email: cring@fcs.org

Preschool Teacher – Shannon Selhorst
Email: sselhorst@fcs.org

Preschool Teacher – Karlene Weiss
Email: kweiss@fcs.org

Preschool Teacher – Stephanie Wiegand
Email: swiegand@fcs.org

PROGRAM DESCRIPTION

The Findlay City Schools Preschool Program offers typical peer classrooms for preschool children as well as integrated special needs classrooms that are a blend of students with disabilities as well as typical peer role models. Our program license is issued by the State of Ohio Department of Education.

Our classrooms offer an abundance of technology experiences as well as developmentally appropriate hands on experiences. Through these developmentally appropriate activities, the children discover who they are by relating to the other children, adults, and the environment. Trust, social interaction, and play are seen as the foundations on which children develop problem-solving skills, language, and self-esteem.

Preschool students (3 and 4 year olds) will attend Monday-Thursday in the morning. The older preschool students (4 and 5 year olds) will attend Monday-Friday in either a morning or afternoon session.

PHILOSOPHY

The mission of Findlay City Schools Preschool is to provide the children with a variety of age-appropriate play, learning experiences, and social activities so that the children will develop a foundation for future learning.

Through developmentally appropriate activities, the children discover who they are by relating to the other children, adults, and the environment. Trust, social interaction, and play are seen as the foundations on which children develop problem-solving skills, language, and self-esteem.

We support this philosophy by offering a preschool program rich with open-ended activities, which enables all children to participate at their own level and by creating a happy, safe, and secure environment. Families are considered an integral part of the learning experience. They are encouraged to be active participants in their child's educational program.

Our program adheres to Early Learning and Development Standards.

GOALS

- Value each child as an individual.
- Provide opportunities for children to gain confidence and a healthy self-concept.
- Understand and meet the developmental needs of each child socially, emotionally, physically, and intellectually.
- Encourage children to become active participants in their learning through literacy, experience, technology and exploration of hands-on materials.
- Provide a positive, prepared environment in which each child can develop to his or her fullest potential.
- Encourage in children an acceptance of others through the establishment of a classroom community.
- Promote the 7 Habits of Happy Kids

SAMPLE DAILY SCHEDULE

- 9:15-9:25: Arrival and sign-in, restroom
9:25-10:05: Free play
10:05-10:30: Circle time (name and letter recognition, attendance, calendar, weather, daily schedule, theme introduction, stories/songs/poems)
10:30-11:00: Centers (teacher planned activities to support learning goals, including math, writing, literacy, art, dramatic play, fine motor, sensory, etc.)
11:00-11:15: Gross motor (inside or outside, depending on the weather)
11:15-11:25: Snack
11:25-11:45: Language/Literacy Circle
11:45-11:55: Daily review/Intervention
11:55-12:05: Departure – pick up

CLASS SESSIONS

All classes run on the following schedules:

	<u>Morning</u>	<u>Afternoon</u>
Regular Schedule	9:15 a.m. – 12:05 p.m.	1:00 p.m. – 3:40 p.m.
2-Hour Delay	11:15 a.m. – 1:05 p.m.	2:00 p.m. – 3:40 p.m.
3-Hour Delay	All classes cancelled	All classes cancelled

ABSENCES

Parent(s)/guardian(s) must notify the school at 419-425-8231 on the day the student is absent unless previous notification has been given in accordance with school procedure for excused absences. Please call in student absences between 7:30 a.m. and 9:00 a.m. to assist the school in accounting for your child's absence and safety.

Should the parent not notify the school, the principal or designee shall notify the student's parents or other persons responsible for the child when the student is absent a full day from school as required by the Ohio Missing Child Law. The school will document at least two attempts to call the parent at home or work. For families without a phone, the school must have the phone number of an alternate person to notify.

Parents or others responsible shall provide the school with their current home and/or work telephone numbers, home address, and a telephone number where the parent or guardian can be reached in case of an emergency.

LATE ARRIVALS

Students arriving late to school for any reason (doctor's appointment, overslept, etc.) must report to the school office with a parent to sign in. It is imperative that the school secretary is informed of the student's arrival so that a full-day absence is not recorded on the student's permanent record. Children will be marked tardy if they arrive after their scheduled start time (except when buses have been delayed due to weather conditions).

Students attending from outside districts are expected to attend on all days that Findlay City Schools is in session, unless the home district is cancelled due to weather conditions.

WEATHER INFORMATION

During foggy mornings and winter months, please check the local television stations, or listen to your local radio stations for information regarding school delays and cancellations. We also recommend that you stay tuned to your radio on days when weather conditions get progressively worse, possibly resulting in early school dismissal.

The following stations will broadcast the above information:
WFIN 1330 AM, WBVI 96.7 FM, and WIOA 100.5 FM

Findlay City Schools provides text alerts if you would like to receive news of cancellations and delays on your cellular phone. Sign up online at www.ohioalerts.org/findlay and select Findlay Alert Message List for Washington Preschool. You can also follow our Facebook page: Washington Preschool.

You can also obtain information about cancellations and delays on the Findlay City Schools' website at www.fcs.org.

TRANSPORTATION

The bus schedule is posted on the school's website (www.fcs.org) approximately three to five days prior to the first day of school. Bus transportation is provided for students with a disability when it is required for the child to attend school and for those who qualify for this service.

If you have any questions or concerns, please contact the Findlay City School's Transportation Department at 419-425-8271.

If your child is scheduled to ride the bus to and from school, he or she will not be released to anyone else unless written permission is given to the child's teacher by the parent or legal guardian.

MEDICAL POLICY

The Ohio Department of Education Rules for Preschool Program requires that each child have on file:

- A medical form completed by a licensed physician prior to the date of admission or not later than thirty days after the date of admission and annually from the date of examination thereafter.
- Immunization record must be up-to-date for admission to school. Proof of immunization or a completed waiver form must be on file within 14 days after the beginning of school, or the child may be excluded from school until appropriate records are provided.
- A dental form must be completed by a licensed dentist within thirty days of admission. This form only needs to be completed once upon an initial enrollment.
- A lead screening must also be completed within thirty days or a refusal must on file. This form only needs to be completed once upon an initial enrollment.

Preschool teachers must have a medical on file that is updated every three years.

Medications

In the event your child would need to take some form of prescription medication during the school day, we are required by law to have an authorization for the administration of medication completed by your doctor and on file before any medication can be given at school.

Absolutely no prescription medication will be dispensed at school by school personnel unless we have the following:

1. A physician's authorization form must be completed by your child's medical practitioner.
2. The medication received by the parent must be in its original container. Identification of the drug, recommended dosage, and number of times per day to be administered must be clearly identified on the label and the form. A parent or guardian may come to school and give the medication during the day without using the form.

NO medications are to be transported by your child. No medication is to be sent to school in your child's backpack or otherwise.

Non-prescription medications (Ibuprofen, antacids, cough drops, etc.) may be administered by school personnel if parents have completed and signed an over-the-counter medication form.

The school nurse and/or staff shall maintain a log of all medications administered.

Contagious Conditions/Illness

Parents should not send their child to school when any signs or symptoms of illness and especially of contagious disease are present. If your child has a temperature, diarrhea, or any other signs of possible illness, please keep him/her home for 24 hours after the symptoms disappear. The resistance of small children who have been ill is low, and if they come back to school too soon, they will be more susceptible to other diseases or infections. We realize school attendance is important for young children; however, they will not benefit from the school day when they are feeling ill.

The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
 - (b) Severe coughing;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis;
 - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - (g) Untreated infected skin patch(es);
 - (h) Unusually dark urine and/or grey or white stools
 - (j) Evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room not being used in the preschool program within sight and hearing of an adult at all times.

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

The child shall be made comfortable in a separate area. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the preschool supervisor. The child, while isolated at the program, shall be carefully observed for signs of additional symptoms and/or a worsening condition. The child shall be discharged to parent, guardian, or designated other as soon as practical.

All linens and blankets used by the ill child shall be laundered before being used by another child. The cot shall be disinfected with an appropriate germicidal agent. If soiled, the cot shall be cleaned with soap and water prior to being disinfected.

Readmission Policy

Children may return to the program under the following conditions:

1. When they have been treated by prescription medication for twenty-four (24) hours.
2. With a note from a physician or other medical professional stating they are no longer contagious, or
- 3. When they are fever or symptom-free for twenty-four (24) hours without the aid of fever-reducing or other medications.**

Parents are urged to examine their child before sending him/her to school for signs and symptoms of illness and keep him/her home when in doubt.

Care of Mildly Ill Children

"Mildly ill child" means a child who is experiencing minor common cold symptoms (sneezing, occasional coughing), but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities but who is not exhibiting any of the symptoms above.

A child with mild illness shall be within sight and hearing of an adult until he/she feels like returning to the group or until discharged to parent or guardian.

Notification of Exposure to a Communicable Disease

It is not uncommon for school age children to contract contagious conditions such as pink-eye, chicken pox, head lice, ringworm, scabies, etc. If your child or a family member contracts one of these conditions, please notify your child's teacher immediately. This will help to prevent further spread of the condition among his/her classmates. Our school nurse will check your child before being re-admitted to the classroom.

Parents will be notified by a note from the teacher or school nurse when children are exposed to a diagnosed communicable disease while at school.

Emergencies

Each child must have a completed Emergency Medical Authorization Form on file. Ohio Department of Education Preschool Regulations requires a physician's and dentist's name with addresses and phone numbers to be listed. The Emergency Medical Authorization Form must also list the names and phone numbers of three additional contacts who can be reached when the child is sick or injured or when another emergency exists during the school day.

In case of a medical emergency, the following procedures will be taken:

1. Parents will be contacted immediately unless the situation is life-threatening, in which case, 911 will be called before calling the parents.

If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Authorization Form.

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF ANY CHANGE IS MADE IN HOME/WORK ADDRESS, HOME/WORK PHONE NUMBERS, OR EMERGENCY PHONE NUMBERS. We stress the importance of giving emergency phone numbers; relatives, neighbors, and friends are good sources. These people should be responsible, easy to contact, and usually at home (especially if your family is without a telephone).

HEALTH AND SAFETY

The program's health and safety policies and procedures as set forth by Ohio Administrative Code 3301-37-11 ensure that the health and safety of the children are safeguarded by an organized program of school health services designated to identify child health problems and to coordinate school and community health resources for children.

- Child/Staff ratios and maximum group sizes maintained.
- No child shall ever be left alone or unsupervised.
- A phone shall be available when the program is in session.
- Emergency procedures, including fire drills, rapid dismissals, and tornado drills, and emergency contact information are posted.
- Written documentation of an annual fire inspection and approval of the facility shall be posted in each preschool building.
- All preschool staff are trained to recognize signs and symptoms of illness, and in hand-washing and disinfection procedures.
- The program follows the Child Day Care Communicable Disease Chart.
- Parents shall be notified of accident or injury using a Findlay City Schools building accident report. The program shall maintain a log of injury reports.

CHILD ABUSE AND NEGLECT

Findlay City Preschool staff members are trained in child abuse and neglect. All professional staff members shall be knowledgeable in the signs and indicators of child abuse and shall actively seek to identify and report suspected cases. Any staff member who has reason to believe a child has suffered abuse or neglect shall immediately report such information to the preschool supervisor.

HEARING AIDS (if applicable)

It is the parents' responsibility to make sure their child is wearing a working hearing aid to school each day. If your child's aid is lost or broken, we recommend you contact your hearing aid dealer or audiologist for a loaner aid. In addition, please let your child's teacher know right away when there are problems with the equipment.

STAFF

At least two responsible adults shall be readily available at all times when seven or more children are present in the program. The supervisor and/or head teacher acting as the supervisor shall be onsite at the preschool program at least half of the program's operating hours.

ROSTER

A student roster including addresses, phone numbers, dates of birth, and parent names will be provided to parents upon request. Parents must return the Preschool Parent Release form indicating what information may be shared.

DISCIPLINE

Our program follows the behavior management guidelines set forth by Ohio Administrative code 3301-37-10. (Please see this policy below).

Our rules in the classroom and on the bus reflect safety, common sense, respect for each other, and respect for our school. Across all environments, our staff uses developmentally appropriate management techniques including positive reinforcement, reminders, talking through the situation with the child, redirection and/or separation from problem situations.

The teachers begin with a positive reinforcement program for each child. If that is ineffective, the next step is to attempt redirection to eliminate the behavior. An example is counting to 3 and then giving a choice to comply or sit away from the group. Children will be within sight and hearing of a staff member at all times. Situations that do not respond to these strategies would warrant a parent conference and a more formal behavior plan developed by parents and staff.

Behavior Management

Our program follows the behavior management guidelines set forth by Ohio Administrative Code 3301-37-10. Teachers will consult with parents or guardians in implementing any specific behavior management plan.

- A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - 2) No discipline shall be delegated to any other child.
 - 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
 - 8) Discipline shall not include withholding food, rest, or toilet use.
 - 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

CURRICULUM

Washington Preschool utilizes the DLM Express and follows the Early Learning and Development Standards. All students are screened utilizing the ASQ-3 within 60 days of enrollment. The Early Learning assessments is used for all students as an ongoing assessment tool.

SNACKS

As a daily language routine in the class, nutritious snacks will be served. Encouraging independence is a regular part of snack time. Daily snacks will include selections from two food groups. Smart and healthy snacks may include fruit, unsweetened applesauce and raw vegetables, whole grains such as crackers and cereal, and low-fat dairy foods.

FIELD TRIPS

Throughout the school year, the preschool classes will be taking field trips. Before each trip is taken, a permission slip will be sent home with details of the trip. There will also be a place for your signature stating that you give permission for your child to go. **Without a signed permission slip, your child will be unable to attend.** In addition, emergency medical forms are taken on each field trip and all information will be checked for accuracy. If the emergency medical form is not complete, your child will not be able to attend.

SPECIAL EVENTS

Throughout the year, we will be celebrating certain holidays with special parties (Halloween, Thanksgiving, Christmas, etc.). Special lessons will be planned around the holiday themes. If for any reason you do not want your child to participate in a particular event, please contact the teacher as soon as possible so other arrangements can be made for your child. We welcome learning about your family traditions and culture.

SCHOOL CLOTHING

Please dress your child in comfortable clothes that they can run, jump, and sit on the floor in. We paint, cook, use magic markers, and play outside. The children will enjoy these activities more if they don't have to worry about soiling special outfits. Teachers also recommend students be dressed in clothes that will allow them to be as independent as possible, i.e., avoid difficult buttons, belts, and fasteners.

Make sure to label all of your child's school clothing including coat, hats, mittens, boots, and sweaters. Young children do not always recognize their own clothing and we cannot be held responsible for clothes that are not labeled.

When adjusting to new surroundings, situations, and adults, children are apt to have toileting accidents. For this reason, we encourage parents to send a complete change of clothing (including socks and underwear) to be kept at school or in your child's backpack. You can change this set of clothing as seasons change.

Please make sure your child comes to school dressed appropriately for the weather. Coats, hats, mittens, boots, raincoats, etc., need to be worn when weather conditions call for them. In fall and winter, layered clothing is recommended.

SCHOOL FEES

A \$20 school fee is assessed to all preschool children for the entire school year. These fees cover consumable materials used by the students throughout the school year. If you think your family might qualify for free or reduced fees/lunch please see the building secretary for an application. If you qualify, the \$20 fee will be waived.

Checks can be made payable to Findlay City Schools. You also have the option of paying fees online. A \$2 convenience fee will be assessed. Look for the ezipay logo on our website at www.findlaycityschools.org. Your child's ID number is available by calling 419-419-8231.



BOOK BAGS

We ask that each child have a large book bag clearly labeled with his/her name. It should be carried back and forth to school every day and be large enough to hold handouts, oversized art projects, and daily logbooks. Please do not bring book bags with wheels.

Please make sure to check the bags each evening for any notes or special information about school. Communication between school and home is an integral piece in school success.

SUPPLIES

A supply list will be sent home regarding the items your child will need throughout the school year. The supply list is also on our Washington Preschool website or www.fcs.org.

VISITORS/PARENTS

Findlay City Schools has an open door policy. Parents of children enrolled in the preschool program may have access to the school during operating hours. Parents and visitors entering the locked building must sign in at the office immediately upon arrival and wear a clearly visible nametag at all times.

PARENT VOLUNTEERS

We welcome any parents who wish to volunteer in the classroom. Should you wish to volunteer, please contact your child's teacher and further information will be given to you.

CONFERENCES

Two parent/teacher conferences will be offered to all students participating in the preschool program. Developmental progress and results of screening and assessments shall be reviewed at this time.

TRANSITION

Close attention is given to transition between classrooms as well as into the Kindergarten classrooms.

SPECIAL INFORMATION FROM HOME

Should a significant change occur in your home, please consider informing your child's teacher as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes that could affect your child's behavior, security, and general well-being. This information will enable the teacher to respond to your child appropriately and be as helpful as possible.

FINDLAY CITY SCHOOLS ELEMENTARY HANDBOOK

Preschool students are responsible for adhering to all rules outlined in the Findlay City Schools Elementary School Handbook and as set forth by the Board of Education.

LICENSING

The Findlay City Schools (FCS) Preschool is licensed by the Ohio Department of Education (ODE) Early Learning and School Readiness. A copy of the Rules for Preschool Programs is available in our administrative office. The licensing record for each individual school program, which includes compliance reports, will be displayed in the office for your viewing. Evaluation forms from the health, building, and fire departments are available for inspection in the Washington Preschool office.

QUESTIONS/CONCERNS

Questions and concerns may be directed to Kathy Young, Preschool Supervisor, at (419) 425-8245 or via email: kathyyoung@fcs.org.

Ohio Department of Education personnel are also available to discuss any concerns or complaints you have as a parent:

- If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children, or similar matters, please call: **(614) 466-0224** or toll-free **(877) 644-6338**, ask for **Preschool Licensing**.
- If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call the Office of Early Learning and School Readiness: **(614) 466-0224** or toll-free **(877) 644-6338**.

Thank you for participating in our preschool program.

APPENDIX A – SNACK GUIDELINE

Licensing guideline:

(B)The program shall provide meals and snacks in accordance with all of the following:

(1) Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. (<http://www.mypyramid.gov/>).

(2) A food source of vitamin C shall be served daily and a food source of vitamin A shall be served three times per week or with the meal required by this rule.

(3)Fluid milk shall be vitamin D fortified. Low-fat, skim or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.

(4) Lunch shall be served to a preschool child who is in attendance entirely through the hours of 11 a.m. and 1:30 p.m., inclusively.

(5)The snack shall be served during the longest period between meals for children attending four hours or longer.

(6)A choice from two of the groups listed below must be served for snack:

- (a) Meat/meat-equivalent group;
- (b) Bread/bread-alternatives group;
- (c) Milk group; or
- (d) Fruit/vegetable group.

(7) Parents providing snacks shall be given information on nutritious snack choices.

(C)Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served

*WASHINGTON
PRESCHOOL*

Staff Handbook

2019-2020

Welcome to Washington Preschool!!

Teacher Absence – Illness:

In case of absence, a teacher should call or text Kathy, on her cell phone as soon as you are aware of your absence- cell- **419-722-1477**.

Adequate plans for the next day should **always** be available in the teacher's daily lesson plans when a teacher leaves the building at the end of the day. Also, the daily schedule should be available and in evidence. On a day you are absent, please call the school office 419-425-8231 by 2:00 p.m. to let us know if you will be returning.

Other than Illness:

The procedures for personal leave are outlined in the Master Contract. Professional leave opportunities are made available to staff throughout the school year. Teachers should fill out forms and contact the Principal for personal and professional leave approval.

Reminder:

Please do not contact a sub yourself, without permission, even just to determine whether they are available-they might not have been notified yet. It is to go through the principal or the office. Those responsible for securing subs will appreciate your help. Teachers and paraprofessionals follow the Renhill procedure for subs.

Student Absence:

Absence & Tardiness: Parents are to call or send a note if a student is to be absent. If they do not, the office will try to call if there is a pattern or trend in absence or tardiness. You can also call to check on your student.

Students needing to leave the building during school hours must be picked up by an adult in the office. Parents are asked to sign their children out for early dismissal.

Illness and Injury:

Students: Students who become ill at school should be brought to the office by the teacher. Students with a temperature of 100 or vomiting are sent home. A parent must be contacted to come to the school and pick up the student.

If an injury is of a serious nature and requires parent or medical attention, the adult supervising when the accident occurred must complete an Accident Report. In case of an accident, seizure or fainting spell on the playground or in the classroom:

1. An adult must stay with the child.

2. Send for help. Notify the Nurse or office.
3. Follow first-aid procedures.
4. Check the Emergency Procedure card in the office and check the authorization form.
5. Make out an accident report. Forms are available in the office.

Teachers: If injured on duty, the Staff needs to make out a Personnel Injury Report and notify the Office.

TONE/BELL SCHEDULE

9:15 a.m. Arrival of Students/Enter Building for AM Class

12:05 a.m. AM Student Dismissal

1:00 p.m. Arrival of Students/Enter Building for PM Class

3:40 p.m. PM Student Dismissal

Cell Phones are to be on vibrate during normal student contact hours. If you have good reason to have your cell phone on, please clear it through the office.

Child Abuse:

In 1974, the National Child Abuse Prevention Act was signed into law. Teachers are protected from suits by this law. The law stipulates that teachers are **required** to report any suspected child abuse. In order to further facilitate child abuse reports, teachers who suspect child abuse or neglect should inform the Principal. Children's Services is required to investigate any reported child abuse with 24 hours of the report. Please inform the Principal if you suspect abuse or neglect. HB278 requires all certified staff members must have received training by 3/30/09. Please let Kathy know ASAP if you have not received this training.

Supplies- Workroom:

Contact Bev if an item is running low.

Conferences with Parents:

The value of communication with parents cannot be over emphasized. A telephone conference is one way to communicate. However, parents often have a negative view of the school, because teachers call only when there is a problem. Getting into the habit of making a few calls each week to give parents some good news is a practice that will pay high dividends. Also, if the time comes that you must call to report a problem, parents are usually more receptive and cooperative if you have spoken to them previously on a positive note.

If the need should arise for a person-to-person Parent/Teacher Conference, feel free to rely on the Principal to help plan a conference strategy or sit in on the conference if you wish.

Three regularly scheduled Parent/Teacher Conferences occur in the fall, one in the spring. Teachers should prepare for each Parent Conference so that the Conference is productive. A brief written report of each conference held with a parent should be kept for future reference.

Copy Room:

The copy machine is for the use of Staff Members. Cooperating Teachers are responsible for training Student Teachers & Volunteers to use the copier, and for approving any copying done by Student Teachers. **Paper jams are to be cleared by the Staff Members trained to do so. Use of the machine is limited to materials that directly benefit Washington Students.** Use of the machine by those other than permanent staff members and student teachers must be approved by the Principal. Please be sure to obtain the copies you make quickly, we do not want to clutter the workroom. Please only run the copies you need for your class.

Cumulative Folders:

Cumulative folders are now digital. These are available to you by contacting the school secretary.

Remember—recent legislation makes all pupil records available to parents on request, but may not be released to unauthorized individuals without parent permission. Any parent who wishes to view their child’s records should be referred to the office.

Disaster Plan:

The following plan will be used for disaster drills. All staff not supervising students should report to the Office. Each staff member is responsible for the students with them at the time of the drill. Bring emergency medicals, first aid kits and rosters.

Emergency Procedures-quick summary:

Fire-exit building;

Disaster/earthquake/tornado-take cover away from glass and wind (see detail below);

Chemical spill-close windows/doors, remain in rooms, leave main phone open, custodian turns off air; (a wet cloth may be used as a filter over your nose and mouth);

Gas leak-call Fire Department, leave building.

Disaster Drill Plan From Playground:

Immediately enter building using closest entrance. Escort students inside, double check to be sure all students are inside, then follow classes to designated areas.

EARTHQUAKE Emergency Procedures:

During an earthquake there are several things you can direct students to do for their safety.

1. Stay in your room.
2. Face away and distance yourselves from windows, shelves, etc.
3. Take cover under tables or desks - bend head close to knees and cover sides of the head with your elbows.
4. Do **NOT** go outdoors.
5. Be sure to remain calm and report to the office if you are on a free period.

TORNADO Disaster Procedures:

1. All persons **not supervising** students should report to the office, which will be used as the command center.
2. Turn out the lights.
3. Move students to safety. Students should be grouped with approval and knowledge of the Principal.
4. Safe areas are: basement, rest rooms, and halls ***away from windows and doors.***
5. Teachers should travel and stay with the students in their care at the time of the disaster.
6. Your class roster should be kept with the staff member responsible for the students at the time of the drill.
7. Check attendance and report anyone who is missing to the Office.
8. Children should remain quiet in a kneeling position against the inside wall in rows.
9. ***SIGNAL***—An Alarm System will signal disaster. The System has a battery back up and voice P.A. System.
10. Dismiss all students from the front door area, or other area as assigned by the Principal.
11. Do **not dismiss** any student **unless** you know who they are going with and where. This information should be recorded somewhere.
12. The custodian (or whoever is available) should shut off the gas and electricity.
13. Notify the Central Administration and gas and electric departments. People in the community can help.
14. Flexibility will be needed in your assigned area. The time of day will determine how many students are assigned to a safety area.

Fire Drills:

Routes to be used for fire drills are posted on a sign near the door of each classroom. State fire regulations require that this sign remain in your classroom near the door. Be thoroughly familiar with the information on the sign. Instruction for fire drills should be given to your students by you on the first day of school. If you need a sign, please contact the office. Signs are to be clearly visible.

It is also necessary for teachers to know where fire alarms are located in the building. Staff members are frequently asked to activate the alarm for fire drills.

Absolute silence must be maintained during drills. Teachers are responsible for seeing that all students are evacuated in an orderly fashion. Teachers must take a class roster along to make certain that all children are accounted for once the students are lined up outside.

The top priority is to exit **quickly**. **All** persons in the building must exit the building during drills.

Fire Drill Procedures:

1. **Close** doors and windows.
2. Students walk in an orderly manner in double file **without talking**.
3. Teachers should **bring** their roster and emergency medicals and determine if all students who were present that day are accounted for.

Lockdown Procedures:

"Level 1"- Conduct class as normal with the following exceptions:

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or called down by the office.
3. Turn on and monitor your e-mail page to gain additional information and updates when we announce over the PA system we are in a lockdown.
4. When class periods end, students may change classes. When the next period begins, the lockdown will continue until it has been cancelled over the PA system.

"Level 2"- All of the above with the following added:

1. Take attendance at the beginning of the level 2 lockdown and notify the office immediately via e-mail or PA of any students who have not returned to your class or students present that are not assigned to

- your class. In addition, if you have an emergency in the classroom, buzz the office.
2. Lock and close all windows.
 3. Do not allow students out of your room unless administrative personnel or Police come to your door to get them.
 4. Students who are in the cafeteria during a level 2 lockdown will be moved to a classroom.
 5. Ignore class changes. Keep students in your classroom until the level 2 has been cancelled over the PA. No restroom breaks or drinks.

“Level 3”- Emergency in the building that involves active violence:

1. Stop teaching, turn off the lights, install the boot, duck and hide.
2. Give the impression from the hallway that there is no one in the room.

In the event of an evacuation: Washington preschool students will evacuate to a rally point- Millstream Career Center; in the event that Millstream is on a lockdown, students will remain at Washington or rally to the soccer field offices.

Discipline Plan:

Each classroom teacher needs to establish a brief and easy to understand set of classroom behavior expectations. This set of classroom expectations needs to be posted in the classroom at all times. The expectation is that each plan be progressive and involve parent contact. The principal should be included in this plan, but thought of as the “last resort”. Obviously, there are some behaviors that require the immediate attention of the principal and I will fully support you in those situations.

Dress Code:

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual, or with the educational process of other students.

Early Release of Students:

Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. Our dismissal time is signaled by a bell tone. Students should not be released prior to dismissal time except with a signed release form from the Office or call from the Office.

Emergency Medical Forms:

Emergency medical forms are issued to students during the first week of school and should be returned **as soon as possible**. The emergency medical form is the most important form maintained by the school office. The teacher should

always take emergency medical forms when students are away from the school building on a field trip.

Evaluation:

(See Teacher's Contract)

At Washington Preschool, teacher evaluation is looked at as a process of helping capable teachers become more effective and skillful. It is intended to stimulate further professional development, to heighten your interest and encourage feedback on what you have been achieving.

Equipment and Media:

All materials purchased by Findlay City Schools remain the property of Findlay City Schools. Individual teachers are assigned to its use only as long as it is needed and effective in teaching. Materials may be re-assigned as needed.

VIDEOS - Use in Elementary Classrooms

Board Policy 8.1

Administrative Procedure: ONLY "G" rated films, movies and videotapes will be shown in the preschool classrooms. Media used from television will follow the age appropriate guidelines. You must receive parent permission to show any student a movie rated "PG".

Laminator: The laminator is for faculty use in developing materials for Washington students. All materials developed using the laminator then become the property of Findlay City Schools. Use conservatively. Cooperating teachers and community use of the laminator is discouraged since the laminating film is expensive and in limited supply. Please do not leave the laminator unattended when it is turned on as this causes damage. Notify office when film is low.

DO NOT RUN ALL THE WAY OUT!

Staff Meetings:

Regular faculty meetings will be held. This is an important time for staff members to come together to discuss issues and/or concerns, as well as work on our building goals for the year.

Field Trips:

Field trips should have a definite educational objective. The enrichment offered by a field trip should go beyond what would be possible with classroom study. Field trips are one way of providing common background knowledge.

A field trip is defined as anytime students are taken off school grounds.

(See Field Trip Guidelines for approved trips and procedures.)

School buses are utilized for transportation on field trips. Conveyance by private automobile, with parent drivers, is not permitted. Also, you should develop a list

of written rules and explain them to the children prior to the trip. Have adult volunteers accompany the trip (one adult per each ten students). Inform the accompanying adults of their duties and responsibilities.

The following procedure for field trips should be followed:

1. Submit a Field Trip Request Form to the principal for approval prior to the proposed trip. Teachers have option of choosing among trips listed for their grade level or of submitting the special request form to the principal for trips not listed.
2. Transportation Request Form must be approved at least 2 weeks before date needed. It is recommended to schedule out-of-town field trips as early as possible.
3. Wait for approval before making final plans, notifying parents, or telling students.
4. Provide parents with information about the trip: purpose, itinerary, destination, transportation, eating arrangements, date and time of departure.
5. Obtain parent permission in writing and keep it on file.
6. Take emergency medical forms with you on the trip.
7. A class roster of students taken on the field trip is to be left in the office.
8. Provide the office with depart/arrival times.
9. Tell the Office and Cafeteria of **any** Lunch changes or needs.
10. Take attendance **prior to leaving & before departing for home!**

Grade Cards:

Grade cards are issued approximately 7 days after the end of the grading period.

Keys:

Teachers are assigned room keys and exterior door fobs, they will be responsible for the keys and fobs throughout their tenure at Washington.

Lesson Plans:

Lesson plans shall be kept for each instructional day we are in session. Ohio Minimum Standards direct that Daily Lesson Plans "shall give direction for instruction and implementation of the course of study." Be aware of the objectives you are covering in the Early Learning & Development Standards as you are planning each day's activities.

Teachers should have the next day's lessons plans completed for all subjects **prior** to leaving the building. Teachers should take plan books home **only** if the next day's lessons are left on top of the desk, clearly marked "lesson plans," or if, you can have someone deliver your plans to the school at least one hour prior to starting time.

LESSON OBJECTIVES should state:

1. The learning to be achieved. (*objective stated*)
2. What the student will do to show learning. (*activities*)

3. Materials to be used.
4. How well students should perform. (*evaluation*)
5. Student assessment should drive our instruction.

Plans will include small and large group activities, changes to interest area, special activities, large muscle activities and planning for individual children's needs.

Lounge:

Each staff member needs to assume responsibility for these common areas so that all staff may enjoy the facilities. Teachers using the refrigerators need to **check them often for old food.**

Smoking is not permitted on school grounds. Microwave and pop machine are in the kitchen.

Mailboxes: Each staff member has a mailbox in the copy room.

Maintenance/Technology Request:

All maintenance/technology repair requests should be made by filling out a request on the website through the Help Desk.

Medication for Students:

The school nurse will need the names of students that have medications to be given out at school. If the school is involved in giving medication, it will be necessary for the school nurse to get a copy of the administration of medication form to the parents, in order that the parents can get it to their doctor and return it to the school before any medication is dispensed. These forms are available in the Office.

The administering of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent can be interpreted as practicing medicine and is prohibited by law. Teachers, Principal, and Office Staff can administer medication if the proper permission forms are completed. **A copy of the medication permission form is to be given to the Nurse. Teachers keep the original in your room. When the Nurse is gone, teachers may give the medication.**

Teachers are encouraged to keep some band-aids in their room for minor care. Let the Nurse know and some will be distributed to your classroom. Washington will continue the administration of basic over-the-counter medication. Parental permission slips will be required.

Parking:

Parking is available in the lot in front of Washington or in the side lot off of Howard Street.

Parties:

Classroom parties may be scheduled to celebrate holidays. Encourage the children to participate in the planning and to be responsible for clean up. Also encourage families to share cultures or traditions.

Post in Each Classroom: See Early Childhood Licensing Rules

Rooms (Physical Care):

Teachers share in the responsibility for maintaining physically clean and comfortable classrooms. Windows should be closed when you vacate the rooms after school and blinds adjusted.

If your room is either too hot or too cold, please report the problem to the Office. Every effort will be made to remedy the situation.

Professional Dress:

As a licensed professional, we should dress as professionals. Fridays will be casual dress day, blue and gold Trojan clothing is encouraged.

School Visitors:

The Ohio Revised Code requires that all school visitors report to the Principal's Office immediately upon entering the building or coming on school grounds. Teachers observing strangers should direct them to the Principal's Office. Adults are not to approach students unless they have checked in with the Office first. Visitors will be assigned a Visitor's Badge.

Student/Parent Handbook:

Teachers need to familiarize themselves with the information in the Student/Parent Handbook. These publications are sent home with students early in the school year.

Student Teachers:

Cooperating teachers' obligations toward student teachers are clearly stated in materials supplied by the college or university. In addition to the requirements of the college or university, it should be understood that the Washington teachers are always ultimately responsible for the Washington students assigned to them. Therefore, it is important that:

1. A student teacher always needs to know the physical whereabouts of the cooperating teacher and be able to reach them in an emergency.
2. A student teacher should not be left on his/her own for periods longer than 60 minutes without the cooperating teacher checking to see how lessons are progressing. This is true even toward the end of a student teacher's experience. Use your professional judgment.
3. Team teaching by the student/teacher and cooperating teachers is encouraged. In this way the Washington students derive the most educational benefit.
4. Cooperating teachers are encouraged to work with individual and small groups of students while the student teacher works with larger groups at the end of the student teacher's experience.

Substitute Folders:

Your sub folder can be rated anywhere from "of great help" to "absolutely useless" by a substitute teacher who is taking your place during your absence. The difference depends upon how up-to-date and comprehensive its contents are. Your sub folder should be placed in a manila folder and attached to your plan book. Here are some things your sub folder should contain:

1. Daily and weekly schedules including times
2. Instructions for "Housekeeping" Activities
 - a. attendance
 - b. notes from home
 - c. late student arrivals
 - d. requests for early dismissal
3. Procedures
 - a. fire drills
 - b. tornado drills
 - c. use of bathroom
 - d. use of supplies
 - e. use of room equipment (learning centers, etc.)
 - f. use of playground equipment
 - g. entering and dismissal procedures
4. Information about students who:
 - a. are on medication from the Nurse's office
 - b. are behavior problems and the best way to deal with them
 - c. have learning problems and how to react to them
 - d. are helpful and trustworthy to a substitute teacher
 - e. have special health problems or needs and how to handle these needs
5. Behavior Rules for the Classroom
6. Location of Needed Materials (teacher's editions, paper, etc)
7. Names and Room Numbers of Team Teachers at your grade level
8. "Emergency" suggestions for educationally worthwhile activities if for some reason the substitute is unable to proceed with plans in the plan book.

Student Supervision:

Teachers are not to leave the classroom while students are still present in the classroom. Please notify someone to help watch students who are still in the classroom if an emergency occurs. The classroom teacher is responsible for supervising students to and from designated area, and to enter and exit from the school playground area each day. All faculty are to help maintain positive student behavior by intervening when they see a problem.

Playground Supervision:

Whenever students are on the playground with the teacher:

1. Patrol the playground and organize students to enter the building.
2. Watch for safety hazards.
3. Fill out an Accident Report should an injury occur. (Office has form)

Staff Medicals:

Each director and preschool staff member shall be examined by a licensed physician not more than 30 days before employment. An employee medical statement shall be on file and be available for review by ODE. Employee medical statements should be updated on a regular basis according to program policy which is every five years. The medical statement may be provided by a physician, a physician's assistant, advanced practice nurse or certified nurse practitioner.

Teacher's Hours:

Teachers' hours are from 8:00 a.m. to 4:00 p.m. or as arranged with the Principal. Constant tardiness will not be condoned. It is a reflection on the school and individual.

If teachers need to leave early, or arrive late, they should give notification to the Principal and then sign out in the Office.

Volunteers:

The involvement of volunteers in classroom activities is encouraged. Students, teachers and the volunteers can benefit from the skills that "extra help" can offer. The teacher closest to the activity should supervise volunteers. All volunteers should be encouraged to be discreet in their discussion of Washington students and activities in the community. They are here to help the children's self-esteem and learning.

NOTICE OF NON-DISCRIMINATION POLICY: or Designated Coordinator.

Inquiries concerning the application of this policy may be referred to the Superintendent.

New Teachers:

New staff orientation-new staff will participate in a two day district orientation. Orientation specific to our preschool program will be held on half of those given days as "building orientation" (see checklist). New teachers will participate in the Resident Educator Program.

Whittier Elementary



Parent/Student Handbook 2019-2020

Whittier Office – 419-425-8358

Kelly Stahl, Principal
Stephanie Inbody - Secretary

August, 2019

Dear Whittier Families,

The Whittier Parent/Student Handbook provides information for parents and students. A clear understanding of its contents will ensure a better school experience for our children.

Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.

It is essential that parents review this Parent Handbook and discuss it with their children. An ongoing open system of communication between the home and the school is a crucial ingredient to a meaningful educational experience for your children. Remember that this is your school and you are always welcome here.

Yours in Education,

Kelly Stahl

Kelly Stahl
Whittier Principal

The 7 Habits[®] Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW[®]
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE[®]
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD[®]
Listen Before You Talk

Habit 4

THINK WIN-WIN[®]
Everyone Can Win

START WITH YOU

Habit 3

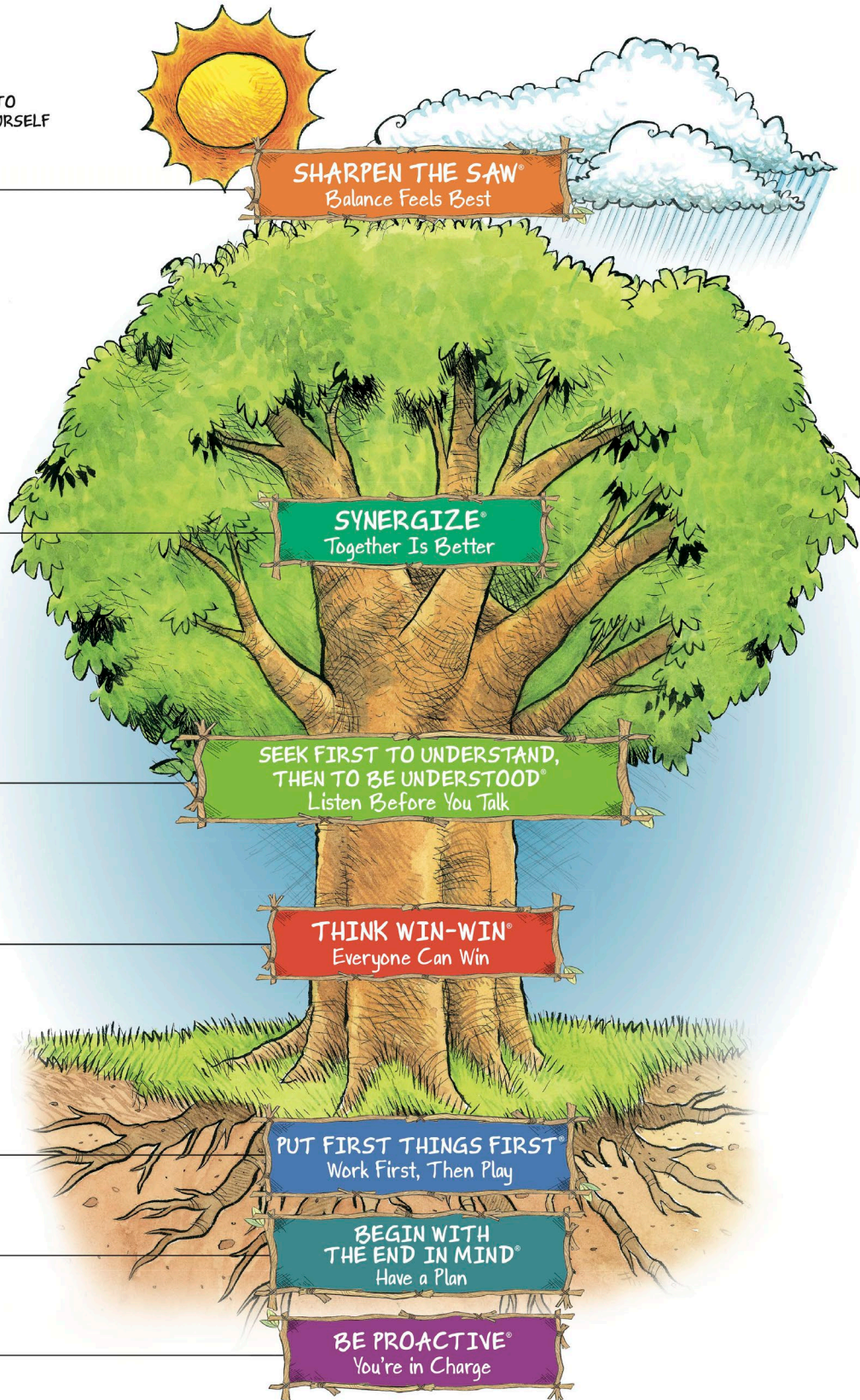
PUT FIRST THINGS FIRST[®]
Work First, Then Play

Habit 2

BEGIN WITH
THE END IN MIND[®]
Have a Plan

Habit 1

BE PROACTIVE[®]
You're in Charge



Findlay City Schools Mission Statement:

Educating and empowering for life.

Whittier School Mission Statement:

Whittier students synergize to be respectful and responsible learners...even when no one is watching or listening.

Whittier Rules:

We work with the students to learn what it means to follow these rules and show appropriate behavior and effort at school. You can help at home with reinforcing these same rules, and supporting your child's growth in the classroom and school environment. Working together is the best way we can see positive growth in our children!

1. Be respectful
2. Be responsible
3. Be kind
4. Be safe
5. Be honest

We will reinforce our mission statement and rules by implementing Stephen Covey's 7 Habits of Happy Kids. Throughout the year, we will all be learning and reinforcing the 7 habits:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, then to be Understood
6. Synergize
7. Sharpen the Saw

Whittier Primary Daily Schedule

Kindergarten, Grade 1 & 2

Breakfast begins	9:00 am
Arrival/Entry into Building	9:00 am
Classes begin - Tardy bell rings	9:15 am
2 Hour Delay Arrival	11:00 am
2 Hour Delay – Tardy Bell	11:15 am
Student Dismissal/Exit Building	3:40 pm

Special Weather Related Schedule

3 Hour Delay Start + 1 Hour Extended Day	
Arrival/Entry into Building	12:15 pm
Student Dismissal/Exit Building	4:40 pm

Students may not arrive or enter the building before 9:00am unless attending a scheduled morning session with teachers. Students are not monitored prior to 9:00am due to staff meetings, conferences, or in-service. Parents must sign students in at the office if late to school.

Please make sure any daycare arrangements are in place for *scheduled* and *weather related* 2 Hour Delays.

The Superintendent may choose to utilize a Special Weather Related Schedule as seen to the left. Please make sure any daycare arrangements are in place for this schedule.

General School Rules

- Students must keep their hands and feet to themselves. Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, “play fight”, etc.
- Students will walk in the halls at all times.
- Students will obey directions given by any adult staff member.
- Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, etc. fellow students.
- Profanity and/or abusive language are prohibited.
- No toys, radios, cell phones, tape players, MP3, iPods, electronic games, or devices, athletic equipment, skateboards, etc. are to be used or played with during school hours. If brought to school, the school is not responsible for lost or damaged equipment.
- Students riding bikes or scooters to school must walk them up the front sidewalk and park them on the bicycle rack in front of the school.
- Any other behaviors that would endanger the health/safety of another child or staff member is forbidding.

Cafeteria Rules

- Students will keep their hands and feet to themselves.
- Students will listen and show respect to the monitors and cafeteria staff at all times.
- Students will sit at their assigned table and remain seated through the lunch period.
- Students should raise their hand if they need help from a monitor.
- Students should talk in a normal, inside conversational tone.
- Students are expected to use proper manners.
- Students must not share food, trade or give away food. Students should eat their own lunches and take care of their own trash and leftovers.
- Students should help classmates and monitors keep the table and floor area clean and free of litter.
- Please DO NOT SEND carbonated drinks (pop, soda) to school.

Playground Rules

- Students must play safely keeping their hands and feet to themselves.
- Students must show respect to the monitors and cafeteria staff.
- No shoving, pushing, tripping, kicking or fighting will be permitted.
- Students may not sit or stand on top of any playground equipment.
- No food, gum, candy or drinks are permitted on the playground.
- Students will follow the General School Rules as stated in the Student Handbook.
- Please see the policy and remember that parents are not allowed on the playground due to security and safety reasons.

School Bus Safety Rules

(Ohio Pupil Transportation Safety Rules Regulation 3301-83-08)

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (We recommend 3-4 minutes prior to the scheduled pick up time.)
- Pupils must wait in a location clear of traffic and at their appropriate bus stop.
- Pupils must wait in their defined safe area.
- Behavior at school bus stops should mirror expected classroom behavior and must not threaten life, limb or property of any individual.
- Pupils must go directly to an available, or assigned, seat. (Local procedure instructs the drivers to assign seats to all students on each route.)

- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for the students. (Please notify transportation office in advance)
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their lap. (This includes musical instruments and school projects.)
- Pupils must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms, or personal belongings out of the bus windows.

Bad Weather

Due to bad weather or scheduled staff professional development, school can be delayed for 2 Hours, 3 hours plus 1 hour extended time, or closed. Please note the time of delay chosen and all start times are moved back accordingly. Dismissal remains at the regular time unless the 3+1 plan is implemented. For any of this information please view the District Website @ www.findlaycityschools.org, sign up for email/text alerts on this page, or listen to 1330AM, 96.7FM, 100.5FM, 103.7FM, or watch Toledo channels 11, 13, 24, 36. Please make any necessary daycare and transportation arrangements if required. All busses will run routes.

Absences

The “Missing Child Act” requires you to notify the schools if your child is going to be absent. If you do not call, we are required by that same law to contact you to determine the absence. Please do not be offended by this call – it is the law. You may call the school offices 24 hours a day and leave a message when necessary. Calls should be made prior to their Tardy Time in order to communicate that absence to the classroom teacher. Leave your child’s name, grade, teacher, and why they are going to be absent. Please follow your child’s absence with a parent note or doctors excuse to the school office. You may request homework for pick up in the office, however we need a half day notice. Make attendance a priority. The school day ends at 3:40 please allow your child to stay for a full day of learning. Habit #1 – “Be Proactive” – You’re in charge of your child’s learning. A day absent is learning missed. Great attendance is an expectation of all employers. Start your child understanding that now!

Whittier Office – Mrs. Inbody 419-425-8358

Breakfast

Breakfast is served every morning. **Students may enter the building at 9:00am and go directly to the cafeteria.** Once there, they must eat quickly or some teachers will instruct students to take their breakfast to the classroom. We do not expect them to be late to class due to eating breakfast. If you would like your child to have breakfast and you are transporting, be sure they arrive at 9:00am. Students are eligible for free or reduced breakfast plan when the application has been completed and approved. Please contact the office if this is needed.

Student Cost: \$1.75/Reduced \$.30

Adult Cost: \$1.75

Milk: \$.50

Lunch Prices

Student Lunch: \$2.70 / Reduced \$.40

Adult Lunch: \$3.25

Milk: \$.50

You may pay money to your child’s lunch account by either sending a check into the school office or going online using EZPay and paying with a credit card (You can also check your child’s balances on EZPay). Your

child accesses these funds by “punching in” their student ID code as they see our cashier in the lunch line. When this account runs low, a notice will be sent home from our Food Service Cashiers. Please make all checks out to **Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on the same check. They must remain separate.** If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application. **Secretaries do not have access to account information. If you would like an update on account balances, please call the FCS Food Service office @ 419 – 420 – 7014.**

Lunch Schedules

Lunch schedules allow for 20 minutes for eating and 20 minutes of recess. Lunch will occur first at Whittier. When eating, students are to remain seated until finished. They are to speak quietly and follow all instructions provided by monitors. Students are responsible for cleaning their area used – all trash removed from table and floor, if dropped. If there is poor weather, we will remain in classrooms. Please see the “Whittier Recess & School Clothing” Guide in this packet. Parents are not permitted on the playground during recess. Please be cogniscent of what you are packing in your child’s lunch and if it prepares them for an afternoon of learning. Please do not send sugary, caffeniated, energy drinks. You are welcome to come eat lunch with your child. They love to see you and show you off to friends!

Whittier Lunch Schedule

KDG	11:45-12:25	*****Still confirming the schedule
First Grade	12:15-12:55	
Second Grade	12:40-1:20	

School Fees

Kindergarten through Grade 5 - \$43.00 year or \$21.50/semester

Please make all checks out to **Findlay City Schools. Use the memo line to designate for fees or lunches. Do not pay school fees and lunch costs on same check. They must remain separate.** If you are currently experiencing financial hardship, please contact our office and request a Free/Reduced Lunch/Fee application.

You may pay Fees online using “EZ Pay”. You may use credit or debit card, or electronic check.

- 1) Go to www.findlaycityschools.org
- 2) Click on **EZ Pay** online payments
- 3) Select your student’s school
- 4) Select your student’s type of fee
- 5) Enter the amount you want to pay
- 6) Check out

Library And Computer Labs

The library and computer equipment is open for student use during the school day. For the benefit of others, all students are urged to return checked-out materials on time. If for some reason checked-out materials are lost, etc., and cannot be returned, the librarian should be informed immediately.

Acceptable Student Use

Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk email", use up limited Network capacity resources. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content. Students are not to modify or remove any identifying labels on computer equipment. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers. Students shall not remove, alter or copy Network software for their own personal use or for the use of others. All electronic communication between students and teachers should take place through their district assigned accounts. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers. Students are asked to advise their teacher when a computer malfunctions in any way. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials. Students may not create, copy, view, transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). This includes cyber bullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to video, images, audio, text, or any other media. Example: Any material, images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as MySpace, FaceBook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities

and/or other legal action may be pursued. **The complete acceptable use policy is available online at www.findlaycityschools.org.**

Progress Reports & Grade Cards

Grades are reported following a quarterly reporting schedule or 9 weeks. Student achievement in academic areas, as well as behavior, effort, and attendance will be reported to families at the end of each 9-week period.

Whittier utilizes a Progress Report that is comprised of a checklist of expected skills and learning benchmarks. Each of the curricular areas will be assessed at different times of the year. These areas align directly to the State of Ohio expectations standards.

Student achievement in subject areas such as Art, Music, Physical Education, will use the following scale:
Outstanding = O Satisfactory = S Needs Improvement = N Unsatisfactory = U

Progress Reports and Grade Cards will be distributed at least 5 working days after the close of the grading period.

9-Week Grading Periods End:

October 30, 2019
January 14, 2020
March 18, 2020
May 21, 2020

Progress Reports/Grade Cards Sent Home

Nov. 8, 2019
January 24, 2019
March 27, 2019
Will be mailed several days after May 21, 2020



www.findlaycityschools.org

Parents may access grades and information by using an online system called ProgressBook. It can be found under the "Parent" tab at the top of the Findlay City Schools web page. Look for the link to the right. **Access sheets with passwords will be provided at Open House.**

Parent / Teacher Conferences

Whittier staff believes conferences should occur as soon as students make adjustments to returning to school and have begun a consistent routine but have not developed practices or habits that are detrimental to learning the remainder of the school year. Therefore, we hold conferences just prior to the First Nine Weeks reporting period in order to discuss what to expect on the Progress Report and/or Grade Card, as well as to communicate any needed changes in academic practices, attendance, or behaviors. Should you not be able to attend these conferences due to a conflict in your schedule, please contact your child's teacher and a meeting can be set for an alternative time. Teachers will work with families who may need to schedule multiple conferences. We strongly believe in meeting with every parent!

Conference Dates

We have scheduled our conference dates as follows. We hope for 100% participation from families.

Parents will select one of the fall dates to attend. Only one spring date is offered.

Thursday, October 8 – 4pm to 8pm

Tuesday, October 10 – 4pm to 8pm

Thursday, October 17 – 4pm to 8pm

Thursday, February 6 – 4pm to 8pm

Dress Code

Parents are requested to send children to school clean, neat, and appropriately dressed for the learning activities of their day. Clothing should be comfortable to enable a child to participate in classwork as well as physical education and playground activities. Clothing should be appropriate for weather conditions since “WE GO OUTSIDE EVERY DAY WE CAN”. It is strongly recommended to label items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes – as an insurance against loss. Clothing which distracts or disrupts the learning process is not acceptable at school. We may have the student change into something else that we have or contact the home to bring something appropriate. Bare midriiffs, tank tops, spaghetti string straps, and mesh jerseys without t-shirts underneath are prohibited. Clothing advertising drugs, alcohol, tobacco, or displaying inappropriate language, pictures, or figures are prohibited. **Flip-flop sandals, although popular and fashionable, can cause injuries if worn during recess or physical activities. We discourage wearing them.**

Gym Shoes

All students grade K-5 are required to wear gym shoes for Phys. Ed. class. This is a safety precaution for students. It is not necessary to keep an extra pair of shoes at school but students must remember to wear or bring them on their scheduled gym class days.

Birthday or Classroom Celebrations

Several times during the year classroom teachers may choose to provide snacks, host a celebration as a reward or motivator for students, or even connect foods into various reading, math, and science lessons. This is done at their discretion and with the knowledge of the dietary or allergy restrictions of their class. Therefore, it is very important that parents notify their child’s teacher of any such issues. The child’s classroom teacher will work with parents to decide the best way to deal with each unique issue. We never want a child to feel left out, so we will do our best to create a plan that allows all children to participate in some form with their peers.

Items such as balloon or flower bouquets and large displays are disruptive and prohibited. If delivered to school, they will remain in the office until the end of the day or we will call and request you pick them up. They will not be delivered to the classroom.

We request that you mail or contact families directly for party invitations. We will NOT pass items out in class. Do not ask your child to do so. The teachers will return the invitations home if seen doing so in class. We can assist with individuals you may not be able to contact by sending home a class birthday list per request. Please notify the school by August 31 if you do NOT wish such information to be released this school year.

School Visitors

You are welcome to visit the school, especially to share a lunch with your child. If you wish to speak to your child’s teacher you must leave a message with the secretary, make an appointment, call, or utilize email. **Do not expect to speak to your child’s teacher as school begins. This also applies to 20 minutes after the dismissal bell.** Once students enter or exit the building, the teacher’s focus must be on directing the children and be aware of any issues. If you enter the room and begin a conversation you then become a distraction and disruption to your child’s class routine and a risk to the safety of all students. We do not know the intent of every adult that enters the building and therefore we must take every precaution necessary.

All visitors to the buildings must sign in at the office – including volunteers. If you are bringing items your child needs, they must be left in the office and will be delivered by staff. Secretaries are instructed to not allow interruptions to class unless an emergency exists. Again, to ensure children’s safety all doors except the main front entrance are locked after their arrival. Thank you for respecting learning time and these safety practices. Unfortunately, incidents across our own country have caused us to change visitation and open door practices. We hope you understand.

Whittier/Wilson Vance Parent Teacher Organization (PTO)

The joint PTO is an excellent example of partnership and caring between schools and for the children. The strength in parental leadership and commitment to service to the buildings is essential and commendable. Parents can discover many opportunities to be active participants in their school environments and voices for support, change, and/or vision. This organization utilizes teacher representatives to communicate classroom or school needs and to report on events that PTO has sponsored or items purchased. PTO publishes a monthly newsletter detailing meetings, activities, and school news. All parents and teachers are encouraged to attend meetings when possible.

PTO Officers for 2018-19

President – Doni Tiell

Vice President – Kim Kogan

Treasurer – Mary Kay Kasiborski

Assistant Treasurer – Lisa Vick

Secretary – Jen Sheely

Social Media

Please utilize the Findlay City Schools' web site for updated calendars, lunch menus, and a vast array of information. Also, check out each individual building's page. The website can be found at www.findlaycityschools.org. To find activities sponsored within the Findlay community, click on the 'Opportunities' link at the top of the tabbed area of the page. This is continuously updated. For academic websites, click on the "for Parents" tab and the "Web Site Links" on the left of the screen. Many of these provide practice in every subject for your child. We encourage you to subscribe to the FCS and Whittier Parent email list. You can sign up for alerts or messages. Just visit the school page of your choice. Look for the "Subscribe" link in the right-hand column.

Field Trips

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior to each fieldtrip. At that time, if you do not wish for your child to participate in the field trip, you will need to send a written notification to the teacher prior to the fieldtrip day, informing us that your child may not participate. Please note that individual permission forms for each field trip will **not** be sent home.

When signing the last page of this document, parents are granting permission for their son/daughter to participate in any planned and school sponsored field trips during the 2018-2019 school year. Realizing that all due care will be used to insure a safe experience, parents release the school from all liability should an unforeseen accident occur.

School Movies

Movies are shown throughout the school year for various reasons as part of various activities. Students will not be exposed to movies other than those rated G. By signing the final page of the handbook, parents give consent for their child to view the school sponsored movies along with their class.

Whittier Recess & School Clothing Guidelines

Living in Ohio requires adaptability to frequent weather changes. *We will go outside for recess every day that we can.* Should there be rain, wind, or snow, we watch the radar and thermometer and if there is no precipitation we will go outside, at least on the blacktop. We care about your child's health but also know that outdoor activity is crucial to a healthy lifestyle. Watch/Listen to local weather reports and help your child dress according to our guidelines below or also be prepared for delays and cancellations.



Dress for Winter play!

Wind Chill / Temperature

70 – and up

60 – 69 degrees

40 – 59 degrees

30 – 39 degrees

29 degrees & below

20 degrees & below

10 degrees & below

Clothing Guidelines

Pants, shorts, skirts, short-sleeves

Long sleeves, sweatshirt, jacket

Pants, jacket over long sleeves, layers are best.

Coat required with hat & gloves recommended.

Coat, hat, & gloves required.

Coat, hat, & gloves required.
Wind chill factor considered.

Outdoor recess unlikely.

Check Weather + School Delays and Closings – Local Media

Web Sites

Findlay City Schools Web Page: www.findlaycityschools.org

The Weather Channel: www.weather.com

Newspaper

The Courier – Weather on back page of section 1 – Local news and internet links
www.thecourier.com

**Please Check Each Item, Fill Out Info., and
Return to Classroom Teacher by Wednesday, Sept. 4, 2019.**

- I have read and understand the information in this Handbook and the District Handbook.**
- I have subscribed to the FCS, Whittier Parent email list.**
 - You can sign up for alerts or messages. Just visit the school page of your choice. Look for the “Subscribe” link in the right-hand column.
- I am following Whittier activities and events on FACEBOOK!**
- If I have questions, I know I can contact the school office @ 419-425-8358 for further clarification.**
- I have reviewed any items necessary with my child.**
- I will abide by these expectations as presented.**
- I will retain this Handbook for future reference if necessary.**
- I give permission for my child’s picture to be on the school social media sites, FB, websites, etc.**
- I give permission for my child’s name, address, phone number to be put on class birthday list.**
- My child has permission to participate in any and all field trips that may be sponsored by Whittier Primary School during the 2019-2020 school year.**
- My child has permission to view school sponsored movies with their classroom.**

Name: _____

Student: _____

Teacher: _____

Date: _____

**WILSON VANCE
INTERMEDIATE SCHOOL**

610 Bristol Drive
Findlay, Ohio 45840
419-425-8332

Teacher Handbook

2019- 2020

*The mission of the Findlay City Schools –
Educating and Empowering for Life.*

Home of the Findlay Trojans

WILSON VANCE INTERMEDIATE

Mission Statement

The Wilson Vance Community will develop responsible successful citizens and lifelong learners through positive experiences.

This is accomplished through the combined resources and efforts of caring families, staff, and community members.

*TOGETHER, WE WILL BELIEVE IN
OURSELVES
AND ACHIEVE OUR GOALS!*

3 PAWS

- MATH SUCCESS
- READING SUCCESS
- RESPONSIBLE BEHAVIOR

Bus Hall duty 2018-2019

WEEK of TEAM # Bus/Hall Duty: AM = 8:45 - 9:00/ PM = 3:30 - 3:45

AUG. 13	Team 1- Kristin & Monica & Trich
AUG. 20	Team 2 - Sally B & Heather & Renee
AUG. 27	Team 3 - Sydney & Melissa & Alaine (AM)
SEPT. 3	Team 4 - Kelly & Kathy & Nikki
SEPT. 10	Team 5 - Candace & Kerri & Kaymie (AM)
SEPT. 17	Team 6 - Amber & Jacque & Chris
SEPT 24	Team 7 - Nick & Maggie & Judy W(AM)
OCT. 1	Team 8 - Lori & Tom & Kelee
OCT. 8	Team 1- Kristin & Monica & Trich
OCT. 15	Team 2 - Sally B & Heather & Renee
OCT 22	Team 3 - Sydney & Melissa & Alaine (AM)
OCT. 29	Team 4 - Kelly & Kathy & Nikki
NOV. 5	Team 5 - Candace & Kerri & Kaymie (AM)
NOV. 12	Team 6 - Amber & Jacque & Chris
NOV. 26	Team 7 - Nick & Maggie & Judy W(AM)
DEC. 3	Team 8 - Lori & Tom & Kelee
DEC. 10	Team 1- Kristin & Monica & Trich
DEC. 17	Team 2 - Sally B & Heather & Renee
JAN. 3	Team 3 - Sydney & Melissa & Alaine (AM)
JAN. 7	Team 4 - Kelly & Kathy & Nikki
JAN 14	Team 5 - Candace & Kerri & Kaymie (AM)
JAN 21	Team 6 - Amber & Jacque & Chris
JAN. 28	Team 7 - Nick & Maggie & Judy W(AM)
FEB 4	Team 8 - Lori & Tom & Kelee
FEB. 11	Team 1- Kristin & Monica & Trich
FEB. 18	Team 2 - Sally B & Heather & Renee
FEB. 25	Team 3 - Sydney & Melissa & Alaine (AM)
MARCH 4	Team 4 - Kelly & Kathy & Nikki
MARCH 11	Team 5 - Candace & Kerri & Kaymie (AM)
MARCH 18	Team 6 - Amber & Jacque & Chris
MARCH 25	Team 7 - Nick & Maggie & Judy W(AM)
APRIL 1	Team 8 - Lori & Tom & Kelee
APRIL 8	Team 1- Kristin & Monica & Trich
APRIL 22	Team 2 - Sally B & Heather & Renee
APRIL 29	Team 3 - Sydney & Melissa & Alaine (AM)
MAY 6	Team 4 - Kelly & Kathy & Nikki
MAY 13	Team 5 - Candace & Kerri & Kaymie (AM)
MAY 20	Team 6 - Amber & Jacque & Chris

SPECIAL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15 – 10:00 <u>PERIOD 1</u>	Art – 3A PE – 3B Library – 3G Music -3F Tech –3M	Art – 3B PE – 3G Library – 3F Music -3M Tech – 3A	Art – 3G PE – 3F Library – 3M Music -3A Tech – 3B	Art – 3F PE – 3M Library – 3A Music – 3B Tech – 3G	Art – 3M PE –3A Library – 3B Music – 3G Tech – 3F
10:05 – 10:50 <u>PERIOD 2</u>	ART – 4HA PE – 4B Library – 4HE Music – 4W Tech – 4A	Art – 4B PE – 4HE Library – 4W Music – 4A Tech – 4HA	Art – 4HE PE- 4W Library -4A Music – 4HA Tech – 4B	Art – 4W PE – 4A Library – 4HA Music – 4B Tech – 4HE	Art – 4A PE – 4HA Library – 4B Music – 4HE Tech – 4W
10:55 – 11:40 <u>PERIOD 3</u>	Art – 5V PE – 5W Library – 5R Music -5B Tech – 5E	Art – 5W PE – 5R Library – 5B Music -5E Tech – 5V	Art – 5R PE – 5B Library – 5E Music -5V Tech – 5W	Art – 5B PE – 5E Library – 5V Music -5W Tech –5R	Art – 5E PE – 5V Library – 5W Music -5R Tech –5B
TWO HOUR DELAY					
Period 1 – 1:00 – 1:45	Period 2 1:50 – 2:35	Period 3 2:40 – 3:25			
“A” Delay Schedule	Specials at Whittier				
“B” Delay Schedule	Specials at WV				

LUNCH - RECESS TIMES

3rd – 11:45 – 12:05 - 12:25 – During Delay Schedule –eat in rooms

4th – 12:10 –12:30 - 12:50 – During delay schedule - eat in rooms

5TH – 12:35 – 12:55 – 1:15 – During delay schedule - eat in rooms

Wilson Vance Calendar of Events

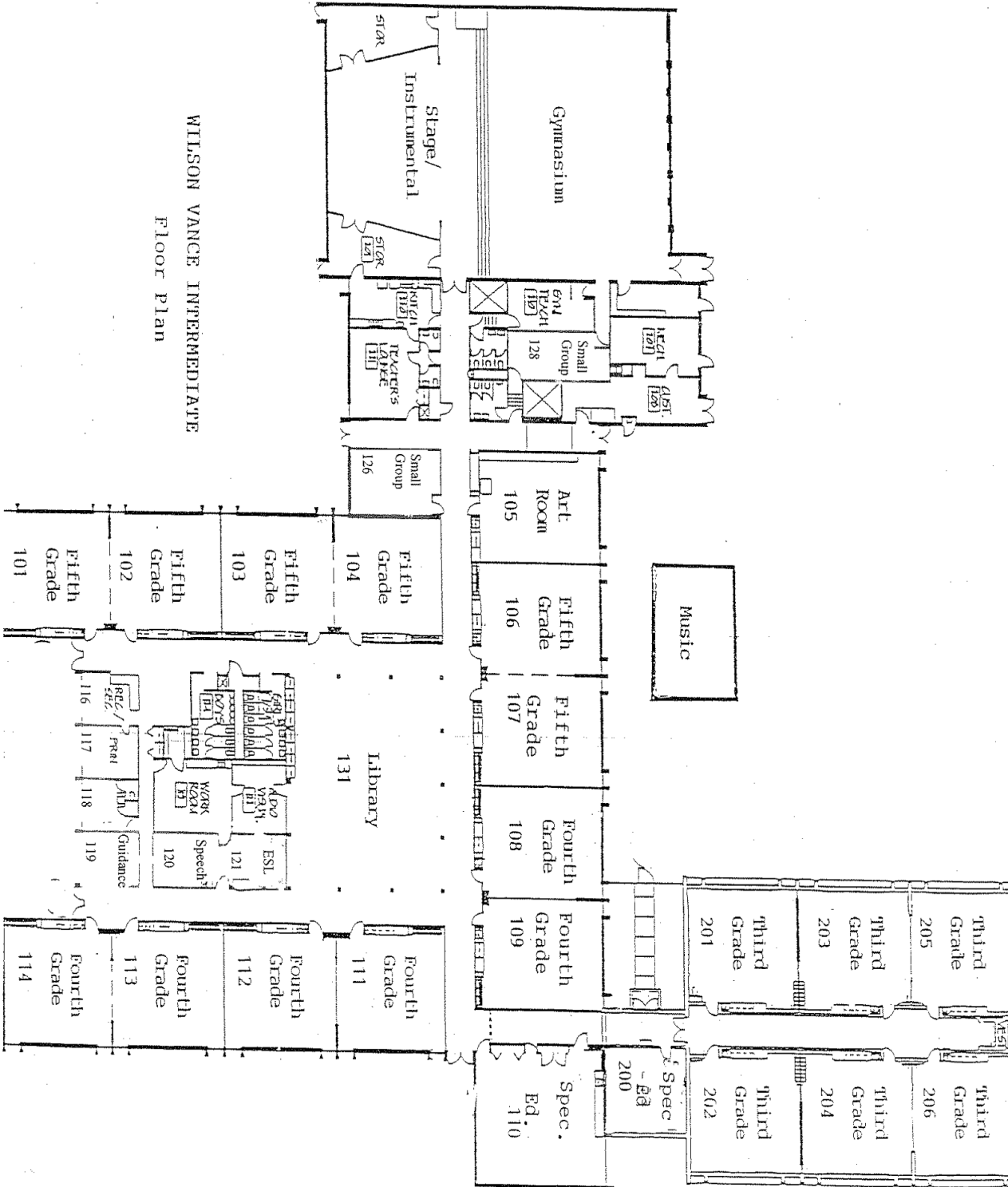
2019 -2020

Fri, Aug 23	Professional Development
Mon, Aug 26	Professional Development
Tuesday, August 27	Convocation/Building Meetings/Work Day
Wednesday, Aug 28	First Day of School
Mon., Sept. 2	Labor Day - NO SCHOOL
Tues., Oct 15	Fall picture day
Thurs., Oct 8	Parent Teacher Conf 4-8pm
Tues., Oct 10	Parent -teacher Conf 4-8pm
Thurs., Oct 17	Parent teacher conf 4-8pm
Wed., Oct 30	END 1st NINE WEEKS
Thur. Oct 31	2 Hr delay Teacher Inservice
Wed., Nov 6	Grade Cards go home
Oct, 21- Nov. 1	3rd GRG test Window (Exact date TBD)
Nov. 28 - 29	Thanksgiving Break No School
Dec. 23 - Jan. 1	Winter Break NO School
Thurs. Jan. 2	Students First Day Back to School
Tues, Jan. 14	END SECOND NINE WEEKS
Wed, Jan 15	2 Hr Delay Teacher Inservice
Tues., Jan 21	Grade Cards go home
Mon., Jan. 20	Martin Luther King Jr. Day (NO SCHOOL)
Mon., Feb 17	Tchr In service No School
Thurs., Feb 6	Parent teacher conferences 4-8pm
March 14	2 Hr delay Teacher Inservice
March 23 – April 24	State Testing ELA (15 day window TBD)
Wed, March 18	END THIRD NINE WEEKS
Wed, March 25	Grade cards go home
April 10- April 13	SPRING BREAK_ No School
April 1 – May 10	State testing Math, Science. (15 day window TBD)
Thurs., May 21	Last Day for Students. END 4 TH NINE WEEKS
Friday, May 22	Teacher Clerical Day

WILSON VANCE STAFF
2018-2019

Grade 3	Mr. Chris Anders – Rm 201 – 3A Mrs. Candace Bundren – Rm. 204 -3B Mrs. Kelee Garmong – Rm. 206 – 3G Mrs. Nikki Fort – Rm. 202 - 3F Mrs. Maggie Maag – Rm. 205 - 3Ma
Grade 4	Mrs. Jacque Arthur – Rm. 114 – 4A Mrs. Kathy Beier – Rm. 111 – 4B Mrs. Kerri Harmon – Rm. 109 – 4HA Mrs. Melissa Heydinger – Rm. 112– 4HE Mr. Tom Whipkey – Rm. 113 – 4W
Grade 5	Mrs. Amber Elliott – Rm 102 – 5E Miss Sydney Bland – Rm. 104 - 5BL Mr. Nicholas Vallejo– Rm. 106 – 5T Mrs. Kelly Wohlgamuth – Rm. 107 – 5W
Principal	Mr. Matt Best
Secretary	Carol Ouwenga
Guidance	Mrs. Andrea Kokensparger – Rm. 115
Music	Ms. Judy Wicinski - Mobile Unit
Art	Mrs. Kaymie Hafner - Rm 105
Physical Education	Ms. Emens – Gym
Gifted Education	Mrs. Kristin Woodhull - Rm. 101
Special Education	Mrs. Monica Gearig - Rm. 110
Special Education	Mrs. Sally Brzozka – Rm. 200
ESL Teacher	Mrs. Heather Welty - Rm. 121
Speech	Mrs. Nichole Bechman– Rm. 120
Reading Intervention	Mrs. Renee Zimmerly Rm. 128
Librarian	Mrs. Patricia Loaraca
School Psychologist	
Nurse	Mrs. Wendy Davidson
Day Custodian	Mr. Bob Himes
Night Custodian	Mrs. Linda Klopp
Lead Cook	Ms Linda
Cashier	Mrs. Pam Garnes
FABSS	Mrs. Darlene Beuschlien

WILSON VANCE INTERMEDIATE
Floor Plan



PTO OFFICERS
Whittier/Wilson Vance
2018-2019

Co- President:

Stephanie Wendt
15696 Reimund Ct.
Cell 419-348-7275
dougwendt@earthlink.net

Co- President

Doni Tiell
2627 Foxbury Ln.
Cell 937-477-6334
dionalynn@hotmail.com

Vice President

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Treasurer

Mary Kay Kasiborski
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Cell 419-508-0227
mkpkas@gmail.com

Volunteer coordinator

Ann DeFend/Mary Kay Kasborski- Whittier
Doni Tiell/Stephanie Wendt- WV

USE OF TOBACCO

The Board of Education is committed to providing students, staff and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this procedure shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code (refer to student handbook) and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Adopted 7/2/2012

WILSON VANCE STAFF INFORMATION

GENERAL PROCEDURES FOR TEACHERS

Daily Schedule

8:00 A.M.	Teachers Arrive/ Teachers preparation time
8:50 A.M.	Students arrive - all teachers on duty - four teachers assigned to hall duty (8:30 – 8:45)
9:05 A.M.	Classes begin
11:25 A.M. -1:00 P.M.	Lunch/Recess
3:30 P.M.	Classes dismiss - teachers on hall and bus duty
4:00 P.M.	Completes teachers' school day

Phone calls

Personal emergency calls will be referred immediately. The teacher's class will be covered by the messenger. Calls of a confidential nature may be taken in the AV room (between library and workroom) or the principal's office. General calls are handled by placing a note in the teacher's mailbox. Please check mailboxes each half day. Long distance phone numbers of a personal matter will be documented by entering the building code (319) and the last 4 digits of your Social Security # after dialing the number, so the cost can be reimbursed when the bill is sent to Wilson Vance. Teachers should NOT use cell phones while students are in their room. Cell phones may be used before or after school, during teacher planning time, and/or lunch time.

Teacher needs -

Should an emergency arise, the teacher affected shall inform his/her teammate and request monitoring assistance from the Principal, the Secretary, the Counselor, or the Librarian.

Hall and Bus Duty

Teams of three teachers are assigned to hall/ bus duty before and after school. It is suggested that Sub plans contain reference to hall/ bus duty (when applicable) as well as thorough lesson plans. Three teachers are on duty at 8:45 A.M with one person supervising BUS/VAN drop off, one at the front doors for walker/rider supervision and one in the hallway by room 105 & 110. At 3:30 P.M. one teacher will be in the gym, one out front to supervise walkers/ riders dismissal, and one by room 105, once hallways are clear this staff member will report to the gym. Homeroom teachers should help supervise hallway traffic for several minutes after the bell rings. While on hall duty the teacher functions as a supervisor. She/he solves immediate problems as needed professionally.

Lesson Plans and Schedules

All teachers must maintain general lesson plans and will report their class schedule. The lesson plans should be completed in advance and should be available for review on the teacher's desk. An approximate time schedule should be a part of the lesson plan. Lesson plans should also be available during observations.

Grading and Grade Books

The reporting of each child's progress is the responsibility of the classroom teacher. Letter grades are assigned individually, based upon the individual student's academic accomplishments commensurate with his/her expected performance levels. The grading scale criteria approved by the Findlay Board of Education should be followed when assigning grades. The use of Progress Book will be used by all staff. Teachers should try to post grades within 72 hours of collection of assignments. Parents will be given instructions on how to access Progress Book by the end of September. With the use of Progress book interim reports are not required, but should be considered for those students receiving D's or F's.

Specialist and Special Education teachers should inform parents at interim time if a student is getting N's or U's. Grade cards and IEP progress reports will be sent home each nine weeks on the fifth(5) school day after the nine week period ends. Grade Cards will be copied on the following colors for the respective grading periods: First Quarter – light blue, Second Quarter – pink, Third Quarter – yellow, Fourth Quarter – Green. Grades from Art, Music, & PE teachers will be “pushed over” on Progress Book to homeroom teachers within 3 days of the end of the grading period. Staff will notify the Principal as to when the grades cards are ready to be printed within 4 days of the end of the 9 weeks.

Teacher Absence

When the need for teacher absence becomes apparent the situation can be reported to the principal's office or Matt's cell (419-957-1794) during evening or early morning hours. Detailed lesson plans and schedule are necessary for the substitute teacher to teach effectively (see Teacher's Handbook - Findlay City Schools). A seating chart should be readily available. Please call by 3:00 P.M. to advise the principal of your status for the next school day. Upon returning to school, please check in and sign the absence and substitute forms at the office. Refer to Findlay City Teacher's Handbook for information regarding personal days.

Professional Appearance

As professional educators, how we dress sends a message to our parents and community. Dressing appropriately inspires confidence in us as educators and sends the message that school is important. Our attire reflects not just ourselves, but also our colleagues, building, and school district. Our dress should convey our status as licensed professionals.

On “casual paydays”, field trips, field day, and staff workdays, good, quality blue jeans and staff shirt are appropriate.

Housekeeping

Teachers share the task of keeping the room as safe and clean as possible. Teachers are in charge of the students and the room. Care must be exercised to keep the building and its facilities in good condition. The students' desks should be free from markings and decorations except when the teacher wishes a name card. The name card may be attached with masking tape, not scotch tape. Students are required to help keep their room neat. Teachers should take home boxes and/ or storage containers of unwanted or unused items to reduce the amount of “clutter” in their room for summer cleaning.

Building Representatives

Duties exist in and around the school to which teachers need to lend their particular talents and energies. The duties are reviewed and/or reassigned at the start of each school year. Duties and committees change from year to year. A sign up sheet will be presented at the opening staff meeting for teachers to sign up for the committees and events for that given year.

Safety/ Emergency Procedures

A Findlay City Schools Safety Procedure flip chart will be posted in each room. The proper section should be referred to in case of an emergency. Students are not to be left alone during an emergency situation. A current class list should be kept readily available to verify class attendance. Please refer to the EMERGENCY OPERATIONS PLAN (JUNE 2015) for further details on safety procedures.

PROCEDURES CONCERNING STUDENTS

- A. Students may not congregate at the school prior to 8:40 A.M.
- B. Students walking or riding bikes to school are required to use streets and sidewalks. Bike riders should follow the following safety procedures:
 - 1. Bicycles used on streets shall have a license.
 - 2. Bicycle riders shall operate bicycles with due regard for their own safety and safety of others.
 - 3. Bicycles riders shall obey all normal traffic laws (stop signs, travel on right-hand side, etc.)
 - 4. No bicycle riders may engage in trick riding.
 - 5. A bicycle operator may not carry any other person upon his bicycle. One person on a bike.
- C. Students must observe the boundaries of their playgrounds. The north playground starts past the sidewalks leading to the playground. The front drive and neighboring yards are particularly excluded from playground activities. The west playground starts after the service driveway and sidewalks. Students are cautioned to show restraint in entering the building from the playground. All must walk when leaving the playground.
- D. All games shall be played by the standard rules for such activities. These should be reviewed occasionally by teachers or principal.
- E. Students are cautioned to use the jungle gyms as they are intended. Sitting on top of the horizontal ladder is prohibited.
- F. The Rainbow Climber may not be used to sit on. Traffic shall go one way.
- G. Lunch hour procedures with the help of noon hour monitors are as follows:
 - 1. Lunch hours will be from 11:30 to 1:00 p.m.
 - 2. All students must clean up after themselves. No articles used or received in the lunchroom may be removed from the lunchroom - spoons, cartons, catsup, napkins, etc. Failure to observe outlined lunchroom procedures may result in a suspension from the lunchroom.
 - 3. Daily notes are needed to permit students to stay in during the noon hour upon returning from an illness or other sufficient reason. Teachers shall use best judgment in recommending the need for a doctor's excuse for extended periods of time. Generally, two days is a good "rule of thumb" to use when determining the length of limited participation.
- H. Teachers shall restrict student use of the telephone. Very few occasions exist where the student needs to phone home. Phone messages from a student's parent will be delivered routinely. Only emergencies will bring a student to the telephone.

I. During rain and various forms of restricting or hazardous conditions, all children should be in the classrooms. Teacher will post clear guidelines for inside recess. Activities for students to do in their seats (games, puzzles, drawing, playdough, etc.) are encouraged.

J. Teachers are expected to be prepared at their teaching stations to receive students at 8:55 A.M. and meet students at the playground door at the end of their noon recess period. Good judgment must be used by all regarding individual student needs.

K. Dismissal - evening dismissal causes congestion in the main front exits. Bus students will be dismissed as their bus is called over the PA system. Student will then walk down and exit out the doors by the music room to their respective busses. Teachers are responsible for the orderly dismissal of students and must closely supervise children as they leave the building.

SCHEDULING SPECIAL AREAS (*Speech, ESL, Stage, STEM room, art room, tutor rooms*)

In a flexible facility such as ours, the use of special teaching and activity areas must be reserved by contacting the Principal and/or designee. All teachers are encouraged to use the special areas. Scheduling of special areas should be done in advance.

HANDLING STUDENT ABSENCE

Special Excuses- Pupils may be excused for special circumstances by the principal. If students have a medical appointment, parents must send written notification of the appointment. When the students leave for the appointment, the parent must sign them out and sign them in when they return. The sign out-in book is located at the front desk of the office.

MINIMUM DISCIPLINE STANDARDS

While teachers may differ in the discipline standards applicable to their individual teaching areas, certain minimum standards must be met by all classes.

- A. Children must move about the building in a safe quiet manner.
- B. Restroom breaks must be quiet and supervised.
- C. Children should be taught to use our furniture as it was designed.
- D. While custodial care is a normal part of the school program, certain housekeeping chores are performed by students as a normal part of the school day.
 - 1. Students should keep paper and debris off the floor and out of desks.
 - 2. Coat racks should be kept in order (vents remain unobstructed).
 - 3. Students who cause unusual amount of extra dirt, mud, or water should be required to clean it up.
 - 4. Students will not mark desks, furniture or walls.
- E. Students may be detained for 30 minutes for disciplinary purposes before or after school (except bus riders). Bus riders may make up time prior to or after school on a succeeding school day.
- F. Discipline problems between students from different grades should be handled by the teacher on playground duty, by peer mediators, or referred to the principal.

EDUCATIONAL MEDIA CENTER

Philosophy - We believe the educational media center is the center of the educational program in our schools. We believe that the media center should support and supplement the curriculum, and that skills learned in the media centers are those needed in the life long pursuit of knowledge and personal

growth. We also believe in: a) the development of each student to the extent of his capabilities; b) independent study and self directed learning; c) the use of varied media for instruction; d) reading for pleasure and enrichment.

Procedures -The library is open to students from 9:00 A.M.- 3:20 P.M. When all lights are off the facility is closed. The librarian will take a lunch break. Student assistants will be made at her discretion.

Students may check out two books at a time.

All books and magazines are checked out for one week with renewal privileges. Up to three overdue notices will be made. If a third notice is necessary, the student loses library privileges until material is returned or a settlement is made.

A student may join the Birthday Book Club by purchasing a book at the office or giving a book to the library as a birthday gift. A name plate recognizing the reason for the donation will be placed on the inside of the book.

STAFF SOCIAL ACTIVITIES

The Stakeholders committee in cooperation with the principal shall coordinate all social functions, flower funds, gifts, and the like. Staff will be assessed as needed.

1. Flowers will be sent to certificated and non-certificated staff members who become hospitalized or suffer prolonged illness.

2. Flowers will be sent when death occurs among certificated and non-certificated staff members, their spouses, children or parents.

3. Wedding gifts and baby gifts will be given to certificated and non-certificated staff members.

4. A gift will be given to a retiring certificated or non-certificated staff member.

5. Other particular situations not mentioned will be referred to the appointed teacher by any staff member.

6. The scheduled teachers will assume responsibility for the weekly supply of rolls/treats.

7. Parties will be planned by the committee and approved by the staff.

STUDENT FEES AND COLLECTIONS

School fees are collected at the start of each semester. Use the fee checklist provided by the office to record fee payment.

Fines For Damaged/lost Textbooks

The following guidelines should be used for accessing book fines.

Damaged, but repairable books - \$5.00

New cover or binding needed - \$15.00

Torn page(s), ink marks - \$.50 to \$1.00/ page

Damaged beyond repair – Replacement cost

- water damage
- pages missing

Lost book – Replacement cost

PUPIL DISMISSAL

At dismissal, students that are walking, being picked up, or riding bikes will be dismissed at the first bell. These students should exit the building through the front doors. Students riding a bus will report to the busses that have been called once announcements are over. Bus riders whose busses were not called will report to the gym and wait until their bus number has been called in the gym. Students waiting for their bus should wait quietly in gym so bus numbers can be heard.

PUPIL REGISTRATION, ASSIGNMENT, AND RECORDS

Pupils are registered through the Welcome Center office, located in the 1100 Board Ave Office. They will notify the school secretary and/or principal of new student registration. The Principal will assign the new student to a classroom. A confidential cumulative record is begun and is placed in the proper class file. All staff entries are to be recorded using a black pen. A cumulative record is maintained for each student and is housed in the office. It should be updated early in the school year. Proper entries throughout the school year should include test results, final grades, attendance record, and recommendations. Records of transferring students should include an anecdote of progress from the child's most recent teacher. Children may not handle or deliver the records. Parental inquiries regarding contents should be referred to the principal.

ATTENDANCE RECORDS

Attendance records are kept in the DASL system. Teachers will report attendance and lunch via the DASL attendance menu. A hard copy of the student roster will be made available in case there is a substitute in the room or there is a computer problem. Attendance and lunch counts should be recorded and sent to the office (electronically or hard copy) within 20 minutes of the tardy bell. Students must

attend more than one-half of the minutes per one-half school day (1 hour 20 minutes) to be recorded as present.

PUPIL TRANSFERS/WITHDRAWAL

A transfer/withdrawal form needs to be completed by the office and the teacher. If a transfer is within Findlay, one copy is needed. When the transfer is outside the city, one copy is needed for the cumulative record and the other is forwarded to the school receiving the transfer. The transfer is mailed to the new school from the office. Textbooks should be forwarded to the receiving Findlay school or stored. When sending textbooks, be sure to record the book numbers in the office for maintenance of centralized book tracking. Workbooks and other materials should also be sent to the receiving school.

PUPIL ILLNESS

When pupils become ill while at school the teacher should send them to the office and the parents will be contacted. The school secretary will make the necessary contacts and will monitor the clinic, thereby allowing the teacher to assume normal teaching duties.

Injured pupils should be brought to the attention of the office for first aid. An accident form is made out by the person in charge and returned to the office.

PUPIL HOMEWORK

Findlay Board of Education has set guidelines for assigning students homework (See Board procedure 8.29). Homework should be assigned on a regular basis for academic subjects. Work shall consist of drill, reinforcement, or individual projects.

PARENT CONFERENCES

Teachers, parents, or the principal may initiate conferences to be held before or after school.

SCHOOL VISITORS

All persons visiting the school will report to the office and sign the register. Any person wishing to visit regularly scheduled classes may make requests through the office. Elementary students not enrolled are not encouraged to visit the school. Requests for such visitation shall be referred to the principal.

STUDENT TEACHERS AND M.E.P. STUDENTS

A. A student teacher shall be considered as a team member and shall participate as such.

B. Their hours are 8:00 A.M. to 4:00 P.M. except Team Planning Days and those days approved by administration for visitation and enrichment.

C. In case a student teacher is absent, s/he is to notify the school and the supervising teacher to whom s/he has been assigned.

D. The student teacher is to hold in confidence his/her personal observations regarding the pupils and the school.

E. Lesson plans should be in the hands of the supervising teacher in advance of utilization. Planning helps to eliminate haphazard procedures, aids in the organization of materials, and provides a feeling of security for the teacher.

F. Responsibilities of the supervising teacher regarding the student teacher:

1. Introduce him/her to faculty.
2. Familiarize him/her with room and building facilities:

Audio-visual aids	Kitchen & staff room
Supply room	Playing areas
Files	Equipment
Library	Handbook
Auditorium	Gym
3. Explain school philosophy and policies.
4. Inform him/her of student organizations.

G. Use of school supplies and equipment - University students will be responsible for cleaning up, caring for, and properly using materials and equipment. Access to and use of materials and equipment are the prerogative of the classroom teacher.

H. Material used by student teachers and M.E.P. students, and owned by the school, shall remain the property of the school.

VOLUNTEERS

A. The teacher should utilize the volunteer as scheduled, communicate effectively with her/him, and be supportive of her/him as a person.

B. The teacher should use the volunteer for:

1. clerical tasks
2. pupil tutoring
3. related classroom activities

C. Volunteers will be supervised by their respective classroom teachers.

USE OF VIDEOS IN THE CLASSROOM – Taken from BOARD POLICY handbook

USE OF VIDEOS IN ELEMENTARY CLASSROOMS (Kindergarten thru Grade 5)

Only G rated films, movies and videotapes will be shown in elementary classrooms grades kindergarten through grade 2. In grades 3-5, PG rated films may be shown provided the principal

approves of the use of the film and a letter is sent home to parents, explaining the instructional use of the film and giving parents the option of not permitting their child to see the film.

Media used from television will follow the age appropriate guidelines.

See attached form to be completed by teacher!

Wilson Vance Intermediate

If you choose to use a movie or a clip from a “PG” rated movie, you must:

- A. Complete Form
- B. Notify parents in writing

C. If movie or clips are used as part of a grade, an alternative project needs to be offered to student
IF parent does not allow child to view movie or clip

DATE: _____

Teacher Name _____

Date to be shown _____

Grade Level _____

Name of Movie/Clip _____

How does this movie/clip support your course objectives?

Teacher Signature

Principal Approval

08-02-16

ELECTRONIC DEVICES

Electronic devices that are brought from home such as, but not limited to, iPads, tablets, DS players, nooks, phones, etc should be kept in book bags once a student enters the building until he/she leaves the building. Teachers may give permission for a student to use an individual device in the classroom. Individual devices may only be used under direct teacher supervision. Students should only use the device for the purpose the

teacher has intended (i.e. research, math practice, reading, video recording etc) and use only the approved web site.

USE of SCHOOL ELECTRONICS

Students could have the use of a variety of electronics in the classroom. While the student is using a school issued device the student should take responsibility for its care and return in the same condition they received it in. It is common for students to use a laptop, iPod, iPad, tablet or other similar device for practice, research, and/or recording of class activities. Students should take care in transporting, using, sharing, and storing the device they have been assigned. Careless use or inappropriate handling causing damage to the device could result in the student being held responsible for the repair and/or replacement of the device. Students could also lose the privilege of using a school device or be restricted in the use of devices.

NONDISCRIMINATION POLICY

Consistent with all applicable federal and Ohio laws with respect to equal employment opportunity and nondiscrimination by recipients of federal financial assistance, the policy of the Board is to make employment decisions on the basis of qualifications without regard to race, color, religion, gender, national origin, age, ancestry, or disability and to maintain school programs that do not exclude participation in or discriminate against participants on legally proscribed grounds. The Board is committed, consistent with law, to the affirmative recruitment of minorities within the ranks of professional and nonprofessional staff when underutilization of minorities occurs. The Superintendent is responsible for informing recruitment sources of this policy and for monitoring and assuring the appropriate implementation of this policy.

The Board assures compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. This assurance is in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to education programs or activities from the Department of Education.

The Board will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The Board agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Board, its successors, transferees, and assignees for the period during which such assistance is provided. The Board further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the Board understands that assistance can be terminated and the Board denied the right to receive further assistance. The Board also understands that the Department of Education may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The Board designates the following District Coordinators for purposes of this policy:

- Assistant Superintendent - Title VI Coordinator
- Assistant Superintendent - Title IX Coordinator
- Director of Pupil Services- Section 504 Coordinator

Adopted 1/10/96
Revised 2/19/04
Reviewed 1/24/05
Reviewed 3/19/2012
Revised 8/25/2014
Revised 6/25/2015

ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR
AND EXCESSIVE TRUANCY

The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, or inappropriate behavior, and excessive truancy. In compliance with Section 3313.534 of the Ohio Revised Code and in order to facilitate the learning process, the Board adopts this zero tolerance policy, which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students, and excessive truancy. In addition, the Board has established strategies which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior, and excessive truancy.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior, and excessive truancy. Students must comply with all school rules and regulations, which includes the District's student conduct policy and policy on student truancy. Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning to a suspension to an expulsion to permanent exclusion, depending on the particular circumstances including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstance that may be aggravating or extenuating in the specific case. The Board actively will cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant. Students are expected to report any suspected violation of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under this policy.

Adopted 6/22/98

EMERGENCY PROCEDURE FOR TORNADO WARNINGS, SEVERE STORMS OR OTHER EXTERNAL DISASTERS

The announcement for this emergency procedure may be sounded by any member of the disaster committee composed of the principal, custodian, and the school secretary. The drill may be started upon advice from the Findlay City School's superintendent or his/her designate, the Findlay City Police Department, any agency in command of civil emergencies, or from the building committee itself.

When students are in place at the assigned location listed below, be sure they sit on the floor with heads on knees and arms over their heads. Drapes should be drawn.

Assigned locations:

Rooms 101, 102, 103, 104	Rear of classrooms
Room 105 (Art)	Go to 104
Room 106	Girls' restroom
Room 107	Boys' restroom
Rooms 108, 109	ESL room
Rooms 111, 112, 113, 114	Rear of classrooms
Rooms 110	Go to 111
Rooms 200 – 206	Rear of classroom
Music, Write Place, Tech Lab, Gym	Teachers' lounge
LD, Speech	Go to 114
Students in the library	Go to restrooms

FIRE DRILL PROCEDURE

At the sound of the alarm which rings in the hallways, all persons in the building must file out by designated routes. They should stand an adequate distance from the building to be away from fire related activities. All windows and doors should be closed and lights should be turned off. Once outside the teacher should account for each student. This is done from the attendance or grade book which must accompany him/her. All persons in the building must exit the building during fire drills.

Students walk in an orderly manner in columns of two without talking. Teachers should carry grade book, attendance book, or class list and determine if all students are present and accounted for if attending school that day.

Students under responsibility of special teachers are the responsibility of that teacher. The homeroom teacher should meet their students at the designated area. Auxiliary personnel will be responsible for the welfare of their students, however they must return the child to their home room class at designated drill areas (speech, tutors, librarian etc.).

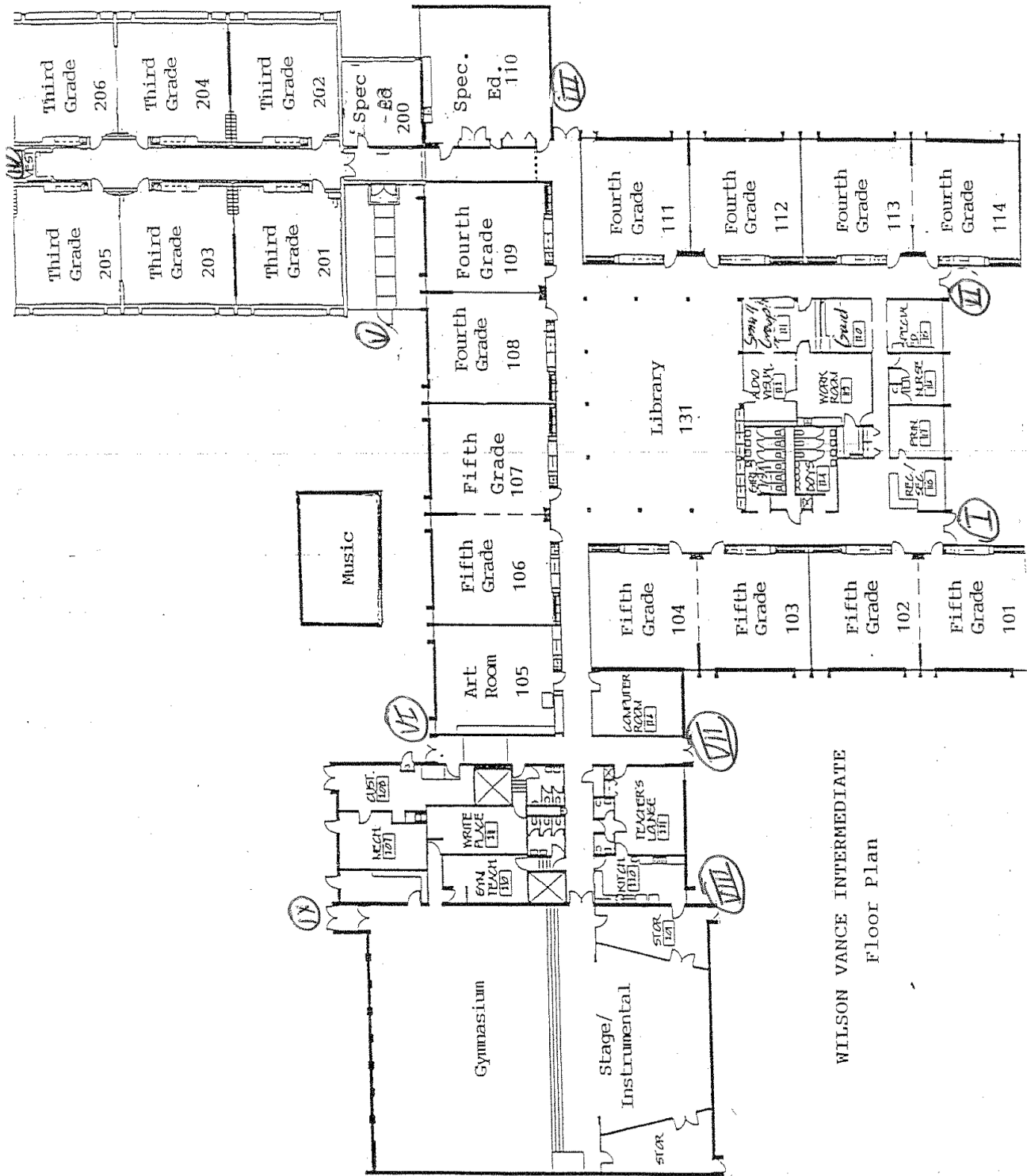
Plan A - FIRE DRILL EXITS – Primary Exits

Rooms 101, 102, 103, 104 , Office work and conference rooms	Front door by office(Exit I)
Band and stage areas, staff room, kitchen	Front door by stage area (Exit VIII)
Multipurpose area, gym	Back gym door (Exit IX)
105, 106,107 & Write Place	Back door by custodian’s office (Exit VI)
Rooms 108, 109, 110, Library	Side/north playground door by rm. 110 (Exit III)
Rooms 111, 112, 113, 114, speech, ESL, counselor, clinic	Front door by 114 (Exit II)
Rooms 202-206	Doors by 205 & 206 (Exit IV)
Room 200	Door across the hall (Exit V)

Plan B - FIRE DRILL IF ONE EXIT IS BLOCKED

Use attached map to determine alternate route

Exit I Blocked	Use Exit II
Exit II Blocked	Rm 111, 112 use Exit III, Rm 113, 114,ESL Guidance, Clinic Use Exit I
Exit III Blocked	Use Exit III and Exit V
Exit IV Blocked	Use Exit III and Exit V
Exit V Blocked	Use Exit III
Exit VI Blocked	Use Exit VII
Exit VII Blocked	Use Exit VI
Exit VIII Blocked	Use Exit IX
Exit IX Blocked	Use Exit VIII



WILSON VANCE INTERMEDIATE
Floor Plan

CRISIS RESPONSE & INTERVENTION TEAM (CRIT)

Matt Best - Principal
Carol Ouwenga - Secretary
Candace Bundren – Teacher Rep
Wendy Davidson - School Nurse
Andrea Kokensparger - Counselor
Kailin Kleintjes - School Psychologists
Dennis McPheron - Director of Operations
Bob Himes -WV Lead Custodian

In the event of an actual crisis, these individuals will review the guidelines written for the specific crisis, and will carry out the steps of the plan in order to resolve and/or ease the crisis. If a plan does not exist for the crisis, they will formulate a plan and will notify the staff on an as-needed basis of the steps of the plan.

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INTRODUCTION

Schools have always been vulnerable to disaster because large numbers of people are collected in relatively small spaces. Schools can be the objects of vicious attack by armed persons or caught up in the spillover effects of turbulent community unrest. Natural disasters, accidents, and intentional intrusion that involve schools can have devastating effects on students, staff, parents, and the community.

The vulnerability of schools may be found in the essential openness of a democratic and open public school system. It is necessary, therefore, to have contingency plans available to enable quick, effective responses to minimize the disastrous effects of calamities.

CRISIS RESPONSE AND INTERVENTION GENERAL GUIDELINES

1. The Superintendent/Assistant Superintendent/Director of Operations/Building Principal will coordinate all action taken at Wilson Vance. In the absence of the Building Principal, a staff member will be designated to assume this responsibility by the Building Principal.
2. The Superintendent/Assistant Superintendent/Director of Operations/Building Principal will serve as the official spokesperson when dealing with local authorities, the media and parents.
 - a. No other person should communicate about the situation to any outside person, including parents.
 - b. All inquiries should be directed to the Superintendent/Assistant Superintendent/Director of Operations/Building Principal
3. If Wilson Vance is not available due to a crisis, the center of operations will be St. Michael's School using the Gym area for all press and parent information releases. If there is a hazardous spill that requires Wilson Vance to be evacuated, the St. Michael's School gym will be used to
4. If at all possible, communications should be kept to a press release format. The release of any information should meet with the approval of all local authorities and central administration personnel.

5. When designated people address the press, give only specific information, which is known. It is better to hold several small press conferences than to give misinformation and look disorganized. Remember, you do not have to answer questions. You can give your release and then excuse yourself.

6. No matter how the situation is handled, all must be ready for the reaction that it was not handled properly and that more should have been done faster.

7. The main focus during any crisis situation is the protection and well being of students and staff.

CRISIS COMMUNICATION

Wilson Vance will be prepared for effective communication when an emergency occurs. The following items will be in place.

- At least one line with a published number (419-425-8332)
- At least one line with an unpublished number (419-425-8319)
- A bull horn.
- Intercom systems - office initiated.
- Current student files. (Attendance)
- Emergency phone numbers: 8-911

In any crisis, the people want truthful answers based on accurate information given by honest, unflappable professionals who know what they are talking about.

Dealing with a crisis requires:

- Getting the facts.
- Putting together a plan to manage the crisis.
- Communicating the plan, first internally, then externally.
- Seeking feedback.
- Evaluating your communications and management plan.

There is nothing more important during a crisis than good, quick, effective communication that gathers vital, accurate information and leads to good, quick decisions. Good, quick communication is the backbone to effective management response. And effective management response is the key to credibility.

Get down to the five basics:

1. When a crisis breaks, before anything else, get the facts. The key to credible crisis communication is the quick gathering of accurate information.
2. The best place to gather, assemble, assimilate, and act upon the facts is in a management information center. The center for Wilson Vance will be the office. Alternative centers shall be St. Michael's School.
3. Once you have the facts, formulate a strategic plan for managing the crisis.
4. Communicate your plan, first internally, then externally.
5. Seek feedback.
6. Evaluate

MEDIA PLAN

PHILOSOPHY

The Findlay City Schools provide access to all public information through a cooperative effort among representatives of the media and district personnel while considering the responsibilities of both agencies.

The primary objective of effective media utilization is to inform the public of all relevant information during a district/school emergency.

GENERAL GUIDELINES

The Superintendent or designee will be the assigned person to work with the media. All media requests and inquiries will be directed through them. At no time will students be interviewed without parental approval. When requests for student interviews are granted, the interview will be completed with minimum loss of instructional time, minimum interruption of the learning environment, and approval from the Superintendent's Office. The school/district office or each school will assign a convenient location for the media, which will meet the requirements of both the media and school personnel. The district office spokesperson will prepare notes for speakers involved in news conferences and will prepare written statements for the press. The district office spokesperson will prepare and distribute a fact sheet, which contains relevant information about students and personnel and about the population, location, history, etc. of the emergency site. The district office spokesperson will provide the media personnel with media guidelines established by the school district.

STEPS OF ACTION:

1. Have all transactions with the media handled by the superintendent or designee. These are the only personnel who should communicate to an outside person.
2. Set a calm tone from the beginning. Do not answer questions until media staffs are quiet.
3. Speak calmly and slowly.
4. When appropriate start the interview with expression of condolences or concerns for victims and their families.
5. Do not place blame for any incident.
 - a. "The incident is under investigation by the police department."
 - b. "That question will have to be referred to the police department."
6. State that appropriate follow-up services are being provided for students and parents by internal and external resources.

IDENTIFICATION OF "AT RISK" STUDENTS

Listed below are several factors associated with "At Risk" adolescents. None of these factors alone is an indication of crisis situations, but educators should be alert to clusters of these factors, which could indicate potential problems:

1. Inability to compete in school, failing grades.
2. Truancy/high absenteeism.
3. Family instability (divorce, blended family, neglect, abuse and financial instability), physical instability of family (moving frequently).
4. Death or chronic illness of a loved one or pet, or the anniversary of such an event.
5. Failure to communicate.
6. Health problems.
7. Low self-esteem.
8. Lack of potential support.
9. Anger.
10. Sense of not belonging to anyone (family, community, school).
11. Family history of suicide or suicide attempts.
12. Victims of violent crime.

13. Not involved in student activities.

CRISIS INTERVENTION: “AT RISK STUDENTS” GENERAL GUIDELINES

When confronted with a student who is experiencing a crisis, the:

ADULT WHO HAS CONTACT SHOULD:

1. Move to immediate interventions. Do not leave the student unattended.
2. Apply first aid if appropriate. If appropriate first aid is not known, send for a building resource person.
3. Send for the rescue squad if appropriate.
4. Listen and isolate the student from other students when possible.
5. If confidentiality is an issue, tell the student your conversation cannot be confidential because it is life threatening.
6. Inform the administrator, and/or guidance counselor.
7. Make an anecdotal record of what happened immediately following the incident.

COUNSELOR SHOULD:

1. Make sure all items listed on the adult contact are addressed.
2. Counselor insures that principal/designee has been notified.
3. Help develop a support system including parent(s), psychologist, and teacher.
4. Make an anecdotal record of what happened immediately following the incident.

SUPPORT PERSONNEL SHOULD:

1. Make sure all items listed on the adult contact are addressed.
2. Inform the administrator, and/or guidance counselor.
3. Make an anecdotal record of what happened immediately following the incident.

ADMINISTRATOR SHOULD:

1. Make sure all items listed on the adult contact are addressed.
2. Principal determines who needs to be contacted/involved, assigns responsibilities: Parents, counselor, support personnel, community agency, etc.
3. Make an anecdotal record of what happened immediately following the incident.

CRISIS INTERVENTION: SPECIFIC GUIDELINES Suicide Threat

When confronted with a student who is threatening suicide, never leave the student unattended. Additionally, the:

TEACHER SHOULD:

1. Take it seriously.
2. Isolate student.
3. Encourage student to verbalize his/her concerns and feelings.
4. Contact guidance staff.

COUNSELOR SHOULD

1. Isolate student.
2. Encourage student to verbalize his/her concerns and feelings.
 - i. (See checklist)
3. Involve parents or legal guardians as soon as possible.
4. Contact school and community resources.
5. Contact administration.

ADMINISTRATOR SHOULD:

1. Check to make sure counselor contacts parents or legal guardians as soon as possible.

CRISIS INTERVENTION: SPECIFIC GUIDELINES

**Suicide Attempt
Outside School Setting**

When confronted by a suicide attempt the:

TEACHER SHOULD:

1. Report to Guidance and Administration any rumors.

COUNSELOR SHOULD:

1. Attempt to contact student in school to verify attendance.
2. Involve Administration.
3. Verify that a suicide occurred.

ADMINISTRATOR SHOULD:

1. Verify that suicide occurred.
2. Involve parents.
3. Contact appropriate school and community resources.
4. Involve CRIT.

CRIT SHOULD:

1. Implement appropriate action plan.
2. Follow up on intervention.

CRISIS INTERVENTION: SPECIFIC GUIDELINES

**Suicide Attempt
In School**

When confronted by a suicide attempt the:

TEACHER SHOULD:

1. Not leave the student unattended.
2. Send for a building resource person and begin immediate interventions.
3. Listen and isolate the student from other students when possible.
4. Keep witnesses isolated to prevent alarm and panic.
5. Contact Administrator and Guidance.

COUNSELOR SHOULD:

1. Involve crisis intervention team.
2. Isolate witnesses.
3. Contact parents of any witnesses.

ADMINISTRATOR SHOULD:

1. Notify police and ambulance (dial 9-911).
2. Contact Superintendent.
3. Involve crisis intervention team.
4. Assign staff members to collect facts.
5. Notify family and make arrangements to meet them at the hospital.
6. Draft media release.
7. Appoint spokesperson for the media. Media should meet at the Board Office only. Media should not be permitted to interview students.

CRIT SHOULD:

1. Implement appropriate action plan. (Each school should have an established action plan.) Prepare for necessary counseling.
2. Follow up on interventions.

CRISIS INTERVENTION: SPECIFIC GUIDELINES
Suicide Crisis: Plan of Action

Suggested Steps

Step 1:

The principal or designee verifies that the suicide occurred. Contact the police, hospital, authorities, or coroner to be certain that a death has occurred. Do not accept a statement from students or teachers that a student has died or that a death was by suicide (without verifying the statement).

Step 2:

Principal notifies CRIT once a suicide is verified. CRIT can assist with crisis management plan and develop the schedule for the day/days. The principal only will deal with the media.

Step 3:

Principal initiates the phone chain to all staff to inform them of the tragedy and ask them to arrive at school thirty minutes earlier in the morning to attend a faculty meeting. The principal reviews the known

facts of the case, in order to establish a common reference base and dispel rumors. When possible have a representative from the Police Department, present to give the facts and stop rumors. The CRIT can address some of the issues and feelings which students may be experiencing and make suggestions as how to handle these. Also, the staff can begin to deal with their own feelings.

Step 4:

Take action immediately. Prepare a general statement for the student body to be made by the principal or designee. Do not mention details of the suicide. A straightforward announcement of the death of a student plus simple statement of sympathy and condolences to the family is all that is necessary. A statement that more information will be forthcoming, when it is verified, can be reassuring to students. Contact with family to honor family wishes concerning funeral arrangements. Inform the students about funeral or memorial service arrangements.

Step 5:

Establish Crisis Center in conference room and library if needed for small group meetings for students who were close to the suicide victim to discuss their feelings. Allow other students to join a group, even if they were not close to the victim. Counselors should be available to assist with groups and for those who wish to talk individually. (In-service to address issues of feelings, fears, support, etc.) All system counselors and psychologists are made available to address student concerns.

Step 6:

Phone calls made by available staff to parents of individual students who are particularly upset during the day. Suggest that students go home with parents.

Step 7:

If needed, hold a faculty meeting at the end of the first day. Allow for expression of feelings and mutual support. Review events of the day. Announce the funeral arrangements.

Step 8:

Outside consultants will be utilized to provide objective support and direction. Also, prior arrangements with back-up help from community agencies can be useful in an emergency situation - such as cluster suicide.

Step 9:

Ask teachers, counselors, and administrators to make themselves available to parents and other members of the community. If necessary plan an evening meeting will be planned to discuss issues surrounding adolescent suicide.

Step 10:

Give students direction as to what is appropriate as a memorial to a student who has committed suicide. Honor family wishes.

Step 11:

Guidance and CRIT continue crisis intervention and on-going contact with students, parents, and concerned staff. Possible survivors group made available.

Step 12:

Keep alert for signs and symptoms in other students. Remind students of

the School Alert number.

Step 13:

A media statement prepared with the Board's legal advisor's input. The media should meet only at the Board Office.

**CRISIS INTERVENTION: SPECIFIC GUIDELINES
WEAPONS AND DANGEROUS INSTRUMENTS
Possession of Weapons and Dangerous Instruments**

**ADMINISTRATIVE GUIDELINES
PERSON WITH A WEAPON**

Whenever a student is observed or reported to have a weapon, the school administration and/or staff should follow the following precautions and procedures:

STEPS OF ACTION:

1. Identify the student and his/her location in the building.
2. If the weapon is a firearm, notify law enforcement, and Superintendent's Office - 419-425-8203.
3. Use a "lock-down procedure" to secure the building. Evacuate students to a safe area, if practical or necessary.
4. Depending upon the situation, the student should be asked to surrender the weapon or declare its location or the administrator/teacher should wait until the police arrive to approach the student.
5. Administrators or teachers should quietly ask the student to accompany him/her to the office (more than one school official should accompany the student). Security should be used if available.
6. If available, monitor classroom with P.A. system (if the student is in a classroom).
7. If weapon is in a locker, check lockers; if weapon is found, then secure locker and wait for the police to arrive.
8. Provide the police with map of building if student is in a classroom.
9. Record the name(s) of the student(s) who reported seeing a weapon and provide information to the police.
10. Call student's parent/guardian and take steps for expulsion.

Lockdown Procedures

Level 1 = Conduct class as normal with the following exceptions:

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or called down by the office.
3. Turn on and monitor your e-mail page to gain any additional information and updates when we announce over the PA system we are in a lockdown.
4. Students maintain a normal schedule and strictly monitored by staff as they switch classes.

Level 2 = Emergency within the building that is not violent in nature.

1. All of the above with the following added:
2. Take attendance at the beginning of the Level 2 Lockdown and notify the secretary immediately at **jcombs@fcs.org** of any students who have not returned to your class or students present who are not assigned to your class. In addition, if you have an emergency in the classroom, push the call button or call 419-425-8332 if you have a phone.
3. Lock and close all windows, but leave the blinds open.
4. Do not allow students out of your room unless an administrator or Security/Police comes to your door to get them.
5. Students who are in the cafeteria during lockdown will move to their classroom in a Level 2. Students outside will be brought into the building and escorted to their classrooms.
6. Ignore the bells – Keep students in your classroom until the Level 2 has been cancelled over the PA system.

Level 3 = All of the above with the following added:

1. Stop teaching, turn off lights, Lock your doors, **Utilize ALICE training**, Evaluate if exiting the building is the best plan of action, if not, barricade door. Take attendance at the beginning of the Level 2 Lockdown and notify the Office immediately via email of any students who have not returned to your class or students present that are not assigned to your class.
2. Lock and close all windows.

3. Do not allow students out of your room unless an administrator or Security/Police comes to your door to get them.
4. Students who are in the cafeteria during lockdown will move to the storage rooms.
5. Ignore the bells – Keep students in your classroom until the Level 2 has been cancelled over the PA system.

CRISIS INTERVENTION: SPECIFIC GUIDELINES
Bomb Threat: Plan of Action

ADMINISTRATIVE GUIDELINES

Definition

An explosive device either present or alleged to be present in the school or premises, which may or may not have exploded.

STEPS OF ACTION:

1. If a phone threat has been made, obtain as many details as possible. Use checklist that follows. Check list should be available by each phone. The person who receives the call should notify the principal.
2. The Principal, or designee, will notify police and fire departments of each bomb threat (dial 8-911). Notify telephone company (dial 8-1800-327-9346) as soon as possible.
3. The principal, or designee, will notify the Superintendent – at 419-425-8203.
4. The principal, or designee will notify the Facilities Director - ext. 419 420-7079- Cell # 419 348-3460.
5. Make evacuation decision. If evacuation decision is made, evacuate the building using fire exits, if permissible, and move as far from building as possible, or transport to a nearby facility. Normal fire drill procedures will be used, unless special instructions are announced.
6. Staff should look for unusual or suspicious noises, devices or disturbances during evacuation. Do not touch anything that looks suspicious.
7. If the building principal or designee decides that there is a need to search the building, the school principal, or designee will conduct the search, with the assistance of the police and fire departments. Any search by school personnel must be voluntary.

8. Students and staff remain in the evacuation area until the principal sounds “all clear”.

Phone threat: When a phone threat is made, obtain as many details as possible. Use the checklist that follows.

Obtain as many details as possible.

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does the bomb look like? _____
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you (the caller) place the bomb? _____
7. Why did you (the caller) place the bomb? _____
8. What is your name? _____
9. What is your address (where do you live) _____

Male? _____ Female? _____ Age? _____ Race? _____ Length of call _____

Caller’s voice (circle appropriate descriptors)

Calm	Laughing	Lisp	Angry	Crying	Soft
Rasp	Excited	Normal	Deep	Slow	Stutter
Distinct	Ragged	Rapid	Slurred	Loud	Young
Nasal	Disguised	Accent	Familiar		

Background sounds (circle appropriate descriptors)

Street noises	House noises	Machinery	Motor	Clear
Long distance	Static	Telephone booth	Restaurant noise	
Mall noise				

Threat language (circle appropriate descriptors)

Well spoken	Foul language	Incoherent	Educated	Taped
Irrational	Message read			

STEPS OF ACTION FOR EXPLOSIONS

- When an explosion occurs, take cover under desk and shut eyes tight.

- Determine location and extent of explosion. When it subsides, evacuate building using fire evacuation procedures unless conditions warrant special instructions. Example: Move to alternate safe area.
- Call the police/fire departments (dial 8-911).
- Call the gas company (dial 8-1-800-344-4077).
- Shut off gas lines.
- Notify Superintendent's Office - ext. 8203.
- Assist with injured or wounded.
- Secure area until authorities arrive.
- Notify the Facilities Director - ext. 419 420-7079 – Cell #419 348-3460.
- Send school safety responders to meet emergency first responders to detail the situation.

If an explosion occurs prior to evacuation of the building, students should seek cover under their desks whenever possible. At all times they should cover their heads with hands or books, assuming a kneeling/face down position on the floor until flying debris ceases.

CRISIS INTERVENTION: SPECIFIC GUIDELINES

Bomb Threat: Conducting a Search

Wilson Vance

ADMINISTRATIVE GUIDELINES

1. Enter the room just far enough to be able to get a good look at the room. If you open a door, open it far enough to enter it. Check behind the door before opening it all the way.
2. Once inside the room search using the following as a rule of thumb.
 - A. Floor to knees
 - B. Knees to waist
 - C. Waist to shoulders
 - D. Shoulder to ceiling

3. You are looking for anything that looks foreign or out of place for the environment that you are searching.
4. Once you have visually searched the room begin to look in closed areas, waste cans, and behind and under objects.
5. Never pick up anything that you feel is out of place or foreign to the location. If you find something, get trained personnel to handle it. Once you have pointed out the object, leave the area.
6. If after your search nothing is found, leave the room and leave the door open. This will indicate to others that the room has been searched.

CRISIS INTERVENTION: SPECIFIC GUIDELINES RUNAWAYS

Definition

Student runs away from the school building during school hours or a stranger or family member abducts a student.

STEPS OF ACTION FOR A RUNAWAY:

1. Principal, or designee, will notify the Superintendent's Office ext 8203.
2. Notify the police department in a non-truancy situation.
3. Contact the student's parent/guardian.
4. Follow the student if it is appropriate (student runaway).
5. Establish a description of the student's clothing worn that day from the teachers.
6. Provide the police with a picture, description, and possible reason for the student running away.

STEPS OF ACTION FOR ABDUCTION:

1. Notify the police immediately (dial 8-911).
2. Principal, or designee, will notify the Superintendent's Office ext. 8203.
3. Contact the student's parent/guardian.
4. Establish a description of the student's clothing worn that day from the teachers.
5. Try to obtain a description of the abductor.
6. Provide the police with a picture (if available) and description of the student and abductor.

CRISIS INTERVENTION: SPECIFIC GUIDELINES STUDENT INJURED IN SCHOOL

When a student is injured the:

TEACHER/SUPERVISOR SHOULD:

1. Keep student in same position unless movement is necessary to avoid possible further injury
2. Remain with the student.
3. Begin immediate first aid and send for a building nurse and neighboring teacher.
4. Contact Administrator and Guidance counselor and isolate the student from other students when possible.
5. Keep witnesses isolated to prevent alarm and panic.
6. After the emergency is handled fill out injury reports

COUNSELOR SHOULD:

1. Involve crisis intervention team if situation is very serious.
2. Isolate witnesses.
3. Contact parents of any witnesses.

ADMINISTRATOR SHOULD:

1. Assist in determining if police and ambulance (dial 8-911) obtain medical emergency form.
2. Notify family and make arrangements to meet them at the hospital.
3. Contact poison control if necessary and/or staff members trained in emergency first aid.
4. Involve crisis intervention team.
5. Assign a staff member to accompany the student to the hospital.
6. Assign staff members to collect facts.
7. Contact Superintendent
8. Draft media release. Inform staff of incident.
9. Appoint spokesperson for the media. Media should meet at the Board Office only. Media should not be permitted to interview students.

COUNSELOR SHOULD:

1. Assist nurse with emergency first aid.
2. Assist in securing the area surrounding the accident.
3. Assist in contacting emergency personnel.
4. Meet the emergency personnel and direct them to the appropriate location.
5. Assist in collecting statements.

CRISIS INTERVENTION TEAM SHOULD:

1. Implement appropriate action plan. (Each school should have an established action plan.) Prepare for necessary counseling.
2. Follow up on interventions.

CRISIS INTERVENTION: SPECIFIC GUIDELINES CHILD ABUSE

It is a legal obligation of all school employees to report situations of suspected child abuse and neglect. Because school personnel are in daily contact with school-age students, we are in an excellent position to identify abused and neglected children and refer them to the proper legal authorities for protection.

Definition

Section 2151.421, Ohio Revised code, deals with this issue and requires:

1. All school employees having reason to believe that a child under eighteen (18) years of age has suffered any wound or injury or condition that reasonably may indicate abuse or neglect shall immediately report such information.
2. A written report should follow as soon as possible.
3. Any school employee making such a report shall be immune from civil or criminal liability.

Abuse means the infliction, by other than accidental means of physical harm upon the body of a child, as evidenced by:

1. Repeated injuries, unexplained cuts, burns, bruises;
2. Sexual abuse or exploitation;
3. Severe and harsh punishment;
4. Mental or emotional harm.

Neglect means the failure to provide necessary food, clothing, shelter, medical care, schooling, and attention.

Board of Education Policies
Suspected Child Abuse/Neglect (Continued)

Procedures:

1. Any school employee who has knowledge of or reasonable cause to suspect that a child is being abused or neglected shall immediately make an oral report to the building principal and/or Children Services and the building principal.
2. With situations involving physical injuries (bruises, scars, burns, etc.), the school nurse may be contacted to make a physical inspection of the child. A written report should be made concerning this inspection.
3. It is not the responsibility of the school to prove that a child is abused and/or neglected, nor to decide whether a child is in need of protection. Thus, school personnel should not pressure the child to divulge information regarding injury or other circumstances surrounding the abuse or neglect. Nor should school personnel contact the child's family or conduct any investigation to determine the cause of the suspected abuse or neglect.
4. After receiving notification of the suspected case, the principal/ counselor shall contact Children's Services of Hancock County and write a report which shall include:
 - a. A summary of the nature of suspected abuse and/or neglect.
 - b. Other pertinent school data.
 - c. The status of the referral concerning involvement with other agencies.
5. A child shall not be removed from school premises without parent permission, unless an agency presents an Emergency Custody Order issued by a court or a law enforcement officer having jurisdiction takes the child into Protective Custody.
6. If an immediate examination by a Children's Services worker is warranted, it is to be attended by appropriate school personnel, the building principal or designee.

CRISIS INTERVENTION: SPECIFIC GUIDELINES DEATH

When confronted with the death of a student, family member or close friend:

TEACHER SHOULD:

1. Notify counselor and administrator when they become aware of the death.
2. Be aware of the grieving process/stages associated with chronic/terminal illness or sudden death:
 - a. Denial
 - b. Rage, anger
 - c. Bargaining
 - d. Depression
 - e. Acceptance
3. Be sensitive to behavior changes which may be exhibited by: withdrawal, aggression, daydreaming, irritability, depression, lack of participation, change in peer interaction patterns, classroom disruptions, change in academic productivity or anything that is a deviation from normal for that child.
4. Contact the appropriate guidance counselor to determine the impact on the family, school, class, and make appropriate plans.

COUNSELOR SHOULD:

1. Consult with the significant adults in the student's life to determine the student's level of understanding and contact staff members who have special training in the area of grief who can provide support.
2. Refer the student, with parent's consent, to other educational personnel such as: agency if appropriate, counselor, social worker, nurse, or psychologist.
3. Be available to support the student over a period of time to sort out feelings, fears, frustrations, and concerns.

ADMINISTRATOR SHOULD:

1. Notify teachers of death.
2. Notify crisis team if appropriate.

CRIT SHOULD:

1. Implement appropriate plan of action.
2. Follow up on intervention.
3. Crisis team response should always include insuring representation at funeral and delivery of items of condolence.

RESOURCES:

1. Guidance Counselors
2. School Psychologist
3. School Nurse
4. Family's Minister, Priest, Rabbi
5. Hancock County Department of Human Services.
6. Crisis Handbook

CRISIS INTERVENTION: SPECIFIC GUIDELINES DEATH OF A STAFF MEMBER

Step 1:

The principal or designee verifies that the reported death has occurred by contacting a knowledgeable source, e.g. a family member, close friend, hospital, etc. Do not accept a statement from a student or teacher without reliable verification. Attempt to get sufficient details of the death to allow for appropriate planning.

Step 2:

The principal notifies CRIT once the death is verified and calls a meeting to assist with crisis management, plan the responses and activities, and develop a schedule for the ensuing day(s). CRIT members need to assess which, if any, of their members are too affected by the death to function in their capacity as CRIT team members for this event. Only the principal should talk to the media.

Step 3:

The principal or designee initiates the phone chain to all staff to inform them of the tragedy and ask them to arrive at school thirty minutes earlier in the morning to attend a faculty meeting. The principal reviews the known facts of the case in order to establish a common base of knowledge and dispel rumors. Have CRIT members present to assist with persons who exhibit extreme responses who will be unable to function in the classroom. Identify those staff members that are unable to function and isolate them together with support personnel, perhaps in the teachers' study. Make arrangements to cover their classes immediately.

Step 4:

CRIT members can address some of the issues and feelings the staff may be experiencing or may see from the students and make suggestions as to how to handle these. Faculty members need to be encouraged to identify their own feelings and responses to those feelings. If they will not be able to go to the classroom they need to be reassured that this is okay and to

let CRIT members know so that a sub can be provided. Also staff should be encouraged to attend to the reactions of their close associates to determine whether or not they may have a problem in the classroom. Staff members should be encouraged to check in with each other during the day(s) ahead.

Step 5:

Prepare a general statement for the student body to be made by the principal or designee as soon as school begins. Do not mention details of the death, but rather make a brief and straightforward announcement, which includes a statement of sympathy and condolences to the family and all who were close to the deceased. A statement that more information will be forthcoming when details are available is needed. Funeral and memorial arrangements will be announced when known and appropriate.

Step 6:

Establish a Crisis Center in the CONFERENCE ROOM office for small group meetings for students who were close to the deceased to discuss their feelings. Groups should be no larger than twelve. CRIT members and other professionals brought on-site should lead these groups and be available to talk to persons who need to talk individually. All system psychologists and counselors should be made available to help if needed. Later in-service can be made available to address issues of feelings, fears, support, etc.

Step 7:

Phone calls should be made to the families of staff and students who are especially upset and suggest that the person may need to go home.

Step 8:

Hold a faculty meeting at the end of the first day. Allow for expression of feelings and mutual support. Review the events of the day. Announce funeral arrangements.

Step 9:

If the deceased was a particularly well-known or influential person in the school community, outside help from community agencies or resources may be needed to deal with the situation.

Step 10:

Give students direction as to what is appropriate as a memorial. Honor family wishes if possible. Guard that student expressions don't get out of hand and make matters worse.

Step 11:

Ask staff members to watch over each other in the days and weeks ahead and continue to offer mutual support.

FIRE DRILL AND EMERGENCY PROCEDURE

FIRE DRILL

Wilson Vance

ADMINISTRATIVE GUIDELINES

1. The Building Principal will be responsible for coordinating all activities during a fire drill or in case of a fire at Wilson Vance.
2. Counselor/Custodians will be assigned throughout the building to monitor movement of staff and students.
3. It will be the responsibility of those assigned to locations to check rooms to make sure that the lights are off and windows and doors are closed.

FIRE PROCEDURES

1. **Clear the building** sound the fire alarm immediately to evacuate the building.
2. **Call the Fire Department - dial 8-911**
Provide details including location, extent, what is burning, and possible breaks in gas/electrical lines or other potential hazards.
3. Principal, or designee, will call Superintendent - ext. 419-427-5487.
4. Notify the Facilities Director – 419-420-7079 - Cell #419-348-3460.
5. **Contact Custodial Staff** - The custodian will turn off gas, if possible.
6. **Building Principal, Secretary or other building personnel will meet** with the arriving emergency personnel at the front of the building. If available, the first responder will carry a radio and a set of master keys for all doors. A floor plan and an accounting of students/staff, nature of fire, location, easiest access, system shutdown, and nearby hazards will be provided to the fire department.
Teachers Fire Procedures-Teachers are responsible for the students under their supervision and should take attendance, accounting for each child. Names of unaccounted children are to be reported to the principal/assistant principal immediately.

7. **Evacuate the building**
 - a. Students will walk out designated exits quietly. Teachers should check classroom and be the last individual to leave.
 - b. The classroom doors should be **open** but locked by the teacher.
 - c. If it is possible, students not in the classroom when the alarm sounds will report to their teachers' designated area outside the building. Designated staff will assure that all children are out of the building, checking areas like restrooms, locker room, etc.
 - d. Teachers will take class lists of students.
 - e. Students must go a safe distance from the building and should not stand in any driveway or hard surfaced area where emergency vehicles would travel. Report to safety areas
 - f. The fire drill plan for building evacuation is posted in each classroom.
8. Assigned staff members will keep roads/driveways open for emergency vehicles under the direction of the principal.
9. Students and staff members will be permitted in the building at the direction of the principal as recommended by the Fire Chief. Decisions regarding school dismissal or further actions are the prerogative of the superintendent.
10. Assign staff members to check restrooms and physical education teachers should check Restrooms by gym.

Building Emergency Evacuation Routes
(Fire and other emergencies)

GENERAL RULES

1. If a fire or other emergency blocks your planned evacuation route, please proceed to the nearest safe exit.
2. Students **with their teacher** should leave rooms quickly, and proceed by the shortest route possible through exit assigned in an orderly and quiet manner. Eliminate talking and unusual noises.
3. Students must move far from the building to allow room for the rest of the students and for equipment in the event of an actual fire.
4. Students should not carry books from the class.
5. Each group should have a designated spot (set by the teacher in charge of the group) outside the building to which they are to go in order that the teacher may make a pupil accounting when necessary.
6. Teachers should take their class rolls with them when leaving the building under emergency conditions. A student should be appointed to report to the principal/security at evacuation congregation location and then they will report to the principal in charge at the flagpole.
7. When you leave the room see that all doors are open and windows are closed and lights are turned off.
8. The first student through a glass door or an exit door should hold the door open until all are out then close the door.

Wilson Vance
TORNADO PLAN

When a tornado warning has been given, the principal will notify the occupants as soon as possible.

1. Notification of Occupants
 - A. Public address if operable to all rooms
 - B. Emergency Warning System
2. Teachers
 - A. Remain calm and lead students to designated area (teachers must stay with their group).
 - B. Teachers must direct students to be quiet to enable everyone to hear critical announcements as they move through the halls.
 - C. Do not get near windows. Do not touch drapes. If they're open, leave them open; if they're closed, leave them closed. Leave door open

on your way out.

- D. Make special provisions for assisting handicapped.
- E. Stay in shelter area until "all clear" signal is given.
- F. Any injury that may occur shall be reported to the proper authorities within reasonable time after "all clear" signal.
- G. If you are moving your students to a particular area, have them file in an orderly fashion.

3. Students

A. Keep calm and quiet and listen for instructions:

- (1) When alarm sounds
- (2) While going to shelter area - WALK, DO NOT RUN
- (3) While in shelter area, walk in single file

4. Positions to take for greatest safety

- A. Squatting and/or sitting with hands locked behind head facing interior wall in classroom or shelter area.
- B. Squatting and/or sitting facing north in Girls and Boys Locker rooms.
- C. All other shelter areas will be occupied in a standing position.

5. After "all clear" signal, return to classrooms.

6. In the event that a tornado warning is not received in sufficient time, you will be directed to go to the alternate tornado shelters.



Movement to Shelter Area for Tornado Warning
TORNADO PROCEDURES

- A. Teachers inform students of designated area to which they are going.
- B. Students take only personal articles with them (i.e. purses).
- C. Windows and drapes are to remain as is. Turn off lights. Close door.
- D. Accompany students to designated area with attendance report in hand.
- E. Ideal safety positions students are to squat and/or sit with hands locked behind head facing interior wall.

EARTHQUAKE PROCEDURE
Wilson Vance
ADMINISTRATIVE GUIDELINES

If Indoors:

- Take cover under desks, tables, or other heavy furniture.
- Take cover in interior doorways or narrow halls.
- Stay away from windows and beware of falling objects.
- Move from under light fixtures or other suspended objects.

If Outdoors:

- Move away from building if possible.
- Avoid utility poles and overhead wires.

After Quake is over:

- If communications are still available with central office, follow instructions from there.
- Evacuate building by using fire drill procedures.
- Teacher should take roll of students to be sure all are present and report to Principal or other designated person.
- Avoid touching, or walking on, electrical wires which may have fallen.
- If radio is available, turn it on for latest bulletins.
- Do not enter a building until it has been checked for possible damage or dangerous area.

CHEMICAL/TOXIC FUME OR SPILL ADMINISTRATIVE PROCEDURE

DEFINITION: The spilling of hazardous materials near the school could pose a serious threat to the safety of the students and staff. Immediate communication with the local police/fire departments is necessary.

SIGNALS: Staff and students will be notified over the public address system or a written communication will be sent to the staff outlining the procedures for the emergency (i.e. continuation of classes, evacuation, etc.)

STEPS OF ACTION:

1. Identify the threat to the school.
2. Close all windows and doors if spill is outside.
3. Turn off air handling equipment.
4. Notify the police/fire departments - Dial 9-911.
5. Communicate with the Superintendent's Office – Ext. 5487.
6. Notify the Facilities Director - ext. (419)420-7079
Cell #8-(419) 348-3460.
7. Building principal works with the local authorities and superintendent to determine whether to maintain or evacuate the building.
8. If necessary, evacuate students and staff to **St. Michael's School**, 723 Sutton Place,
419-423-2738.
9. The Principal or designee, will anytime students are evacuated to St. Michael's School, parents will be notified via the Ohio Alerts system.

BIO-TERRORISM PLAN ADMINISTRATIVE PROCEDURE

1. If a strange substance is found or suspected, Isolate the area immediately.
2. ISOLATE ANY PEOPLE who have come in contact with the substance.
3. Initiate the building LOCKDOWN plan.
4. EVACUATE THE AREA IMMEDIATELY.
5. CALL THE SUPERINTENDANT (8212).
6. CALL THE POLICE, F.B.I., LOCAL HEALTH DEPARTMENT, AND STATE HEALTH DEPARTMENT.
 - i. Findlay Police 424-7150 or 911
 - ii. Federal Bureau of Investigation- Lima Branch 419-2237761 or 216 522-1440
 - iii. Findlay Health Department 424-7150
 - iv. Hancock Co Health Department 424-786
7. SHUT DOWN THE VENTILATION SYSTEM IMMEDIATELY.
8. If in a hallway, bathroom, wing, etc., ISOLATE AND REDIRECT STUDENTS.
9. CONTACT THE PARENTS OF STUDENTS INVOLVED. INSTRUCT PARENTS TO SHOWER SON/DAUGHTER AS SOON AS POSSIBLE.

NOTES

-USE COMMON SENSE, you may want to change the order of the above plan to suit your situation.

-If you receive a suspicious package or letter in the mail, put the item in a plastic bag

-Find an isolated location to sort mail before it is distributed.

UTILITY EMERGENCY
Wilson Vance
ADMINISTRATIVE PROCEDURE

SIGNALS: Should the building need to be evacuated, follow fire drill procedures with a verbal announcement on the P.A. followed by manually tripping the fire alarm. In the event of a power outage, a verbal announcement will be made via a bullhorn. After the evacuation, a visual check of all school areas would be conducted by the principal, custodian, and other designated staff.

STEPS OF ACTION: Contact the following only when “Top Priority”, where threats of life or safety occur.

Gas Line Break

1. Evacuate building. Staff and students to designated safe area.
2. Contact police/fire department - 8-911.
3. Contact Gas Company - 8-1-800-344-4077.
4. Notify the Facilities Director - ext. 8-(419)420-7079,
Cell #8-(419)348-3460.
5. Shut off gas, if possible
6. Principal, or designee, will notify the Superintendent’s Office
-ext. 5487.

Electrical Power Failure

1. Staff and students should remain in classrooms.
2. Principal, or designee, will notify the Superintendent’s Office
-ext. 5487.
3. Notify the Facilities Director - ext. 8-(419) 420-7079
-Cell #8-(419)348-3460.
4. Notify the electric company - 8-1-800-672-2231.
5. If necessary or unique circumstances exist, evacuate the building
and/or clear immediate area.

Emergency Situation Power Outage

In the event of an emergency situation such as power outage, student disruption, partial building damage, etc., the following guidelines are to be observed:

1. Office Personnel Responsibility

- A. Principal - remains in office to direct efforts and handle all communications. The principal in charge of security is in charge in the event of principal's absence.
- B. Counselor - Report to principal for assignment. Counselors are the official communications link between office and building. Counselors and principals shall transmit all directions only.
- C. Nurse - Remain at station in clinic or to scene of injured if appropriate.
- D. Secretaries - Clear all telephones for emergency use. Assist and give location of emergency situation to incoming calls.
- E. Custodian - Boiler Room or - Control and direct traffic in front of building. Front drive to be open to emergency vehicles and busses only.

2. Teacher Responsibility

- A. Direct all students into classrooms or keep students in classroom until counselors or principals provide emergency directions. Disregard bells, class change times, etc.
- B. KEEP STUDENTS SEATED AND CALM. Do not speculate or discuss problem situation in any manner, which would create doubt, fear or rumors. Do not allow students to remain at windows or doors.
- C. Report to office for assignment if unassigned at time of emergency. In general, unassigned teachers should be dispatched to your classroom.
 - (1) You are responsible for student control especially in corridors, restrooms, etc.
 - (2) Make certain you check in office first as your assignment will vary with the situation.

- D. Do not make personal telephone calls as telephones are for emergencies.
- E. Do not leave building until official instructions to do so are received.
- F. Receive and dispatch directions from official sources only
-PRINCIPAL OR COUNSELORS.
- G. The faculty lounge must be clear during emergency situations.

3. Student Responsibility

- A. Students are to function at direction of staff members,

- staying in classrooms and remaining calm.
- B. Do not attempt to use telephones.
- C. Do not leave building or class for any purpose. This includes work, athletics, etc.

Main Water/Sewer Break

1. Contact the City Water Department - 8-(419)424-7190.
2. Notify the Maintenance Department - ext. 8211.
3. Principal, or designee will notify the Superintendent's Office - ext. 5487.
4. Notify the Facilities Director - ext. 8-(419)420-7079
-Cell #8-(419)348-3460..

STUDENT DISTURBANCE Wilson Vance ADMINISTRATIVE PROCEDURE

Unruly or disruptive behavior on the part of several students or a larger group of students should be handled as follows:

Student demonstration

- Identify leaders
- If the disruption is not serious, attempt to have students return to their normal school routine.
- Principal, or designee, will call the Superintendent - ext. 5487.
- If the behavior could result in injury or further disruption, try to get disruptive student or their leaders isolated from the general student body.
- Call for law enforcement assistance if the disruption continues or if injury occurs.
- Notify group that discussion with the leaders will take place when group disperses.
- Identify as many participants as possible and remind of truancy consequences.
- Follow through on disciplinary actions.
- Prepare news release, which states the facts.
- PICKETS OUTSIDE THE BUILDING
- Do not confront.
- Remind them they must stay on the sidewalk (off school property) and must not interfere with entering or exiting.

INFORMATION

Findlay City Schools
1219 W. Main Cross St
Findlay, OH 45840

Hancock County Schools
604 West Lima Avenue
Findlay, OH 45840

Findlay Police Department
Building, Room 117
Findlay, OH 45840
419/424-7163

Hancock County Sheriffs Office
200 West Crawford Street
Findlay, OH 45840
419/424-7232

United Way-First Call For Help
Lucas, Wood, and Ottawa Counties
1-246-INFO

Parents Helping Parents
Hancock County
Monday Evening 7:00-9:00 PM
Parkview Church of Christ
Winfield Avenue & Vincent Street
Findlay, OH 45840

COMMUNITY

Hancock County Community Partnership
1319 North Main Street, Suite #
Findlay, OH 45840
419/424-1335
FAX 419/424-2037

**CODA -Citizens Opposing Drug/
Alcohol Abuse**
PO Box 1343
Findlay, OH 45839-1343
419/425-2015

**Hancock County Partnership
Clearinghouse**
c/o Findlay-Hancock County Library Municipal
206 Broadway Street
Findlay, OH 45840
419/422-1712

**Hancock Co. Board of Alcohol,
Drug Addiction, and Mental Health
Services**
(ADAMHS)
1319 North Main Street, Suite #2
Findlay, OH 45840
419/424-1335
FAX 419/424-2037

National Poison Control.....8 1-800-282-3171
Local Poison Control.....8 1-800-381-3897

American Red Cross 8-(419)422-9322

TREATMENT SOURCES

Inpatient**Focus Healthcare of Ohio**

Adolescent Behavioral and
Substance Abuse Services
Maumee, Ohio
1-800-547-5695

St. Charles Mercy Hospital

2600 Navarre Avenue
Oregon, Ohio
Tenneyson Center Adolescent Alcohol
and Chemical Dependency Services
419-696-7785
Adolescent Psychiatric Services
419-696-7474

**The Toledo Hospital, Child and
Adolescent Behavioral Health Services**

Center for Health Services
2150 W. Central Avenue
Toledo, OH 43606
419-291-8892
Adolescent mental health, alcohol and
Drug treatment.

Outpatient**Family Resource Center**

1941 Carlin
Findlay, Ohio 45840
419-422-8166
Counseling and case management
for children showing signs of serious
emotional or behavioral problems

Outpatient cont.**Century Health**

1918 N. Main Street
Findlay, OH, 45840
419-425-5050, 419-422-371
Family counseling, alcohol and
Chemical dependency counseling,
emergency mental health services

Lutheran Social Services

115 East Lima Street
Findlay, Ohio 45840
419-422-7917
Counseling

Other**Children's Services**

7814 C.R. 140
Findlay, OH 45840
419-424-7022
Child protective services for abuse,
neglect, and risk, parent education,
foster care

City Mission

510 West Main Cross
Findlay, Ohio 45840
419-423-9151

**Findlay Hope House for
Homeless, Inc.**

419 Western Avenue
Findlay, Ohio 45840
419-425-4673

**Open Arms Domestic Violence and
Rape Crisis Services**

Findlay, OH 45840
419-422-4766

AREA MENTAL HEALTH PROFESSIONALS

PSYCHIATRISTS

Basanti Basu, M.D. Century Health, 1918 N Main St, Findlay, OH 45840
419-425-5050

Brad Bundy, M.D. 300 W Wallace St Suite A1, Findlay, OH 45840
419-423-2996

Nancy Campbell, M.D. Louisiana Ave, Perrysburg, OH, 419-874-0274
Cindy Evans, M.D. 212 South Park St, Fremont, OH 43420
419-332-0491

Donald Evert, M.D. 300 W Wallace St. suite A1, Findlay, OH 45840
419-423-2996

Jill Fox, M.D. 924 Dixie Highway, Rossford, OH 43614, 419-666-9337
Jung Kim, M.D. Family Resource Center, 1941 Carlin St, Findlay,
419-422-8616

Karen Kindervater, M.D. Louisiana Ave, Perrysburg, OH, 419-874-0274
Melchor Mercado, M.D. Century Health, 1918 N Main St., Findlay, OH
419*447-9993

AGENCIES AND GROUPS

Applied Behavioral Services 2371 Western Ohio Ave, Lima, OH 45805
419-228-4555

Applied Psychological Services 2371 Western Ohio Ave, Lima, OH 45805
419-228-4555

Catholic Charities Counseling 304 N Main St #8, Fostoria, OH 44830
800-979-0002

Century Health, Inc. 2515 North Main St., Findlay, OH 45840
419-425-5050

Family Resource Center 1941 Carlin St., Findlay, OH 45840
419-422-8616

Harbor Behavioral Healthcare 4334 Secor Rd, Toledo, OH 43623
419-475-4449

Harbor Behavioral Healthcare Defiance, OH, 419-782-4196
Harbor Behavioral Healthcare Fremont, OH, 419-332-0491
Key Counseling 924 Dixie Highway, Rossford, OH 43614
419-666-9337

Lutheran Social Services 115 E Lima St, Findlay, OH 45840
419-422-7917

Pathways Christian Counseling 620 Crystal Ave, Findlay, OH 45840
419-423-7812

Psychosocial Associates 200 N High St, Columbus Grove, OH 45830
419-659-5998

PSYCHOLOGISTS AND COUNSELORS

Sean Austin, Ph.D.	200 N High St, Columbus Grove, OH 45830 419-659-5998
Dilani Diltz, PCC, CCDC III	200 N High St, Columbus Grove, OH 45830 419-659-5998
Barbara Dysinger, MED, LPC	606 Howard St, Findlay, OH 45840 419-425-2141
Josh Ebling, LISW	200 N High St, Columbus Grove, OH 45830 419-659-5998
Frederick Ferri, PhD.	2371 Western Ohio Ave, Lima, OH 45805 419-228-4555
Kathy Foust, MA, PCC	301 E Sandusky St, Findlay, OH 45840 419-423-9133
John Frankenburg, PhD, LPCC	1120 E Sandusky St, Findlay, OH 45840 419-423-4100
Thomas Hustak, PhD	2371 Western Ohio Ave, Lima, OH 45805 419-228-4555
Dan King, LISW	300 W Wallace St, Suite A, Findlay, OH 45840 419-423-2996
Valerie Liebert, MA, PCC	106 W Front St, Findlay, OH 45840 419-423-9889
John Malacos, PhD	606 Howard St, Findlay, OH 45840 419-425-2141
Jeri Beth Maxie, LPCC	606 Howard St, Findlay, OH 45840 419-425-3404
Mary Miller, LPCC	150 E Perry St, Fostoria, OH 44830, 419-435-4030
James Phillips, M Ed.	655 Fox Run Road, Findlay, OH 45840 419-422-6141
Michael Schafer, PhD	2371 Western Ohio Ave, Lima, OH 45805 419-228-4555
Nancy Jo Smucker, LISW, LPCC	2371 Western Ohio Ave, Lima, OH 45805 419-288-4555
Goebel Komala, PhD	the Sophia Center
Hope House	419 Western, Findlay, OH 45840, 419-425-4673 Long term (up to 2 years) transitional housing for homeless women and children.
Housing	Housing coordinator for Hancock County 419-427-2848
Human Services	7814 CR 140, Findlay, OH 45840, 419-422-0182 Assistance with financial, medical and social Referrals. (Adult protective services, Children's Protective Services, Child Support Enforcement Agency)
Open Arms Domestic Violence & Rape Crisis Physician's Plus	Supportive services and shelter for Victims of domestic violence and rape, 419-422-4766 3949 N Main St, Findlay, OH 45840 10am-10pm Daily, 419-423-3888

Poison Control	800-762-0727
Prosecutor's Offices County	222 Broadway, Findlay, OH 45840 419-424-7286, Handles felony, civil, and criminal for county
Prosecutor's Offices City	314 W Crawford, Findlay, OH 45840 419-424-7139, Handles misdemeanor – all traffic
Juvenile	222 Broadway, Findlay, OH 45840, 419-424-7099 Handles cases involving juveniles (children under 18)
Legal Services of NW Ohio	237 S Main St, Findlay, OH 45840, 419-422-1500 (formerly ABLE) Legal services for low-income individuals. No Criminal or traffic cases, only civil & domestic Relations; E-mail: ablefine@bright.net
Life Dimensions	Crisis pregnancy center-testing, counseling, Support services, 419-424-9948
Loudan Home	Housing for unwed women 18 & over during Pregnancy, 419-422-1599
Lutheran Social Services	115 East Lima St, Findlay, OH 45840 419-422-7917, Counseling (Medicaid approved), Food delivery to elderly, food pantry
Planned Parenthood	1039 North Main Street, Findlay, OH 45840 419-423-4611, Free pregnancy test and other medical help concerning pregnancy, sliding fee scale
Safe Harbor	Lima, OH, 419-228-7233 Shelter and support services for runaway teens
Salvation Army	301 Center St., Findlay, OH 45840, 419-422-8238 Socialization activities as well as emergency help With food, gas and prescriptions
Samaritan House	328 W McKibben, Lima, OH, 419-222-4663 90 day homeless shelter in Lima
Society for the Handicapped Step by Step	Findlay; Prescriptions, medical needs, 419-423-3175 801 S Main St., Findlay, OH 45840, 419-423-8687 Serves families and children (birth to age 5) who Have or may be “at risk” of developing delays and/or disabilities.
Agency on Aging	423 Trenton Avenue, 419-423-8496 *The agency's mission, as a connector and change partner for older adults, is to assure maximum quality of life by empowering them to maintain and create independence through advocacy, education, support, and fellowship.
Associated Charities	233 South Main Street, 419-423-2021 *Last resort help for rent and utilities
Blanchard Valley Center	1700 E. Sandusky Street, 419-422-6387 *Serves MR/DD clients
Blanchard Valley Hospital Blanchard Valley Regional Health Center	145 West Wallace, 419-423-5206 419-423-4500, *Toll free 1-800-222-0246
Orchard Hall BVRHC	419-423-5239 *Psychiatric services which provide emergency assessment

Caughman Clinic	1816 Chapel Dr. Suite #1, 419-427-0809 *Primary care clinic Medicare, Medicaid or low income
Century Health	1918 North Main Street, 419-425-5050 *419-422-3711 or 1-888-936-7116 *Marriage, family, and individual counseling. Alcohol/chemical dependency counseling. Case management individual group, and family counseling on a variety of issues. Critical incident debriefing; emergency mental health services
Community Action Center	122 Jefferson Street, 419-423-3755 *Home energy assistance, housing services, day care, public transportation, WIC Nutrition
Children's Service	7814 C.R. 140, 419-424-7022 *Assesses child abuse, neglect and risk. Provides in-home protective services, parent education, unmarried parent services, foster care and adoption. Also licenses foster homes and approves adoptive homes.
Chopin Hall	321 Clinton Court, 419-422-6401 *Emergency food, clothing, and miscellaneous. By referral only. M-W-F 1-5 p.m.
Christian Clearing House	620 North Main Street, 419-422-2222 *Emergency assistance for rent and utilities, food, gas, and other emergency needs
City Mission	510 West Main Cross, 419-423-9151 *Homeless shelter, emergencies up to 7 days
Domestic Relations Court	222 Broadway – 2nd floor
Family Resource Center	1941 Carlin, 419-422-8616 *Counseling and case management for children who are showing signs of serious emotional or behavioral disorders.
Harmony House	401 West Sandusky Street, 419-424-0430 *Supervised child visitation/exchange center
Health Department	445 Clinton Court, 419-424-7105 *Public health nursing and sanitation for residents within City of Findlay
Health Department	222 Broadway, 419-424-7869 *Public health nursing and sanitation for residents living outside City of Findlay

WILSON VANCE INTERMEDIATE
610 BRISTOL DR. 425-8332

Dear Substitute,

On behalf of the Wilson Vance staff I would like to welcome you and thank you for being here today. We hope you enjoy your day with our staff and students. We realize your job is very challenging trying to follow other teacher's lesson plans, discipline, and learn new faces and names. You are a very important part of our school. It is up to you to establish and provide a learning environment for the day. Any staff member will be glad to help you in any way possible. Please ask if you have any questions. Here are a few key points of information you may need to know to make the day go smoother.

Principal	- Matt Best	Secretary	- Carol Ouwenga
Nurse	- Wendy Davidson	Custodian	- Bob Himes, days
Librarian	- Trich Loarca		- Linda Klopp, nights
Guidance Counselor	- Andrea Kokensparger		

- Students arrive at 8:50 a.m. From 8:50 – 9:00 students should be preparing for their morning classes, books ready, pencils sharpened, lunch choice selected.
- Breakfast is offered in the morning from 8:50 – 9:05. Students should still be in their rooms by the tardy bell.
- Tardy bell (all students should be in rooms) 9:05 a.m. Announcements begin.
- Attendance and lunch count for students and staff is due to the office by 9:15. You are welcome to buy your lunch here by marking an adult lunch on your lunch/attendance sheet.
- Teachers should have on their desk a daily schedule, discipline plan, and lesson plans. Follow these as closely as you can to help keep the continuity of the regular classroom teacher.
- If you have a special today (P.E., music, art, library), walk your class to and from the classroom to help keep a quiet and orderly hall. Please try to be on time dropping them off and picking them up.
- Fire & tornado plans should be posted in the rooms. Make yourself familiar with these plans just in case. If an alarm does sound make sure the lights are off, the door is shut, and the windows are closed. The fire alarm is a pulsating alarm and the tornado alarm is one long sound.
- Check to see if you have bus/hall duty before or after school. If you have duty it will be written in the teachers folder or lesson plans. AM duty is by the front doors; PM duty is in the gym.
- Dismiss at 3:30 p.m. Some busses and daycare vans will be announced at the end of the day. When announcements are over those students whose busses/vans have been called should report to their respective rides on the West playground. When the bell rings at 3:30 students whose bus/van have not been called should report to the gym and sit quietly in their bus/van line. Walkers can be dismissed at 3:30 make sure they exit out the front doors.

I appreciate the job you do and want today to be a positive day for you and the students. If you have any questions or need help with anything or any problem, please feel free to see me. If I am not available, see Ms. Ouwenga. We hope you will have a great day and will look forward to coming back to work with us again.

Thanks

Matt Best
Principal

PLAYGROUND RULES

1. Students will keep their **hands and feet to themselves**.
2. Students will listen and show respect to the monitors at all times.
3. **NO** horseplay, rough housing, wrestling, or dangerous activity will be permitted.
4. **NO** shoving, pushing, tripping, kicking, or fighting will be permitted.
5. Students may not sit or stand on top of any of the playground equipment.
6. Only one person is permitted on the track glide.
7. Students should not push each other on the track glide or the triple rings.
8. No more than two students per ring are permitted on the triple ring.
9. There is to be no food, gum, candy, or drinks on the playground.
10. Students will wait until the swings have stopped moving before getting off the swing.
11. Students will follow the General School Rules as stated in the Hand Book.

CAFETERIA RULES

1. Students will enter and leave the cafeteria in a quiet, orderly fashion.
2. Students will be seated throughout the entire lunch period until dismissed.
3. Students must raise their hand if they need help from a monitor.
4. Students may talk in normal conversational tones. Students are not permitted to talk across to other students seated at other tables or make loud noises.
5. Students are expected to use proper manners when eating.
6. Students are expected to eat their own lunches and not trade or give away food.
7. Students are not allowed to throw food or to touch another student's food.
8. Students are expected to keep the table and floor free of litter.
9. Students are expected to follow directions and be respectful of monitors.
10. **NO** carbonated drinks (pop).

GENERAL SCHOOL RULES

1. **Keep hands and feet to yourself.**
2. Students will enter the building in an orderly fashion and go directly to their rooms.
3. Students will walk in the halls at all times.
4. **Quiet** is expected in the building so as not to disturb students learning in other classes.
5. Students will obey direction given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
6. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, and etc. fellow students.
7. Students will keep their hands and feet to themselves. Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play fight," etc.
8. Students will conduct themselves in a manner that removal from a class will not be necessary.
9. Profanity and/or abusive language are prohibited.
10. **NO** gum is allowed in school or on school grounds.
11. **NO** toys, radios, electronic devices, cell phones, ipods, tape players, electronic games, athletic equipment, skateboards, etc. are to be used or played with during school hours.
12. Students riding bikes or scooters to school must walk them once they reach the sidewalk in front of the school.
13. Any other behaviors noted that would endanger the health and safety of the individual child or other students are forbidden.

Again, thank you.

August, 2018

BREAKFAST

Dear Parent(s),

The FCS food service department will be offering breakfast again this year at all elementary schools. At Wilson Vance, we will be serving breakfast from 8:50 – 9:00 am. Menus are being sent home with the first day materials. The cost of the breakfast is \$1.75. Tickets for 20 breakfasts (\$35) can be purchased at the Findlay City School website, Findlaycityschools.org (EZ pay). If you qualified for free or reduce (\$.30 for breakfast) meals last year, your status is good through September 30. In order to continue your status, you must re-apply by October 1. If your child is planning on eating breakfast here at school, there are a few guidelines to follow:

- Arrive no earlier than 8:45am. Bus riders will be served as they arrive. No one will be served after 9:00 am.
- Enter through the main doors by the flagpole.
- Go directly to the kitchen to pick up your food. Book bags and coats are to be placed on the stage.
- Only students buying breakfast are allowed on the stage. Students not buying breakfast should report to class by 9:05 am.
- All students are to be in their homerooms by 9:05 am. Students will be dismissed from the stage at 9:00. This will give them plenty of time to get to their homeroom without being tardy.
- Lunch rules apply and should be followed during breakfast.
- Students finishing early will remain on the stage until dismissal. When dismissed, all students will walk in an orderly manner to their homerooms.

Following these guidelines will help everyone get off to a good start with a good breakfast. Thanks for your cooperation with the breakfast program.

Sincerely,

Matt Best

Staff Alert

The Regional Terrorism Task Force has elevated the terrorism threat level to RED.

At this time there is no specific threat to our area.

At this time please **refer to the action plan for red alert.**

(See back)

Please continue with your plans and schedule as you would any other day.

If parents arrive, we will call children to the office. When students leave your room encourage them to head directly to the office, not taking time for any stops. Extra available staff will help monitor the halls.

Any additional news or changes will be circulated ASAP.

Safety Alert Form

Originator

Name: _____ Date submitted: _____ Dept./School: _____

Describe concern: _____

Recommendations on How to Fix: _____

Priority: (if emergency, contact should be made directly to principal/supervisor by phone
- complete paperwork as soon as possible)

Employee Signature _____ date: _____

Principal/Supervisor Name: _____ date rec'd: _____

Response: _____

Signature: _____ date sent: _____

Supervisor: _____ date rec'd: _____

No Action

Delay Action

Take Action

Explanation: _____

Signature: _____ date closed: _____

Safety Team (Administration Office)

Received: _____ Reviewed: _____

cc: Originator, Principal, Supervisor, Administration Office (Safety Team)



Wilson Vance Intermediate School
Student Handbook
2019-2020

Wilson Vance Calendar of Events 2019 -2020

Tuesday, August 27	Convocation/Building Meetings/Work Day
Wednesday, Aug 28	First Day of School
Mon., Sept. 2	Labor Day - NO SCHOOL
Tues., Oct 15	Fall picture day
Thurs., Oct 8	Parent Teacher Conf 4-8pm
Tues., Oct 10	Parent -teacher Conf 4-8pm
Thurs., Oct 17	Parent teacher conf 4-8pm
Wed., Oct 30	END 1st NINE WEEKS
Thur. Oct 31	2 Hr delay Teacher Inservice
Wed., Nov 6	Grade Cards go home
Oct, 21- Nov. 1	3rd GRG test Window (Exact date TBD)
Nov. 28 - 29	Thanksgiving Break No School
Dec. 23 - Jan. 1	Winter Break NO School
Thurs. Jan. 2	Students First Day Back to School
Tues, Jan. 14	END SECOND NINE WEEKS
Wed, Jan 15	2 Hr Delay Teacher Inservice
Tues., Jan 21	Grade Cards go home
Mon., Jan. 20	Martin Luther King Jr. Day (NO SCHOOL)
Mon., Feb 17	Tchr In service No School
Thurs., Feb 6	Parent teacher conferences 4-8pm
March 14	2 Hr delay Teacher Inservice
March 23 - April 24	State Testing ELA (15 day window TBD)
Wed, March 18	END THIRD NINE WEEKS
Wed, March 25	Grade cards go home
April 10- April 13	SPRING BREAK_ No School
April 1 - May 10	State testing Math, Science. (15 day window TBD)
Thurs., May 21	Last Day for Students. END 4 TH NINE WEEKS
Friday, May 22	Teacher Clerical Day

WILSON VANCE STAFF
2019-2020

Grade 3

Mr. Chris Anders – Rm 201 – 3A
Mrs. Candace Bundren – Rm. 204 -3B
Mrs. Kelee Garmong – Rm. 206 – 3G
Mrs. Nikki Fort – Rm. 202 - 3F
Mrs. Maggie Maag – RM 205 – 3Ma

Grade 4

Mrs. Kathy Beier – Rm. 111 – 4B
Mrs. Kerri Harmon – Rm. 109 – 4HA
Mrs. Melissa Heydinger – Rm. 112– 4HE
Mrs. Jacque Arthur – Rm. 114 – 4A
Mr. Tom Whipkey – Rm. 113 – 4W

Grade 5

Mrs. Amber Elliott – Rm 102 – 5E
Miss Sydney Bland– Rm 104 – 5BI
Mr. Nick Vallejo– Rm. 106 – 5V
Mrs. Kelly Wohlgamuth – Rm. 107 – 5W

Principal

Mr. Matt Best

Secretary

Miss Carol Ouwenga

Guidance

Mrs. Andrea Kokensparger – Rm. 115

Music

Ms. Judy Wicinski– Mobile Unit

Art

Mrs Kaymie Hafner Rm 105

Physical Education

Ms. Alaine Emens – Gym

Gifted Education

Mrs. Kristin Woodhull - Rm. 101

Special Education

Mrs. Monica Gearig - Rm. 110

Special Education

Mrs. Sally Brzozka – Rm. 200

ESL Teacher

Mrs. Heather Welty - Rm. 121

Speech

Mrs. Nichole Beckman – Rm. 120

Reading Intervention

Mrs. Renee Zimmerly - Rm 128

Librarian

Mrs. Patricia Loarca

School Psychologist

Nurse

Mrs. Wendy Davidson

Technology

Mrs. Shannon Moyer

Day Custodian

Mr. Bob Himes

Night Custodian

Mrs. Linda Klopp

Lead Cook

Ms. Linda

Cashier

Mrs. Pam Garnes

FABSS

Mrs. Darlene Beuschlein

Lunch Monitors –Dean Schrier, Ron Ammons, Nicholas Schenkle

SECURITY ENTRANCE

The main entrance by the flagpole is a secure entrance. When you enter the front door you will quickly see a change. In order to continue to provide a safe learning environment and monitor who is coming into our building, a secured entrance has been installed inside our front doors. This will be the only door unlocked during the day for you to enter. When you enter you will walk into a secure area that will be monitored with a second door being locked. Once inside you will need to be “buzzed” in by the secretary. A security camera and intercom system will be used to verify who is entering and the purpose of your visit. If you are picking your child up for an appointment you may want to allow a few extra minutes to enter the building to sign your child out. We hope this is not too much of an inconvenience and will provide a more secure environment for students and staff. The entrance will be secured from 9:05 – 3:30 daily.

A Message from the Principal ~ Mr. Matt Best

WELCOME BACK! I hope you had a wonderful and safe summer. The summer sure did seem to fly by this year, but I am excited for school to start. I would like to thank the Wilson Vance family for welcoming me to the district.

Please be aware that the State of Ohio has put in place modified attendance policies. Absences will continue to be monitored in hours instead of days. After unexcused absences accumulate you will be required to have a meeting with me. It is important for absences to be called in each day your child is gone and notes need to be turned in within two days of the student returning. If your child will be gone for an extended time because of an illness turn in a doctors note within the third day of the student being gone. Vacations do count towards absence hours. The attendance policy and a pad of paper that can be used to send absence notes to the school will be provided.

FCS is continuing its transition into a “Google” school. The district is implementing a 1:1 program, one Chromebook computer for each student, in grades 3 through 12 and is adopting Google’s G Suite for Education for all grades. For the 2018-19 school year, students in grades 3, 6 and 9 will be receiving their chromebooks. These changes will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media. We’re excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. Please refer to the FCS 1:1 Handbook for Students and Parents on the district website for Chromebook procedures.

Have a GREAT school year! Thanks for making Wilson Vance a wonderful place to learn and work! Go Trojans!

Findlay City Schools Mission Statement

The mission of the Findlay City Schools, as a community partnership committed to educational excellence, is to instill in all students the virtues, knowledge and skills necessary to be lifelong learners who recognize their unique talents and use them in pursuit of their dreams and for service to society.

This is accomplished through the cooperative efforts of involved and caring families, community members and staff, who share knowledge, facilitate discovery and inspire vision.

Wilson Vance Mission Statement

The Wilson Vance Community will develop responsible successful citizens and lifelong learners through positive experiences.

This is accomplished through the combined resources and efforts of caring families, staff, and community members.

General School Rules

- **Students will keep their hands and feet to themselves.** Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, “play fight,” etc.
- Students will walk in the halls at all times.
- **Quiet** is expected in the building so as to not disturb other students’ learning.
- Students will obey direction given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
- Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, etc. fellow students.
- Students will enter the building in an orderly fashion and go directly to their rooms.
- Students will conduct themselves in a manner that removal from a class will not be necessary.
- Profanity and/or abusive language are prohibited.
- **NO** gum is allowed in school or on school grounds.
- **NO** toys, radios, cell phones, tape players, MP3, iPods, electronic games or devices, athletic equipment, skateboards, etc. are to be used or played with during school hours.
- Students riding bikes or scooters to school must walk them once they reach the sidewalk in front of the school.
- Any other behaviors noted that would endanger the health/safety of a child or other students are forbidden.

Cafeteria Rules

- Students will enter and leave the cafeteria in a quiet orderly fashion.

- Students will sit at their assigned tables and remain seated throughout entire lunch period until dismissed.
- RESPECT and follow the monitors' directions at all times.
- Students must raise their hand if they need help from a monitor.
- Students may talk in normal conversational tones.
- Students are not permitted to talk across to other students seated at other tables or make loud noises.
- Students are expected to use proper manners when eating.
- Students are expected to eat their own lunches and not trade or give away food.
- Students are not allowed to throw food or to touch another student's food.
- Students are expected to keep the table and floor free of litter.
- Students are expected to follow directions and be respectful of monitors.
- ALL food must be eaten in the cafeteria. Food should not be eaten on the playgrounds or in the halls.
- **NO** carbonated drinks (pop).

Playground Rules

- **Students will keep their hands/feet to themselves.**
- Students will **listen and show respect to the monitors** at all times.
- **NO** horseplay, rough housing, wrestling, or dangerous activity will be permitted.
- **NO** shoving, pushing, tripping, kicking, or fighting will be permitted.
- Students may not sit or stand on top of any of the playground equipment.
- Only one person is permitted on the track glide.
- Students should not push each other on the track glide or the triple rings.
- No more than two students per ring are permitted on the triple ring.
- No food, gum, candy, or drinks on the playground.
- Students will wait until the swings have stopped moving before getting off the swing.
- Students will follow the General School Rules as stated in the Hand Book.
- Parents are not allowed on the playground due to security and safety concerns.

School Bus Stops

In order to promote safety and efficiency the school bus will only make one stop at or near an intersection. The bus stop will now be before the bus approaches the intersection. To make this transition less confusing and safer for your students, we ask that you review the proper procedures on how to safely cross a street, and properly use a crosswalk. Thank you for your cooperation.

School Bus Safe-Riding Rules

Ohio Pupil Transportation Safety Rules Regulation 3301-83-08

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (We recommend 3-4 minutes prior to the scheduled pick up time.)
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. (Local procedure instructs the driver to assign seats to all students, on each route.)
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 and drinking on the bus except as required for medical reasons. (Please notify the transportation office in advance.)
9. Pupils must not use tobacco 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. (This includes musical instruments and school projects.)
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.

Discipline Referrals

Students sent to the office for discipline reasons will have a Discipline Referral Form completed by the referring staff member. The student will discuss the reason for the referral with the Principal. The Principal may assign demerits for the infraction. Demerits will accumulate for each grading period. At the beginning of each new grading period, the old demerits will be removed. Parents will be notified about the referral and its consequences. The accumulation of demerits will result in the following disciplinary action, in addition to the action assigned for each individual referral. Fighting, pushing, kicking or any other violent acts will automatically result in an after-school detention or suspension.

<u>Demerits</u>	<u>Action</u>
0-3	Loss of recess
4-6	Loss of Noon Recess, minimum 3 days, Parent Contact
7-9	Loss of noon recess (5 days) or After school detention(s), Parent Contact
10-12	Loss of recess PLUS After school detention(s) or Extended detention (3:30 – 4:30)
13- 14	Emergency removal from school or extended day detention (3:30 – 5:00), conference with parents.
15+	Emergency Removal or Out of School Suspension or Conference with parents.

Please Call the School

When your child is going to be absent, please call the school office at 419-425-8332 by 9:30 a.m. to let us know of his/her absence and the reason for that absence. You can also email the school at couwenga@fcs.org by 9:30. We have an answering machine for your convenience outside office hours. Once the answering machine message begins, if you don't care to listen to the school's entire message, you may press the # key to immediately leave your voice message. When your child returns please send in a note stating the reason for the absence. If your child is absent due to an appointment be sure to get a doctor's note and send that in with your child.

Maintain Current Contact Information

Throughout the year there will be times when it is necessary for your student's teacher or the office or nurse to contact you during the day. It is very important that you maintain current contact information on file in the office. If you change jobs, or phone numbers, or move please give us a call or email us to let us know so we can make those changes in our records.

School Hours

Arrival Time	8:50 a.m.
Classes Begin	9:05 a.m.
Dismissal	3:30 p.m.

School Delays/Cancellations

*Listen to 1330 AM (WFAN) or 100.5 FM (WKXA)

*Logon to www.findlaycityschools.org

School and Lunch Fees

Grade 3 - \$34.00 a semester or \$68.00 year

Grade 4, 5 - \$21.50 semester or \$43.00 year

Fees can be paid in the school office, to your child's teacher, or online at www.fcs.org. Checks should be made payable to **Findlay City Schools**.

To pay online for fees and/or lunches, go to www.fcs.org. You will see an icon, for EZ Pay. Click on it and it will walk you through making your payment. You will need your student's ID number. This is the same number they use to key in for lunches, so ask your child what their number is. If they have forgotten, feel free to contact Ms. Ouwenga in the office to get it for you.

How School Fees are spent (Grade 3)

Math Workbooks/paper - \$20, Language Arts - \$13, Art supplies - \$6, Assignment Book/paper - \$3, Handbook folder \$1, Chromebook fee \$25

How School Fees are spent (Grades 4 – 5)

Math Workbooks/paper - \$20, Language Arts - \$13, Art supplies - \$6, Assignment Book/paper - \$3, Handbook folder \$1

Lunch and Recess

Check with the individual classroom teacher for specific lunch/recess schedules.

Breakfast/Lunch Prices

	Individual	Month (20)
Individual Lunch	\$2.70	\$54.00
*Reduced Lunch	\$.40	\$ 8.00
Student Breakfast	\$1.75	\$35.00
*Reduced Breakfast	\$.30	\$ 6.00
Individual Milk	\$.50	\$10.00

(Make checks payable to **FCS Food Service** or **PAY ON-LINE**)

**Reduced prices are only for students who qualify. If you qualified last year, you are eligible through the end of September for the same program (free or reduced). A new application must be submitted yearly. Applications are sent home the first day.

Breakfast Guidelines

Breakfast is served from 8:50 a.m. to 9:00 a.m. (except on a two-hour delay, when no breakfast is served). If your child plans to eat breakfast at school, please follow these guidelines:

1. Arrive no earlier than 8:45 a.m. Bus riders are served upon arrival. No service after 9:00 a.m.
2. Enter through the main doors by the flagpole and go directly to the kitchen. Book bags and coats are to be placed on the stage.
3. Only students buying breakfast are allowed on the stage. Students not buying breakfast should report to class at 9:05 a.m.
4. Students are dismissed from the stage at 9:00 a.m. and should be in their homerooms by 9:05 a.m. All students will walk in an orderly manner to their homerooms. (Students who finish early will remain on the stage until dismissal.)
5. Lunch rules are in effect during breakfast.

Playground/Inside Recess

Although we appreciate your willingness to help during recess times, it is important that the students follow consistent rules that have been set up by the school administration and keep a regular routine. Therefore, in order to ensure a safe and consistent recess environment for our students during inside recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage parents to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom. Parents are not allowed on the playground due to security and safety concerns.

ELECTRONIC DEVICES

Electronic devices that are brought from home such as, but not limited to, iPads, tablets, DS players, nooks, phones, etc should be kept in book bags once a student enters the building until he/she leaves the building. Teachers may give permission for a student to use an individual device in the classroom. Individual devices may only be used under direct teacher supervision. **NO electronic device should be taken out on the Playground.** Students should only use the device for the purpose the teacher has intended (i.e. research, math practice, reading, video recording etc) and use only the approved web site.

Chromebooks

This year 3rd Graders will be loaned district-owned Chromebooks. Part of the program requires a Technology Protection Plan (TPP) fee of \$25 per student per year. This fee is to cover accidental damage, replacement parts, etc. up to a total of \$250 over the school year. It does NOT cover damage that is a result of intentional, reckless, willful, malicious and/or wanton misconduct. It does NOT cover the charger. Those who are on free lunch do not have to pay it. Similarly, those on reduced lunch will only have to pay half. Repair of accidental damage will be charged a \$10 per incident fee to cover labor. There is no waiver on this \$10 incident fee, so regardless of whether they are free or reduced or not, all students who need repair work will have to come up with the \$10 per incident amount.

The program is explained further within the 1:1 Device Handbook at

<http://www.findlaycityschools.org/forms/One2OneDevice%20Agreement.pdf>

3rd graders will be \$68 (\$43 + \$25 TPP).

USE of SCHOOL ELECTRONICS

Students could have the use of a variety of electronics in the classroom. While the student is using a school issued device the student should take responsibility for its care and return in the same condition they received it in. It is common for students to use a laptop, iPod, iPad, tablet or other similar device for practice, research, and/or recording of class activities. Students should take care in transporting, using, sharing, and storing the device they have been assigned. Careless use or inappropriate handling causing damage to the device could result in the student being held responsible for the repair and/or replacement of the device. Students could also lose the privilege of using a school device or be restricted in the use of devices.

Birthday Treats

The giving of birthday treats is being discouraged in the intermediate grades. More and more students are being diagnosed with food allergies and dietary restrictions, please talk to your child's classroom teacher to determine if they want snacks to be brought in. To prevent having to leave a student out from getting a treat because of food allergy, please, consider donating a book. The preferred way to honor your child's birthday is to donate a book to our library in their honor. The librarian has a selection of books for \$5, or you may purchase one and bring it in. Your child's name and Birthday will be placed on the inside cover and the donation will be announced during morning announcements.

School Nurse

A school nurse is on duty in the morning from 9:30 - 3:30 each school day. The nurse is here to cover medical needs and concerns of students and staff. Some of her duties include eye and ear screenings, distribution of medication, with the proper paperwork completed, and general first aid. If your child is an illness for more than 24 hours family doctor should be contacted.

Medication

We have many students taking medication at school for a variety of reasons. If your child needs to take prescription medication or daily over the counter medication at school, a Request for Administration of Medication form must be completed before school personnel can give medication. See additional guidelines under Administering Medicines to Students on the back of the student handbook folder. **STUDENTS SHOULD NOT TRANSPORT MEDICINE TO AND FROM SCHOOL.** It is the parent's responsibility to deliver the medicine to school.

Dress Policy

Students are to wear appropriate clothes and shoes to school. Shirts that have words, pictures, or symbols should be suitable for school and our age group. Pants should be worn so as not to show undergarments (boxers, shorts, etc). Shorts should be long enough that the edge of the shorts should be at the wearer's finger tips when arms at his/ her side. Sleeveless shirts should have at least a one-inch band over the shoulder; no spaghetti straps or halter tops. The armholes must have a "snug" fit under the arm; no large gapping arm holes. Shirts must cover all of the stomach. Shoes must be appropriate for running and playing outside. Students should also dress appropriately for the weather conditions. Students will go outside even in cold weather.

Directory Information Release

Wilson Vance makes directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974." On the Student Information form in the Directory information release and permission to use student image please fill these boxes out accordingly.



SIGN UP FOR SCHOOL EMAILS

An easy way to keep informed and get the latest news quickly is to sign up for **District and Wilson Vance emails**. It is simple! Go to the FCS web site. On the left you will find a link (District Information) to sign up for District emails.

While on the FCS web page go to the schools tab at the top and find Wilson Vance. Scroll to the bottom of the Wilson Vance page and find the blue email links for each grade. Click on the respective grade of your child and follow the easy step-by-step instructions. When school news, upcoming reminders, and/or PTO news is sent out, you will get the information fast. This also helps with keeping paper costs down. Thanks!

PARENT – TEACHER CONFERENCES

All FCS elementary schools will hold their Parent-Teacher conferences on the same dates in October. Your child's teacher will be contacting you to schedule an evening conference for one of the following dates: **October 4, October 9, and October 18.** A spring conference could be scheduled on February 21, as needed.

Grade Cards

Wilson Vance uses a nine-week grading period. The end of each quarter will be October 19, January 4, March 15, and May 23. Report cards are sent home with students a week after the quarter ends. Grade cards will be brought home at the end of the school year as long as a student does not owe a fee or fine. **You may access your child's grades any time using Progress Book.** Passwords, usernames, and web address will be sent home in September. Towards the end of the school year progress book will be non-accessible to those who have fees to pay.

Honor/Merit Roll

Students will receive recognition for achieving honor Roll or merit roll grades.

Merit Roll All A's and B's (may have one C)
3.0 – 3.4 GPA

Honor Roll All A's or B's (no C's)
More A's than B's
No N's or U's
3.5 – 4.0 GPA

A=4pts, B=3pts, C=2pts, D=1pt, F=0pt

Perfect Attendance

In order for students to receive and be recognized for perfect attendance, they must have zero absences for being at school all day, every day!

Co- President:

Stephanie Wendt
15696 Reimund Ct.
Cell 419-348-7275
dougwendt@earthlink.net

Co- President

Doni Tiell
2627 Foxbury Ln.
Cell 937-477-6334
dionalynn@hotmail.com

Secretary:

Mary Kay Kasiborski
1710 Windsor Place
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mkpkas@gmail.com

Assistant Treasurer:

Ann DeFend
8531 Tawa Creek Dr.
Cell 281-910-7713
RickandAnn1@hotmail.com

Treasure

Danielle Mason
410 Hedgewyck Dr.
Cell 606-923-3696
Danielle_mason4@yahoo.com

Volunteer coordinator

Ann DeFend/Mary Kay Kasborski- Whittier

Doni Tiell/Stephanie Wendt- WV

USE OF TOBACCO

The Board of Education is committed to providing students, staff and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor”, or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this procedure shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code (refer to student handbook) and in accordance with policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Adopted 7/2/2012

May 2015

Dear Parent(s)/Guardian(s):

Childhood immunizations came to the forefront of the news this spring with a breakout of measles causing widespread alarm across the country. Below is the language in the Findlay City Schools Board Policy manual regarding immunization requirements for admission into the school district.

C. Immunization Requirements

No pupil will be admitted to the schools of this district unless such pupil has presented written evidence, satisfactory to the person in charge of admission, that the pupil has received or is in the process of receiving immunization against polio myelitis, rubeola, diphtheria, rubella (German Measles), pertussis, and tetanus by such means of immunization as may be approved by the Ohio Department of Health. Exceptions to this rule, which are acceptable, are that the pupil has presented (1) a written statement of the parent or guardian objecting to such immunization for good cause including religious convictions or (2) a written statement from a physician certifying that such immunization is medically contradicted, (3) females who have reached puberty are exempt from the rubella (German Measles) requirement, or (4) a pupil who has had natural rubeola and presents a signed statement from his parents or physician is not required to be immunized against rubeola. (see O.R.C. Section 3313.671) (5) MMR immunization needs to be administered prior to a student beginning school at the 7th grade level.

In addition, Ohio Revised Code 3313.671 contains the following language:

...no pupil, at the time of initial entry or at the **beginning of each school year**, ...shall be permitted to remain in school for more than **fourteen days** unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized...

..."in the process of being immunized" means the pupil has been immunized against mumps, rubeola, rubella, and chicken pox, and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the pupil has received at least the first dose of the immunization sequence, and presents written evidence to the pupil's building principal or chief administrative officer of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health.

In order to protect the health of all students in the Findlay City Schools, the immunization language in Board Policy and Ohio Revised Code will be **strictly enforced**. We are providing this information to parents and guardians now so that appropriate steps can be taken over the summer months to insure compliance with the immunization requirements for attending school.

If you have any questions regarding these expectations, please contact your building principal or me.

Sincerely,
Richard L Steiner
Director of Secondary Instruction
Coordinator of Health Services

SPECIAL SCHEDULE
2018 - 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15 – 10:00 <u>PERIOD 1</u>	Art – 3A PE – 3B Library – 3G Music -3F Tech –3M	Art – 3B PE – 3G Library – 3F Music -3M Tech – 3A	Art – 3G PE – 3F Library – 3M Music -3A Tech – 3B	Art – 3F PE – 3M Library – 3A Music – 3B Tech – 3G	Art – 3M PE –3A Library – 3B Music – 3G Tech – 3F
10:05 – 10:50 <u>PERIOD 2</u>	ART – 4HA PE – 4B Library – 4HE Music – 4W Tech – 4A	Art – 4B PE – 4HE Library – 4W Music – 4A Tech – 4HA	Art – 4HE PE- 4W Library -4A Music – 4HA Tech – 4B	Art – 4W PE – 4A Library – 4HA Music – 4B Tech – 4HE	Art – 4A PE – 4HA Library – 4B Music – 4HE Tech – 4W
10:55 – 11:40 <u>PERIOD 3</u>	Art – 5V PE – 5W Library – 5R Music -5B Tech – 5E	Art – 5W PE – 5R Library – 5B Music -5E Tech – 5V	Art – 5R PE – 5B Library – 5E Music -5V Tech – 5W	Art – 5B PE – 5E Library – 5V Music -5W Tech –5R	Art – 5E PE – 5V Library – 5W Music -5R Tech –5B
TWO HOUR DELAY					
Period 1 – 1:00 – 1:45	Period 2 1:50 – 2:35	Period 3 2:40 – 3:25			
“A” Delay Schedule	Specials at Whittier				
“B” Delay Schedule	Specials at WV				

LUNCH - RECESS TIMES

3rd – 11:45 – 12:05 - 12:25 – During Delay Schedule –eat in rooms

4th – 12:10 –12:30 - 12:50 – During delay schedule - eat in rooms

5TH – 12:35 – 12:55 – 1:15 – During delay schedule - eat in rooms

OHIO DEPARTMENT OF COMMERCE-DIVISION OF LIQUOR CONTROL
 6606 Tussing Road, P.O. Box 4005,
 Reynoldsburg, Ohio 43068-9005 Ph (614) 644-2431
INSTITUTION NOTICE FOR LIQUOR PERMIT

Name of Institution To: CITY OF FINDLAY PUBLIC SCHOOL
1200 BROAD AVE FINDLAY, OHIO 45840

Type of Application Re: TRFO
Application Number 7640248-0140
Applicant Name S & G STORES LLC
DBA: S & G 64
Address: 800 TRENTON AVE
Address: FINDLAY, OHIO 45840

Dear Institution Representative: **Approx. Distance 252' Feet**

A liquor permit has been applied for at the above captioned location. The Division of Liquor Control is required to notify any church, school, library, public playground, or township park that is located within 500 feet of a proposed permit premises. Your institution, as well as the local legislative authority, is being given the opportunity to object to the issuance of this permit. This is your opportunity to object to the above referenced permit application.

Please complete and return this form no later than 30 days from the date of this notice. Include the name, title, address and telephone number of the representative of the institution who is to attend the hearing. If an objection is filed and a hearing is scheduled, your representative should appear and testify in support of the objection. Otherwise the objection will be overruled. Objections based solely upon philosophical opposition to alcohol consumption are not sufficient grounds for sustaining an objection. You may wish to retain legal counsel to represent your interests, as the hearing is a legal proceeding.

PLEASE CHECK THE APPLICABLE BOX AND RETURN THIS FORM WITHIN 30 DAYS

We do not object to this Permit.

We request the Division of Liquor Control document our objection to the issuance of this permit but we do not request a hearing. In choosing this option I understand that it is only an objection for the record and will not adversely impact the issuance of this permit.

We object and request a hearing on the advisability of issuing of this permit. Please hold the hearing in Columbus.

We object and request a hearing on the advisability of issuing of this permit. Please hold the hearing in the county seat of the premises.

(Signature of Authority in Control of Institution)	(Telephone Number)	(Date)
(Name, Title of person to Attend Hearing)		(Address)

CERTIFICATE OF SERVICE

The above notice was served to 2019
1200 BROAD AVE FINDLAY, OHIO 45840
(Name) (Address)

419-425-0275, the authority in control of subject institution on 6-17-19 by [Signature]
(Telephone) (Date)

CERTIFIED MAIL, RETURN RECEIPT REQUESTED or PERSONAL SERVICE or STOREFRONT

(Signature and Title of Recipient) <u>[Signature]</u>	(Compliance Officer, Unit #, Date) RODNEY W. ISAACSON UNIT # 136
(Print Name and Title of Recipient) <u>MEAGAN M. BROWN</u>	CERTIFIED MAIL #

EXECUTIVE SECRETARY

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9463 Date: _____

Activity Name: HS-Pantasia

Activity Purpose: (define concisely)

Pantasia is an extracurricular music ensemble that performs for community events throughout
the year for the community and surrounding areas.

REVENUE: Sources of income

	Beginning Balance: \$	<u>6,580.14</u>
a. <u>Show fee</u>	\$	<u>3,250.00</u>
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 3,250.00

Total Revenue Balance \$ 9,830.14

EXPENSES:

a. <u>Food</u>	\$	<u>1,500.00</u>
b. <u>Uniform</u>	\$	<u>670.00</u>
c. <u>Awards</u>	\$	<u>80.00</u>
d. <u>Indianapolis Trip</u>	\$	<u>5,383.00</u>
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 7,633.00

Total Ending Fund Balance \$ 2,197.14

Activity Advisor: Denise Sheehe

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9200 Date: _____

Activity Name: Bigelow Hill Student Council

Activity Purpose: (define concisely)
To promote school activities

REVENUE: Sources of income	Beginning Balance: \$	597.08
a. <u>school store</u>	\$	1,000.00
b. <u>Fundraisers</u>	\$	400.00
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Revenue \$		1,400.00
Total Revenue Balance \$		1,997.08

EXPENSES:		
a. <u>school store</u>	\$	500.00
b. <u>Prizes for fundraiser</u>	\$	100.00
c. <u>teacher appreciation</u>	\$	500.00
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Expenses \$		1,100.00
Total Ending Fund Balance \$		897.08

Activity Advisor: Mackenzie Wenner

Building Principal: Jennifer Theis

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9101 Date: _____

Activity Name: LN-Student Council

Activity Purpose: (define concisely)

The purpose is for transactions involving the student council group at Lincoln.

The group will purchase items for school dances and other student activities. The group also

collects funds for some activities including school dances or parties. The group hosts a Father/

Daughter dance, Mother/Son dance, as well as a school supply store.

REVENUE: Sources of income

	Beginning Balance: \$	2,325.02
a. <u>Fundraisers</u>	\$	100.00
b. <u>Picture Fee signup</u>	\$	400.00
c. <u>Dance fees</u>	\$	320.00
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 820.00

Total Revenue Balance \$ 3,145.02

EXPENSES:

	\$	400.00
a. <u>Photographer cost</u>	\$	440.00
b. <u>Supplies for the dance</u>	\$	130.00
c. <u>New laser lights for the gym</u>	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 970.00

Total Ending Fund Balance \$ 2,175.02

Activity Advisor: Joy McCarthy

Building Principal: Mike Scoles

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 018-9277 Date: _____

Activity Name: DN-7th grade Rotary

Activity Purpose: (define concisely)
To raise funds for 7th grade students outdoor school trips (Camp Berry)

REVENUE: Sources of income	Beginning Balance: \$	1,043.56
a. <u>Fundraiser #</u>	\$	<u>5,000.00</u>
b. <u>fees from students</u>	\$	<u>19,500.00</u>
c. <u>Donations</u>	\$	<u>1,000.00</u>
d. <u>Marathon</u>	\$	<u>3,000.00</u>
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Revenue \$		<u>28,500.00</u>
Total Revenue Balance \$		<u>29,543.56</u>

EXPENSES:		
a. <u>Camp Berry</u>	\$	<u>22,000.00</u>
b. <u>transportation</u>	\$	<u>1,000.00</u>
c. <u>food and drinks</u>	\$	<u>1,000.00</u>
d. <u>materials and supplies</u>	\$	<u>2,500.00</u>
e. <u>misc./additional services</u>	\$	<u>1,500.00</u>
f. _____	\$	_____
Total Anticipated Expenses \$		<u>28,000.00</u>
Total Ending Fund Balance \$		<u>1,543.56</u>

Activity Advisor: Mike Wilson & Michelle DeBusman

Building Principal: Don Williams

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9303 Date: June 11th

Activity Name: Donnell Science Club-Environment Club

Activity Purpose: (define concisely)

To promote and participate in community service projects, STEM activities, projects and science labs
that will promote environmental stewardship and foster creative thinking.

REVENUE: Sources of income	Beginning Balance: \$	<u>942.64</u>
a. <u>sales/Service Project</u>	\$	<u>500.00</u>
b. <u>Donations</u>	\$	<u>300.00</u>
c. <u>Contributions</u>	\$	<u>200.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 1,000.00

Total Revenue Balance \$ 1,942.64

EXPENSES:

a. <u>Sales/Service Expenses</u>	\$	<u>100.00</u>
b. <u>Materials, Supplies</u>	\$	<u>100.00</u>
e. <u>Field Trips</u>	\$	<u>600.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 800.00

Total Ending Fund Balance \$ 1,142.64

Activity Advisor: Bryan Miller Jodi Smith

Building Principal: Don Williams

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9350 Date: June 11th

Activity Name: Donnell Athletics

Activity Purpose: (define concisely)

To provide middle school students with an opportunity to participate in athletics
during the 2018-19 school year. This fund will pay for officials, workers, fees, supplies
and uniforms for the athletic programs.

REVENUE: Sources of income	Beginning Balance: \$	9,681.10
a. <u>Admissions</u>	\$	<u>16,000.00</u>
b. <u>Athletic season passes</u>	\$	<u>1,000.00</u>
c. <u>Entry Fees</u>	\$	<u>1,000.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 18,000.00

Total Revenue Balance \$ 27,681.10

EXPENSES:

a. <u>Officials</u>	\$	<u>9,000.00</u>
b. <u>Game workers</u>	\$	<u>3,000.00</u>
c. <u>Athletic equipment</u>	\$	<u>5,500.00</u>
d. <u>Entry fees</u>	\$	<u>1,000.00</u>
e. <u>Athletic awards</u>	\$	<u>500.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 19,000.00

Total Ending Fund Balance \$ 8,681.10

Activity Advisor: Mark Ritzler

Building Principal: Don Williams

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9353 Date: 6/15/2018

Activity Name: Donnell Vocal Music

Activity Purpose: (define concisely)

This Account is used to purchase show choir outfits, music, equipment and other misc. items such
as choreography, equipment repairs and year-end awards.

REVENUE: Sources of income

		Beginning Balance: \$	<u>310.63</u>
a.	<u>Fundraiser</u>	\$	<u>3,000.00</u>
b.	<u>Parent Payments</u>	\$	<u>200.00</u>
c.	<u></u>	\$	<u></u>
d.	<u></u>	\$	<u></u>
e.	<u></u>	\$	<u></u>
f.	<u></u>	\$	<u></u>

Total Anticipated Revenue \$ 3,200.00

Total Revenue Balance \$ 3,510.63

EXPENSES:

a.	<u>fundraiser expenses</u>	\$	<u>1,500.00</u>
b.	<u>accompaniment for concert</u>	\$	<u>600.00</u>
c.	<u>Costume Costs</u>	\$	<u>800.00</u>
d.	<u></u>	\$	<u></u>
e.	<u></u>	\$	<u></u>
f.	<u></u>	\$	<u></u>

Total Anticipated Expenses \$ 2,900.00

Total Ending Fund Balance \$ 610.63

Activity Advisor: Katie Wheeler

Building Principal: Don Williams

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9354 Date: _____

Activity Name: DN-Yearbook

Activity Purpose: (define concisely)

To provide middle school students with a professionally photographed and printed memory book
for school year.

REVENUE: Sources of income

- a. annual yearbook (\$20-25 each)
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 4,366.57
 \$ 5,000.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 5,000.00

Total Revenue Balance \$ 9,366.57

EXPENSES:

- a. Materials and supplies
- b. Printing and shipping
- c. _____
- d. _____
- e. _____
- f. _____

\$ 500.00
 \$ 4,000.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 4,500.00

Total Ending Fund Balance \$ 4,866.57

Activity Advisor: Nancy Shaeffer

Building Principal: Don Williams

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9355 Date: 6/15/2018

Activity Name: Shockwave

Activity Purpose: (define concisely)
To teach percussion and methods through performance and competition.

REVENUE: Sources of income	Beginning Balance: \$	<u>105.02</u>
a. <u>Season fees</u>	\$	<u>6,995.00</u>
b. <u>Drum Show</u>	\$	<u>2,140.00</u>
c. <u>Donations</u>	\$	<u>1,851.00</u>
d. _____	\$	_____
Total Anticipated Revenue \$		<u>10,986.00</u>
Total Revenue Balance \$		<u>11,091.02</u>

EXPENSES:		
a. <u>Hotels</u>	\$	<u>3,360.00</u>
b. <u>Jackets/Shoes/Bags/Uniforms</u>	\$	<u>3,300.00</u>
c. <u>Equipment/tarp</u>	\$	<u>3,076.00</u>
d. <u>camp and trips</u>	\$	<u>750.00</u>
e. _____	\$	_____
Total Anticipated Expenses \$		<u>10,486.00</u>
Total Ending Fund Balance \$		<u>605.02</u>

Activity Advisor: Brian Sheehe

Building Principal: Don Williams

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 018-9388 Date: June 15th, 2018

Activity Name: GW-8th Grade Rotary

Activity Purpose: (define concisely)

To set u an account to be used by 8th grade teacher sand students for awards, trips, incentives, etc.

This account will be funded through fundraising efforts by the grade level.

REVENUE: Sources of income

		Beginning Balance: \$	2,565.00
a.	<u>Fund Drive</u>	\$	1,500.00
b.	<u>Class party/dance</u>	\$	500.00
c.	<u> </u>	\$	
d.	<u> </u>	\$	
e.	<u> </u>	\$	
f.	<u> </u>	\$	

Total Anticipated Revenue \$ 2,000.00

Total Revenue Balance \$ 4,565.00

EXPENSES:

a.	<u>incentives/awards</u>	\$	1,000.00
b.	<u>Class Party/Dance</u>	\$	500.00
c.	<u> </u>	\$	
d.	<u> </u>	\$	
e.	<u> </u>	\$	
f.	<u> </u>	\$	

Total Anticipated Expenses \$ 1,500.00

Total Ending Fund Balance \$ 3,065.00

Activity Advisor: Marc Tuttle

Building Principal: Janice Panuto

Superintendent:

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9504 Date: 6/15/2018

Activity Name: Glenwood Spirit Club

Activity Purpose: (define concisely)

To cheer for selected Glenwood athletic events fostering school spirit.

REVENUE: Sources of income

- a. Donations
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 246.45
 \$ 2,000.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 2,000.00

Total Revenue Balance \$ 2,246.45

EXPENSES:

- a. Supplies
- b. uniforms
- c. Poms
- d. misc. activities/expenses
- e. _____
- f. _____

\$ 100.00
 \$ 1,500.00
 \$ 300.00
 \$ 50.00
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 1,950.00

Total Ending Fund Balance \$ 296.45

Activity Advisor: Bryce Rettig

Building Principal: Janice Panuto

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9552 Date: June 15th, 2018

Activity Name: Glenwood Band

Activity Purpose: (define concisely)
To promote musical development for students. To purchase music, outfits, musical equipment, and
repair necessary equipment.

REVENUE: Sources of income	Beginning Balance: \$	<u>1,250.61</u>
a. <u>Course Fees</u>	\$	<u>2,500.00</u>
b. <u>Fund Drive</u>	\$	<u>2,000.00</u>
c. <u>Butterbraid</u>	\$	<u>1,500.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 6,000.00

Total Revenue Balance \$ 7,250.61

EXPENSES:

a. <u>Student Materials</u>	\$	<u>2,500.00</u>
b. <u>Instruments</u>	\$	<u>3,000.00</u>
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 5,500.00

Total Ending Fund Balance \$ 1,750.61

Activity Advisor: Adam Gillespie

Building Principal: Janice Panuto

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9553 Date: June 15th , 2018

Activity Name: Glenwood-Yearbook/Publishing

Activity Purpose: (define concisely)

To promote journalism/technology through publications of the yearbook and be able to promote teamwork and responsibility to deadlines.

REVENUE: Sources of income

a. <u>Yearbook Sales</u>	Beginning Balance: \$	<u>1,544.30</u>
b. _____	\$	<u>4,200.00</u>
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 4,200.00

Total Revenue Balance \$ 5,744.30

EXPENSES:

a. <u>printing of yearbook</u>	\$	<u>4,000.00</u>
b. <u>awards/supplies</u>	\$	<u>1,500.00</u>
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 5,500.00

Total Ending Fund Balance \$ 244.30

Activity Advisor: Kevin Swan

Building Principal: Janice Panuto

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9403 Date: 6/15/2018

Activity Name: HS-Colorguard

Activity Purpose: (define concisely)

The FHS Colorguard program is an extracurricular extension to the band program which provides students a visual performance opportunity to complement the FHS Marching Band. The colorguard is active during the marching band season (approximately the 1st nine weeks). Students who do not perform on the wind instrument during the concert band season typically do not register for the marching band course and will attend rehearsals outside the standard school day

REVENUE: Sources of income	Beginning Balance: \$	149.37
a. <u>student activity fee @ \$50 per stud.</u>	\$	<u>500.00</u>
b. <u>estimate 10 students</u>	\$	
c. <u>stadium clean up.</u>	\$	<u>300.00</u>
d. _____	\$	
e. _____	\$	
f. _____	\$	

Total Anticipated Revenue \$ 800.00

Total Revenue Balance \$ 949.37

EXPENSES:

a. <u>activity related materials(flags, uniforms, equip.)</u>	\$	<u>600.00</u>
b. _____	\$	<u>0.00</u>
c. _____	\$	<u>0.00</u>
d. _____	\$	<u>0.00</u>
e. _____	\$	
f. _____	\$	

Total Anticipated Expenses \$ 600.00

Total Ending Fund Balance \$ 349.37

Activity Advisor: Dan Wilson

Building Principal: Ryan Imke

Superintendent: _____

STUDENT ACTIVITY BUDGET

Activity Code: 200-9405 Date: _____

Activity Name: P.A.S.T(Learn and Serve)

Activity Purpose: (define concisely)

Preservation, archeology and serving together. We do fundraisers and service projects related to archeology and historic preservation. We also do archeology and historic preservation.

REVENUE: Sources of income

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 11,673.04
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 0.00

Total Revenue Balance \$ 11,673.04

EXPENSES:

- a. Materials for service project
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

\$ 5,000.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 5,000.00

Total Ending Fund Balance \$ 6,673.04

Activity Advisor: Eugene Damon

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9415 Date: 6/15/2018

Activity Name: HS-National Honor Society

Activity Purpose: (define concisely)

National Honor Society exists to support and stress the importance of scholarship, service,
leadership, and character. This group recognizes those who have proven themselves capable of
exerting these essential qualities from the beginning of their high school career through graduation.

REVENUE: Sources of income

	Beginning Balance: \$	4,878.08
a. <u>membership dues</u>	\$	1,200.00
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 1,200.00

Total Revenue Balance \$ 6,078.08

EXPENSES:

a. <u>Faculty Meals</u>	\$	400.00
b. <u>Chapter Expenses</u>	\$	400.00
c. <u>Graduation cords</u>	\$	500.00
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 1,300.00

Total Ending Fund Balance \$ 4,778.08

Activity Advisor: _____

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9416 Date: 6/15/2018

Activity Name: HS-We The People

Activity Purpose: (define concisely)

We the People is a co-curricular activity related to the AP Government curriculum. The activity
includes participating at the state tournament which is held in Columbus. Additional competition
is possible based on how well the team does.

REVENUE: Sources of income

	Beginning Balance: \$	<u>435.75</u>
a. <u>Donations</u>	\$	<u>10,000.00</u>
b. <u>FHS F7A</u>	\$	<u>5,000.00</u>
c. <u>Ohio Center for law related Ed</u>	\$	<u>5,000.00</u>
d. <u>Precinct Election Official Program</u>	\$	<u>1,300.00</u>
e. <u>Hancock Bar Ed Fund</u>	\$	<u>5,000.00</u>
f. _____	\$	_____

Total Anticipated Revenue \$ 27,000.00

Total Revenue Balance \$ 27,435.75

EXPENSES:

a. <u>State Tournament</u>	\$	<u>500.00</u>
b. <u>National Tournament</u>	\$	<u>26,000.00</u>
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 26,500.00

Total Ending Fund Balance \$ 935.75

Activity Advisor: Mark Dickman

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9419 Date: 6/15/2018

Activity Name: HS-Student Council

Activity Purpose: (define concisely)

As the Student governing body of the Findlay High School, student council works in conjunction
with student administrators, certified and classified staff to sponsor activities and projects which
may include, but are not limited to social events, charity drives, community and or projects and
other events that benefit the school and community.

REVENUE: Sources of income		Beginning Balance: \$	54,959.78
a. <u>fundraising</u>		\$	<u>1,000.00</u>
b. <u>dance admissions</u>		\$	<u>30,000.00</u>
c. <u>concessions</u>		\$	<u>8,000.00</u>
d. <u>interest</u>		\$	<u>300.00</u>
e. _____		\$	
f. _____		\$	
		Total Anticipated Revenue \$	<u>39,300.00</u>
		Total Revenue Balance \$	<u>94,259.78</u>

EXPENSES:

a. <u>Dances</u>		\$	<u>15,000.00</u>
b. <u>Concessions stand</u>		\$	<u>5,000.00</u>
c. <u>School Community Project</u>		\$	<u>3,000.00</u>
d. <u>Senior Picnic</u>		\$	<u>4,000.00</u>
e. _____		\$	
f. _____		\$	
g. _____		\$	
h. _____		\$	
i. _____		\$	
j. _____		\$	
k. _____		\$	
		Total Anticipated Expenses \$	<u>27,000.00</u>
		Total Ending Fund Balance \$	<u>67,259.78</u>

Activity Advisor: Laura Davis

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9409 Date: _____

Activity Name: HS-Speech and Debate (9409)

Activity Purpose: (define concisely)

REVENUE: Sources of income	Beginning Balance: \$	252.74
a. <u>Tournament Hosting</u>	\$	1,500.00
b. <u>Dues</u>	\$	1,500.00
c. <u>Sponsors</u>	\$	1,000.00
d. <u>Fundraising</u>	\$	3,000.00
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 7,000.00

Total Revenue Balance \$ 7,252.74

EXPENSES:

a. <u>Membership in State and National Organizations</u>	\$	600.00
b. <u>Registration fee</u>	\$	1,500.00
c. <u>Judges</u>	\$	200.00
d. <u>Transportation</u>	\$	2,500.00
e. <u>Supplies and awards</u>	\$	400.00
f. <u>Other</u>	\$	1,500.00

Total Anticipated Expenses \$ 6,700.00

Total Ending Fund Balance \$ 552.74

Activity Advisor: _____

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9420 Date: _____

Activity Name: HS-Thespians (fall play)

Activity Purpose: (define concisely)

The Thespian organization exists to enhance the theatre experience for students who are interested
in being an actor or working on the tech crew.

REVENUE: Sources of income

		Beginning Balance: \$	3,575.45
a.	<u>ticket sales</u>	\$	1,400.00
b.	<u>sales</u>	\$	500.00
c.	<u>student dues</u>	\$	500.00
d.	<u>donations</u>	\$	100.00
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Revenue \$ 2,500.00

Total Revenue Balance \$ 6,075.45

EXPENSES:

a.	<u>production costs</u>	\$	1,500.00
b.	<u>Lighting</u>	\$	500.00
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Expenses \$ 2,000.00

Total Ending Fund Balance \$ 4,075.45

Activity Advisor: Andy Cantrell

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9478

Date: 6/15/2018

Activity Name: Junior Statesmen of America

Activity Purpose: (define concisely)
JSA is a debate/service learning club at Findlay High School. Each year JSA determines
a need they will work toward in Africa.

REVENUE: Sources of income

		Beginning Balance: \$	<u>116.42</u>
a.	<u>stadium clean up</u>	\$	<u>500.00</u>
b.	<u>Rake and Take</u>	\$	<u>500.00</u>
c.	<u>Community Dinner</u>	\$	<u>1,700.00</u>
d.	<u>Other Fund Raisers</u>	\$	<u>2,300.00</u>
e.	<u> </u>	\$	
		Total Anticipated Revenue \$	<u>5,000.00</u>

Total Revenue Balance \$ 5,116.42

EXPENSES:

a.	<u>Africa Donation to be made by August</u>	\$	<u>5,000.00</u>
b.	<u> </u>	\$	<u> </u>
c.	<u> </u>	\$	<u> </u>
d.	<u> </u>	\$	<u> </u>
e.	<u> </u>	\$	<u> </u>
f.	<u> </u>	\$	<u> </u>
		Total Anticipated Expenses \$	<u>5,000.00</u>

Total Ending Fund Balance \$ 116.42

Activity Advisor: David Barkey/Judy Withrow

Building Principal: Ryan Imke

Superintendent:

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9453 Date: 6/15/2018

Activity Name: HS-Band

Activity Purpose: (define concisely)

The purpose of the HS Band program is to provide students a hand on educational experience
in music. Students will have opportunities to develop skills on musical instruments, learn how to
express themselves both creatively and artistically, as well as develop a greater understanding of
music theory. Learning will primarily take place in music rehearsals as well as concerts.

REVENUE: Sources of income	Beginning Balance: \$	8,505.03
a. <u>student course fees @ \$40</u>	\$	<u>5,600.00</u>
b. <u>Century Resources fundraiser</u>	\$	<u>1,000.00</u>
c. <u>Coupon Books</u>	\$	<u>1,000.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 7,600.00

Total Revenue Balance \$ 16,105.03

EXPENSES:

a. <u>Marching Band Drill</u>	\$	<u>1,500.00</u>
b. <u>awards/meals</u>	\$	<u>4,000.00</u>
c. <u>Music Tech Support Staff</u>	\$	<u>1,500.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 7,000.00

Total Ending Fund Balance \$ 9,105.03

Activity Advisor: Dan Wilson

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9454 Date: _____

Activity Name: HS-Blue & Gold

Activity Purpose: (define concisely)

To produce a newspaper and magazine including the operation of all business, editorial, and composition functions. To teach staff members all aspects of journalism via "hands on" experiences, as well as through the observation and study of professionals. Also students will continue to update and maintain the new website.

REVENUE: Sources of income	Beginning Balance: \$	<u>2,579.94</u>
a. <u>advertising</u>	\$	<u>2,780.00</u>
b. <u>donations</u>	\$	<u>600.00</u>
c. <u>fundraiser</u>	\$	<u>1,500.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 4,880.00

Total Revenue Balance \$ 7,459.94

EXPENSES:

a. <u>printing</u>	\$	<u>2,780.00</u>
b. <u>contest/memberships</u>	\$	<u>500.00</u>
c. <u>conference/conventions</u>	\$	<u>500.00</u>
d. <u>equipment</u>	\$	<u>500.00</u>
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 4,280.00

Total Ending Fund Balance \$ 3,179.94

Activity Advisor: Andy Cantrell

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9455 Date: _____

Activity Name: HS-Dance Team

Activity Purpose: (define concisely)

To promote and maintain school spirit and sportsmanship. To provide entertainment whenever
necessary in cooperation with the school and community. To develop character, leadership and
individual responsibility while maintaining high moral standards.

REVENUE: Sources of income

		Beginning Balance: \$	1,339.23
a.	<u>Tshirts</u>	\$	350.00
b.	<u>fees</u>	\$	300.00
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Revenue \$ 650.00

Total Revenue Balance \$ 1,989.23

EXPENSES:

		\$	
b.	<u>Tshirts</u>	\$	250.00
c.	<u>Camp Training</u>	\$	300.00
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Expenses \$ 550.00

Total Ending Fund Balance \$ 1,439.23

Activity Advisor: Liz Kellermeier

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9457 Date: 6/15/2018

Activity Name: HS-Indoor Drumline

Activity Purpose: (define concisely)

Drumline is an extracurricular music ensemble that competes in the winter months. It is an
extension of the marching band percussion program at FHS.

REVENUE: Sources of income	Beginning Balance: \$	<u>7,354.59</u>
a. <u>Fundraisers</u>	\$	<u>1,000.00</u>
b. <u>Fees</u>	\$	<u>10,000.00</u>
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Revenue \$		<u>11,000.00</u>
Total Revenue Balance \$		<u>18,354.59</u>

EXPENSES:

a. <u>tech payment</u>	\$	<u>8,500.00</u>
b. <u>music and drill</u>	\$	<u>2,000.00</u>
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Expenses \$		<u>10,500.00</u>
Total Ending Fund Balance \$		<u>7,854.59</u>

Activity Advisor: Dan Wilson

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9458 Date: 6/15/2018

Activity Name: HS-First Edition

Activity Purpose: (define concisely)

To provide the opportunity for students to learn, through actual experience, the money musical and managerial facets of a traveling, performing ensemble, In addition to the performance characteristics of singing and choreography, students will be involved in sound reinforcement, lighting, scheduling engagements, housing and transportation.

REVENUE: Sources of income	Beginning Balance: \$	<u>26,275.45</u>
a. <u>Sales and Service Projects</u>	\$	<u>30,000.00</u>
b. <u>Donations</u>	\$	<u>25,000.00</u>
c. <u>Fees</u>	\$	<u>6,000.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 61,000.00

Total Revenue Balance \$ 87,275.45

EXPENSES:

a. <u>Performance outfits</u>	\$	<u>20,000.00</u>
b. <u>Choreography</u>	\$	<u>20,000.00</u>
c. <u>Printing of programs</u>	\$	<u>5,000.00</u>
d. <u>Music</u>	\$	<u>1,000.00</u>
e. <u>Sales and Service Expenses</u>	\$	<u>7,000.00</u>
f. _____	\$	_____
g. _____	\$	_____
h. _____	\$	_____
i. _____	\$	_____
j. _____	\$	_____

Total Anticipated Expenses \$ 53,000.00

Total Ending Fund Balance \$ 34,275.45

Activity Advisor: Kevin Manley

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9461 Date: 6/15/2018

Activity Name: HS-Musical

Activity Purpose: (define concisely)

The musical exists to provide an opportunity for students to be involved in all aspects of producing
a fully staged musical.

REVENUE: Sources of income

	Beginning Balance: \$	18,773.31
a. <u>ticket sales</u>	\$	15,000.00
b. <u>souvenirs</u>	\$	500.00
c. <u>student dues</u>	\$	5,000.00
d. <u>donations</u>	\$	500.00
e. <u>Refreshments</u>	\$	500.00
f. _____	\$	

Total Anticipated Revenue \$ 21,500.00

Total Revenue Balance \$ 40,273.31

EXPENSES:

a. <u>Production costs</u>	\$	18,000.00
b. <u>refreshments</u>	\$	300.00
c. <u>souvenirs</u>	\$	200.00
d. <u>support personnel</u>	\$	2,000.00
e. <u>donations</u>	\$	1,000.00
f. _____	\$	

Total Anticipated Expenses \$ 21,500.00

Total Ending Fund Balance \$ 18,773.31

Activity Advisor: Andy Cantrell

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9462 Date: 6/15/2018

Activity Name: HS-Orchestra

Activity Purpose: (define concisely)

To support the orchestra program at Findlay City Schools with expenses not covered by board of education, including recording fees, tshirt, awards, printing and design costs, pictures, party food, prizes, and more.

REVENUE: Sources of income	Beginning Balance: \$	<u>4,757.08</u>
a. <u>Pops Concert Ticket Sales</u>	\$	<u>2,000.00</u>
b. <u>Kiwanis Peanut Day</u>	\$	<u>300.00</u>
c. <u>Appareal Sale</u>	\$	<u>300.00</u>
d. <u>Free Will offering at Christmas Concert</u>	\$	<u>300.00</u>
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 2,900.00

Total Revenue Balance \$ 7,657.08

EXPENSES:

a. <u>Concert Referehments</u>	\$	<u>500.00</u>
b. <u>FHS orchestra tshirts</u>	\$	<u>500.00</u>
c. <u>Concert costs-programs, recording etc</u>	\$	<u>500.00</u>
d. <u>Pizza parties</u>	\$	<u>250.00</u>
e. <u>Senior Awards</u>	\$	<u>700.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 2,450.00

Total Ending Fund Balance \$ 5,207.08

Activity Advisor: Ken Pressell

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9464 Date: _____

Activity Name: HS-FSA Student Activitiy Account

Activity Purpose: (define concisely)

To support the various needs of the school and student body; such as field trips, assassemblies, film rentals, supplies for indigent students, contests, awards and recognition banquets, educational supplies, handbooks, support of various student activity organizations, graduation, orientations/open house, to provide printed materials and communications to all students and family and various teacher recognition programs.

REVENUE: Sources of income

	Beginning Balance: \$	10,398.82
a.	\$	
b.	\$	3,500.00
c.	\$	1,000.00
d.	\$	2,000.00
e.	\$	
f.	\$	
g.	\$	
h.	\$	
i.	\$	
j.	\$	
k.	\$	

Total Anticipated Revenue \$ 6,500.00

Total Revenue Balance \$ 16,898.82

EXPENSES:

a.	\$	900.00
b.	\$	300.00
e.	\$	5,575.00
f.	\$	1,000.00
g.	\$	150.00
h.	\$	500.00
i.	\$	3,000.00
j.	\$	2,500.00
l.	\$	1,000.00
m.	\$	
n.	\$	
o.	\$	
p.	\$	
q.	\$	
r.	\$	
s.	\$	
t.	\$	
u.	\$	
v.	\$	

Total Anticipated Expenses \$ 14,925.00

Total Ending Fund Balance \$ 1,973.82

Activity Advisor: Christine Siebeneck

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9465 Date: 6/15/2018

Activity Name: HS-Trojan Yearbook

Activity Purpose: (define concisely)

Students publish the Trojan Yearbook. They plan and design the book, prepare copy, take
photographs, conduct interviews, create layouts, work with computers, contact area businesses and
sell advertising space, distribute books and handle other activities pertaining to publication of the
annual yearbook.

REVENUE: Sources of income	Beginning Balance: \$	<u>12,218.99</u>
a. <u>Yearbook sales</u>	\$	<u>35,000.00</u>
b. <u>Ad sales</u>	\$	<u>5,000.00</u>
c. <u>Old Yearbooks</u>	\$	<u>300.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 40,300.00

Total Revenue Balance \$ 52,518.99

EXPENSES:

a. <u>Publication costs</u>	\$	<u>35,000.00</u>
b. <u>Supplies/equipment</u>	\$	<u>4,000.00</u>
c. <u>Awards/Contests</u>	\$	<u>300.00</u>
d. <u>Yearbook Workshop/Transportation</u>	\$	<u>200.00</u>
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 39,500.00

Total Ending Fund Balance \$ 13,018.99

Activity Advisor: Ruth Rinker

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9466 Date: _____

Activity Name: HS-VIP

Activity Purpose: (define concisely)

To provide an environment in which students can gain insight into the rewards and responsibilities of the many varied activities associated with a singing/performing ensemble. These may include: formal concerts for public, private AND student organizations; as well as contest and festival performances in and around the Northwest Ohio district and other parts of the country

REVENUE: Sources of income

		Beginning Balance: \$	3,634.63
a.	<u>Fundraisers</u>	\$	1,500.00
b.	<u>Costume pay ins</u>	\$	1,500.00
c.	<u>Donations</u>	\$	3,000.00
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Revenue \$ 6,000.00

Total Revenue Balance \$ 9,634.63

EXPENSES:

a.	<u>Awards/Transportation</u>	\$	500.00
b.	<u>Music</u>	\$	1,000.00
c.	<u>Costume payments</u>	\$	1,500.00
d.	<u>Instrument/prop purchases</u>	\$	1,000.00
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Expenses \$ 4,000.00

Total Ending Fund Balance \$ 5,634.63

Activity Advisor: Krista Bigger

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9467 Date: _____

Activity Name: HS-Vocal Music

Activity Purpose: (define concisely)

To provide an environment in which students can gain insight into the rewards and responsibilities
of the many varied activities associated with a singing/performing ensemble. These include: formal
concerts for public, private, and student organizations; contests and festivals performed around the
Northwest District, and other parts of the country.

REVENUE: Sources of income

		Beginning Balance: \$	3,047.18
a.	<u>Student Fees</u>	\$	4,000.00
b.	_____	\$	_____
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Revenue \$ 4,000.00

Total Revenue Balance \$ 7,047.18

EXPENSES:

		\$	2,000.00
a.	<u>Sheet Music</u>	\$	1,000.00
b.	<u>Equipment</u>	\$	_____
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____
h.	_____	\$	_____
i.	_____	\$	_____

Total Anticipated Expenses \$ 3,000.00

Total Ending Fund Balance \$ 4,047.18

Activity Advisor: Kevin Manly

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9468 Date: 6/15/2018

Activity Name: HS-Band-trip

Activity Purpose: (define concisely)

The FHS Band Trip account is used to accumulate funds for the band trip every 4 years. This
account will help reduce the cost of the trip by allowing students 4 years of fundraising.

REVENUE: Sources of income

	Beginning Balance: \$	<u>1,630.45</u>
a. <u>sales service fundraiser</u>	<u>5,000.00</u>	
b. _____	_____	
c. _____	_____	
d. _____	_____	
e. _____	\$ _____	
f. _____	\$ _____	

Total Anticipated Revenue \$ 5,000.00

Total Revenue Balance \$ 6,630.45

EXPENSES:

a. _____		
b. _____		
c. _____		
d. _____		
e. _____		
f. _____	\$ _____	

Total Anticipated Expenses \$ 0.00

Total Ending Fund Balance \$ 6,630.45

Activity Advisor: Dan Wilson

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9491 Date: 6/15/2018

Activity Name: _____

Activity Purpose: (define concisely)

An organized team uniting students with a common interest in the sport of trapshooting.

FCTC shall be responsible to teach and train student athletes safety and responsibility when handling, maintaining, and storing shotguns.

REVENUE: Sources of income	Beginning Balance: \$	<u>284.80</u>
a. <u>Team Fundraisers</u>	<u>3,000.00</u>	
b. <u>Corporate Sponsorships</u>	<u>2,000.00</u>	
c. <u>Grants</u>	<u>4,000.00</u>	
d. <u>I40 Memorial Coaching Fund</u>	<u>2,500.00</u>	
e. <u>Misc Income</u>	<u>500.00</u>	

Total Anticipated Revenue \$ 12,000.00

Total Revenue Balance \$ 12,284.80

EXPENSES:

a. <u>League fees</u>	\$ <u>840.00</u>
b. <u>Ammunition</u>	\$ <u>1,500.00</u>
c. <u>Clay Targets</u>	\$ <u>3,000.00</u>
d. <u>Toruney fees</u>	\$ <u>630.00</u>
e. <u>Unifroms</u>	\$ <u>2,000.00</u>
f. <u>Misc costs</u>	\$ <u>2,950.00</u>

Total Anticipated Expenses \$ 10,920.00

Total Ending Fund Balance \$ 1,364.80

Activity Advisor: Alex Houck

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: FSA Date: _____

Activity Name: FHS Cafe2U Cart

Activity Purpose: (define concisely)

To give our students functional skills with money and kitchen experience
as well as social interaction with adults.

REVENUE: Sources of income

		Beginning Balance: \$	1,735.37
a.	<u>Weekly Café Cart Sales</u>	\$	1,500.00
b.	_____	\$	_____
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Revenue \$ 1,500.00

Total Revenue Balance \$ 3,235.37

EXPENSES:

a.	<u>Supplies for the cart</u>	\$	600.00
b.	<u>Art Show</u>	\$	100.00
c.	<u>Senior Celebration</u>	\$	100.00
d.	<u>Field Trips</u>	\$	385.00
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Expenses \$ 1,185.00

Total Ending Fund Balance \$ 2,050.37

Activity Advisor: Wendy Shively, Martie Andrews, Jennifer Guerrero

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9470 Date: 6/15/2018

Activity Name: Girls' Basketball Summer Camp

Activity Purpose: (define concisely)
Youth Girls basketball Summer Camp

REVENUE: Sources of income

- a. Camp fee
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 2947.21
\$ 3,000.00
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Anticipated Revenue \$ 3,000.00

Total Revenue Balance \$ 5,947.21

EXPENSES:

- a. t-shirts
- b. Staff
- c. awards
- d. _____
- e. _____
- f. _____

\$ 500.00
\$ 1,500.00
\$ 100.00
\$ _____
\$ _____
\$ _____

Total Anticipated Expenses \$ 2,100.00

Total Ending Fund Balance \$ 3,847.21

Activity Advisor: Brian Rosendale

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9471 Date: 6/15/2018

Activity Name: Boys Basketball Summer Camp

Activity Purpose: (define concisely)
boys basketball camp will be offered to students entering grades 1-6 starting
to work on skill development, strategy, techniques, and fundatmentals

REVENUE: Sources of income	Beginning Balance: \$	<u>3,227.19</u>
a. <u>Camp registration fee</u>	\$	<u>4,500.00</u>
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 4,500.00

Total Revenue Balance \$ 7,727.19

EXPENSES:

a. <u>Camp t-shirts</u>	\$	<u>900.00</u>
b. <u>staff</u>	\$	<u>3,000.00</u>
c. <u>Awards</u>	\$	<u>200.00</u>
d. <u>Lunches</u>	\$	<u>150.00</u>
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 4,250.00

Total Ending Fund Balance \$ 3,477.19

Activity Advisor: Jim Rucki

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9472 Date: 6/15/2018

Activity Name: Trojan Football Summer Camp

Activity Purpose: (define concisely)

Football camp will be held behind Findlay High School for kids entering grades 1-6, with the
emphasis on skill development and having fun playing football.

REVENUE: Sources of income	Beginning Balance: \$	<u>3,149.85</u>
a. <u>Camp fees</u>	\$	<u>3,000.00</u>
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 3,000.00

Total Revenue Balance \$ 6,149.85

EXPENSES:

a. <u>T-shirts</u>	\$	<u>1,000.00</u>
b. <u>staff</u>	\$	<u>500.00</u>
c. <u>Prizes</u>	\$	<u>100.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 1,600.00

Total Ending Fund Balance \$ 4,549.85

Activity Advisor: Mark Ritzler

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9473

Date: 6/24/2016

Activity Name: Summer Band

Activity Purpose: (define concisely)

The purpose of this activity is to prepare new band students for a successful experience in the
school band program. It also allows for more differentiated instruction through like instrument
groupings. Students will have the opportunity to give an initial performance as well as at the end of
the second week.

REVENUE: Sources of income

- a. Tuition \$60x50
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 841.65
 \$ 1,000.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 1,000.00

Total Revenue Balance \$ 1,841.65

EXPENSES:

- a. instructor fee salary not to exceed 21.25 per hour
- b. for 70 hours.
- c. final numbers determined based on enrollment
- d. _____
- e. _____
- f. _____

\$ 1,487.50
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 1,487.50

Total Ending Fund Balance \$ 354.15

Activity Advisor: Daniel Wilson

Building Principal: Ryan Imke

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9474 Date: 6/15/2018

Activity Name: Summer Camp Baseball

Activity Purpose: (define concisely)

Baseball camp will be offered to students entering grades 1-6 for 3 days in June for the purpose of
skill development.

REVENUE: Sources of income

- a. Camp fees
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 1,964.36
 \$ 1,500.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 1,500.00

Total Revenue Balance \$ 3,464.36

EXPENSES:

- a. T-shirt
- b. Staff
- c. Prizes
- d. _____
- e. _____
- f. _____

\$ 400.00
 \$ 600.00
 \$ 200.00
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 1,200.00

Total Ending Fund Balance \$ 2,264.36

Activity Advisor: Jeff Stutzman

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9476 Date: 6/15/2018

Activity Name: Trojan Volleyball Summer Camp

Activity Purpose: (define concisely)

Youth volleyball summer camp

REVENUE: Sources of income

a.	<u>Camp fees</u>	Beginning Balance: \$	<u>2,757.15</u>
b.	_____	\$	<u>2,500.00</u>
c.	_____	\$	_____
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Revenue \$ 2,500.00

Total Revenue Balance \$ 5,257.15

EXPENSES:

a.	<u>T-shirts</u>	\$	<u>500.00</u>
c.	<u>Prizes</u>	\$	<u>200.00</u>
d.	_____	\$	_____
e.	_____	\$	_____
f.	_____	\$	_____

Total Anticipated Expenses \$ 700.00

Total Ending Fund Balance \$ 4,557.15

Activity Advisor: Justin Rohrer

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9477 Date: 6/15/2018

Activity Name: Summer Camp Softball

Activity Purpose: (define concisely)

Softball camp will be offered to students entering grades 1-6 for 3 days in June for the purpose of skill
development.

REVENUE: Sources of income

- a. camp fee
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 645.77
\$ 1,000.00
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Anticipated Revenue \$ 1,000.00

Total Revenue Balance \$ 1,645.77

EXPENSES:

- a. tshirts
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

\$ 300.00
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Total Anticipated Expenses \$ 300.00

Total Ending Fund Balance \$ 1,345.77

Activity Advisor: Paige Jansen

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9493 Date: 6/15/2018

Activity Name: Competitive Cheer

Activity Purpose: (define concisely)

To provide a summer activity for students to participate in competitive cheerleading,
enhancing and developing their fitness and performance skills.

REVENUE: Sources of income

	Beginning Balance: \$	<u>11.73</u>
a. <u>Uniform and Accessories Fees</u>	\$	<u>1,400.00</u>
b. <u>Choreography</u>	\$	<u>800.00</u>
c. <u>Competition Fees</u>	\$	<u>200.00</u>
d. <u>Campwear Fees</u>	\$	<u>250.00</u>
e. <u>Fundraising</u>	\$	<u>1,000.00</u>
f. _____	\$	_____

Total Anticipated Revenue \$ 3,650.00

Total Revenue Balance \$ 3,661.73

EXPENSES:

a. <u>Varisty Spirit Uniforms and Accessories</u>	\$	<u>1,400.00</u>
b. <u>Trisha Hart-Choreography and Music</u>	\$	<u>800.00</u>
c. <u>Competition Fees</u>	\$	<u>200.00</u>
d. <u>Jims Trophies</u>	\$	<u>250.00</u>
e. <u>Fundraising</u>	\$	<u>800.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 3,450.00

Total Ending Fund Balance \$ 211.73

Activity Advisor: Ursulla Jefferson

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: XSCSOC (300-9492) Date: _____

Activity Name: HS-Soccer Summer Camp

Activity Purpose: (define concisely)

To provide basic instruction to youth while having fun in a camp setting

REVENUE: Sources of income

- a. Camp fee
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 0.00
 \$ 4,500.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 4,500.00

Total Revenue Balance \$ 4,500.00

EXPENSES:

- a. t-shirts
- b. Staff
- c. Awards
- d. _____
- e. _____
- f. _____

\$ 800.00
 \$ 1,200.00
 \$ 200.00
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 2,200.00

Total Ending Fund Balance \$ 2,300.00

Activity Advisor: Kevin Shenise / Jon Hayfield

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9490 Date: _____

Activity Name: Summer Tennis Camp

Activity Purpose: (define concisely)

Summer Tennis Camp will be held at FHS for grades 1-8 with an emphasis on technique, skill
development and promoting the sport of tennis. Camp will take place June 24-26

REVENUE: Sources of income

- a. camp fee
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Beginning Balance: \$ 1,200.46
 \$ 2,000.00
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Anticipated Revenue \$ 2,000.00

Total Revenue Balance \$ 3,200.46

EXPENSES:

- a. tshirts
- b. staff
- c. awards/lunches
- d. _____
- e. _____
- f. _____

\$ 500.00
 \$ 1,000.00
 \$ 200.00
 \$ 0.00
 \$ _____
 \$ _____

Total Anticipated Expenses \$ 1,700.00

Total Ending Fund Balance \$ 1,500.46

Activity Advisor: Sean Swisher

Building Principal: Nate Weihrauch

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9901 Date: 6/15/2018

Activity Name: Early Childhood Education I and II

Activity Purpose: (define concisely)

Professional student organization of FCS job training students in Childhood Education.

The goal is to help youth assume their roles in society in the areas of personal growth, leadership,
family life, career-technical education, skill development and community involvement.

REVENUE: Sources of income

	Beginning Balance: \$	<u>505.09</u>
a. <u>Sales & Service projects</u>	\$	<u>300.00</u>
b. <u>Skills USA Dues</u>	\$	<u>1,590.00</u>
c. <u>Donations for service project</u>	\$	<u>200.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 2,090.00

Total Revenue Balance \$ 2,595.09

EXPENSES:

a. <u>Skills USA State and National Dues</u>	\$	<u>1,590.00</u>
b. <u>Skills USA Leadership Activities</u>	\$	<u>300.00</u>
c. <u>Supplies</u>	\$	<u>200.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Expenses \$ 2,090.00

Total Ending Fund Balance \$ 505.09

Activity Advisor: Jackie Glesason

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9904 Date: 6/15/2018

Activity Name: Cosmetology 11

Activity Purpose: (define concisely)

To provide students leadership activities and opportunities through involvement of school and
commnity activities and prgrams. Students will participate in cosmetology fundraisers, Skills USA
rundraisers, community service activities, salon service activities, and skills USA activities.

REVENUE: Sources of income	Beginning Balance: \$	<u>1,000.82</u>
a. <u>Sales /fundraisers</u>	\$	<u>1,000.00</u>
b. <u>Skills USA dues</u>	\$	<u></u>
c. <u>Donations/Gifts</u>	\$	<u>250.00</u>
d. <u></u>	\$	<u></u>
e. <u></u>	\$	<u></u>
f. <u></u>	\$	<u></u>

Total Anticipated Revenue \$ 1,250.00

Total Revenue Balance \$ 2,250.82

EXPENSES:

a. <u>Field Trips</u>	\$	<u>350.00</u>
b. <u>Donations/gifts/supplies</u>	\$	<u>300.00</u>
c. <u>Skills USA Dues to local Chapter</u>	\$	<u></u>
d. <u>Social Activities/Awards</u>	\$	<u>300.00</u>
e. <u>Sales/Fundraisers</u>	\$	<u>300.00</u>
f. <u></u>	\$	<u></u>

Total Anticipated Expenses \$ 1,250.00

Total Ending Fund Balance \$ 1,000.82

Activity Advisor: Heather Schroder

Building Principal: Pam Hamlin

Superintendent:

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9905 Date: 6/15/2018

Activity Name: Cosmetology 12

Activity Purpose: (define concisely)

To provide students leadership activities and opportunities through involvement of school and
community activities and programs. Students will participate in cosmetology fund raisers, Skills
USA fundraiser, community service activities, and Skills USA activities

REVENUE: Sources of income	Beginning Balance: \$	<u>456.56</u>
a. <u>Sales/Fundraisers</u>	\$	<u>2,000.00</u>
b. <u>Skills USA/Dues</u>	\$	<u> </u>
c. <u>Donation</u>	\$	<u>250.00</u>
d. <u> </u>	\$	<u> </u>
e. <u> </u>	\$	<u> </u>
f. <u> </u>	\$	<u> </u>

Total Anticipated Revenue \$ 2,250.00

Total Revenue Balance \$ 2,706.56

EXPENSES:

a. <u> </u>	\$	<u> </u>
b. <u>Sales/Fundraisers/senior trip</u>	\$	<u>1,500.00</u>
c. <u>Donations/ gifts/supplies</u>	\$	<u>250.00</u>
d. <u>Field Trip/Skills USA</u>	\$	<u>250.00</u>
e. <u>Social Activity/Awards</u>	\$	<u>250.00</u>
f. <u> </u>	\$	<u> </u>

Total Anticipated Expenses \$ 2,250.00

Total Ending Fund Balance \$ 456.56

Activity Advisor: Heather Schroeder

Building Principal: Pam Hamlin

Superintendent:

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9925 Date: 6/15/2018

Activity Name: MS-Auto Tech Prep

Activity Purpose: (define concisely)

To provide an opportunity for students to develop character, leadership, and citizenship.

To help prepare students to accept adult status with sill and understanding.

To provide an opportunity for students to better understand and develop employability skills.

REVENUE: Sources of income

	Beginning Balance: \$	<u>7,499.81</u>
a. <u>Sales/Fundraisers</u>	\$ <u>1,600.00</u>	
b. <u>Skills USA/Dues</u>	\$ <u>1,800.00</u>	
c. <u>Donation</u>	\$ <u>1,400.00</u>	
d. <u>Shop and Lab income</u>	\$ <u>1,400.00</u>	
e. _____	\$ _____	
f. _____	\$ _____	

Total Anticipated Revenue \$ 6,200.00

Total Revenue Balance \$ 12,775.04

EXPENSES:

a. <u>Skills USA dues to Local Chapter</u>	\$ <u>1,800.00</u>
b. <u>Leadership Activities</u>	\$ <u>3,000.00</u>
d. <u>Cars/parts/supplies</u>	\$ <u>800.00</u>
e. <u>sales and service proj.</u>	\$ <u>600.00</u>
f. _____	\$ _____

Total Anticipated Expenses \$ 6,200.00

Total Ending Fund Balance \$ 6,575.04

Activity Advisor: Tim Stroub/Paul Waldman

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9926 Date: 6/15/2018

Activity Name: MS-Computer Networking

Activity Purpose: (define concisely)
To provide student leadership skills through class activities, contests and social activities.

REVENUE: Sources of income	Beginning Balance: \$	<u>594.43</u>
a. <u>Sales & Service Projects</u>	\$	<u>1,000.00</u>
b. <u>Student Dues</u>	\$	<u>900.00</u>
c. <u>Donations</u>	\$	<u>200.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 2,100.00

Total Revenue Balance \$ 2,694.43

EXPENSES:		
a. <u>Sales & Service Projects</u>	\$	<u>600.00</u>
b. <u>Student Dues</u>	\$	<u>900.00</u>
c. <u>Donations</u>	\$	<u>100.00</u>
d. <u>Class Activities</u>	\$	<u>300.00</u>
e. <u>Misc. Stud. Supplies, clothing etc.</u>	\$	<u>200.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 2,100.00

Total Ending Fund Balance \$ 594.43

Activity Advisor: Greg Johnson

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9934 Date: 6/15/2018

Activity Name: MS-Welding Technology

Activity Purpose: (define concisely)
To promote student leadership through educational, social and business-related activities.

REVENUE: Sources of income	Beginning Balance: \$	<u>5,036.24</u>
a. <u>Sales/Service Projects (fund raisers)</u>	\$	<u>1,500.00</u>
b. <u>Donations</u>	\$	<u>1,000.00</u>
c. <u>Scrap Metal</u>	\$	<u>500.00</u>
d. <u>Skills USA</u>	\$	<u>3,600.00</u>
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 6,600.00

Total Revenue Balance \$ 11,636.24

EXPENSES:

a. <u>Skills USA</u>	\$	<u>3,600.00</u>
b. <u>Field Trip</u>	\$	<u>400.00</u>
c. <u>Leadership & Social Activities</u>	\$	<u>800.00</u>
d. <u>Coats</u>	\$	<u>1,500.00</u>
e. <u>Misc. supplies, services and materials</u>	\$	<u>300.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 6,600.00

Total Ending Fund Balance \$ 5,036.24

Activity Advisor: Tyler Bame/Bruce Schomaeker

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9938 Date: 6/15/2018

Activity Name: MS-DECA-Marketing

Activity Purpose: (define concisely)

This Co-curricular student youth organization is designed to develop civic consciousness, leadership
vocational understanding, and social intelligence. Students may participate in fund raising and
leadership activities, character building, and social activities along with competing in local, district,
state, and international skill and leadership conferences.

REVENUE: Sources of income	Beginning Balance: \$	<u>2,306.61</u>
a. <u>Sales Project-Daisies and more</u>	\$	<u>7,000.00</u>
b. _____	\$	_____
c. _____	\$	_____
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Revenue \$		<u>7,000.00</u>
Total Revenue Balance \$		<u>9,306.61</u>

EXPENSES:		
a. <u>Sales Project-Daisies and more</u>	\$	<u>5,000.00</u>
c. <u>contests, travel expense, social activities</u>	\$	<u>1,500.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Expenses \$		<u>6,500.00</u>
Total Ending Fund Balance \$		<u>2,806.61</u>

Activity Advisor: Aaron Roth

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9955 Date: 6/15/2018

Activity Name: MS-Hospitality and Restaurant Services

Activity Purpose: (define concisely)

To promote student learning, leadership and community partnership.

REVENUE: Sources of income

	Beginning Balance: \$	<u>160.96</u>
a. <u>Sale/Service Projects</u>	\$	<u>2,000.00</u>
b. <u>Donations</u>	\$	<u>100.00</u>
c. <u>Dues</u>	\$	<u>300.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 2,400.00

Total Revenue Balance \$ 2,560.96

EXPENSES:

a. <u>Sales/service projects</u>	\$	<u>1,200.00</u>
b. <u>field trips/meetings</u>	\$	<u>200.00</u>
c. <u>awards, donations and incentives</u>	\$	<u>300.00</u>
d. <u>misc. supplies for above activities</u>	\$	<u>400.00</u>
e. <u>leadership and social activities</u>	\$	<u>300.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 2,400.00

Total Ending Fund Balance \$ 160.96

Activity Advisor: Julie Lane

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9959 Date: 6/15/2018

Activity Name: MS-Programing

Activity Purpose: (define concisely)

To provide students with leadership skills through class activities, contests and social activities.

REVENUE: Sources of income

	Beginning Balance: \$	3,231.81
a. <u>Sales projects</u>	\$	500.00
b. <u>Service projects</u>	\$	350.00
c. <u>BPA dues</u>	\$	750.00
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 1,600.00

Total Revenue Balance \$ 4,831.81

EXPENSES:

a. <u>Skills USA dues</u>	\$	750.00
b. <u>Service projects</u>	\$	100.00
c. <u>Leadership activities</u>	\$	250.00
d. <u>Sales projects</u>	\$	250.00
e. <u>decorations and supplies</u>	\$	200.00
f. <u>donations</u>	\$	50.00

Total Anticipated Expenses \$ 1,600.00

Total Ending Fund Balance \$ 3,231.81

Activity Advisor: Michael Magnes

Building Principal: Pam Hamlin

Superintendent: _____

CHECK	DATE	NUMBER	VENDOR - NAME	AMOUNT	O-STS-C	REC/VD
82631	04/05/18	4440	* BAKER, PATRICK	13.95	W	W
89785	07/17/18	4882	* HUDOK, KRISTIN	10.00	W	W
89790	07/17/18	4091	* PARRIOTT, LAUREN	10.00	W	W
90198	08/23/18	5144	* KIN, KATHERINE	98.84	W	W
90622	09/20/18	3717	GERTZ, CARSON	138.78	W	W
91954	12/20/18	168	BLUFFTON EXEMPTED	105.00	W	W
92174	01/17/19	4869	* WICINSKI, JUDITH	28.13	W	W
92730	02/26/19	4015	* DUNN, TRACI	50.00	W	W
92950	03/14/19	7594	LEARN21	4,920.00	W	W
92965	03/14/19	1142	OHIO ORTHOPAEDICS & SPORTS	14,653.20	W	W
93224	04/04/19	5439	* TIELL, TAMMIE	47.01	W	W
93312	04/11/19	4899	* STACEY, MARLA	31.50	W	W
93366	04/11/19	3114	PARTY PLACE	27.97	W	W
93732	05/16/19	4222	* ALLSOP, ALYSSA	475.00	W	W
93794	05/16/19	4118	* CHOMIC, JASON	475.00	W	W
93891	05/16/19	4679	* KUENZLI, LEIGH ANN	475.00	W	W
93957	05/16/19	4383	* PRIDEMORE, SARAH	475.00	W	W
93977	05/16/19	4294	* RYAN, DENISE	475.00	W	W
93978	05/16/19	4269	* SANCHEZ-VIGIL, SEPHANIE	475.00	W	W
94216	05/23/19	2494	TROJAN CLUB	1,950.00	W	W
94244	05/23/19	6315	ORIENTAL TRADING CO INC	276.68	W	W

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 200-9961 Date: 6/15/2018

Activity Name: MS- Engineering and CAD

Activity Purpose: (define concisely)
To provide student leadership skills through class activities, contests and social activities.

REVENUE: Sources of income	Beginning Balance: \$	2,492.48
a. <u>Sales & service Projects</u>	\$	<u>1,000.00</u>
b. <u>Student Dues</u>	\$	<u>800.00</u>
c. <u>Donations</u>	\$	<u>200.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 2,000.00

Total Revenue Balance \$ 4,492.48

EXPENSES:		
a. <u>Sales & Service Projects</u>	\$	<u>500.00</u>
b. <u>Student Dues</u>	\$	<u>800.00</u>
c. <u>Donations</u>	\$	<u>200.00</u>
d. <u>class activities</u>	\$	<u>200.00</u>
e. <u>misc. student supplies, clothing, etc.</u>	\$	<u>300.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 2,000.00

Total Ending Fund Balance \$ 2,492.48

Activity Advisor: Craig Perry

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9966 Date: 6/15/2018

Activity Name: MS-Office Services

Activity Purpose: (define concisely)

To provide Millstream Office Services' students with opportunities to gain leadership and business
skills through participation in Skills USA for meetings and
competitions and for the field trips to related businesses. To use the incentives to reward students
for efforts and academic achievement. To provide for supplies and items for projects and or sales
fund raisers and for the community service projects.

REVENUE: Sources of income	Beginning Balance: \$	<u>4,269.00</u>
a. <u>Student dues</u>	\$	<u>1,176.00</u>
b. <u>Sales Projects</u>	\$	<u>800.00</u>
c. <u>Service projects</u>	\$	<u>500.00</u>
d. <u>Donations</u>	\$	<u>125.00</u>
e. _____	\$	_____
f. _____	\$	_____
Total Anticipated Revenue \$		<u>2,601.00</u>
Total Revenue Balance \$		<u>6,870.00</u>

EXPENSES:

a. <u>Student dues</u>	\$	<u>1,176.00</u>
b. <u>sales items supplies</u>	\$	<u>500.00</u>
c. <u>student leadership activities</u>	\$	<u>350.00</u>
d. <u>field trips</u>	\$	<u>325.00</u>
e. <u>student apparel and supplies</u>	\$	<u>250.00</u>
f. _____	\$	_____
Total Anticipated Expenses \$		<u>2,601.00</u>
Total Ending Fund Balance \$		<u>4,269.00</u>

Activity Advisor: Jan Miller

Building Principal: Pam Hamlin

Superintendent: _____

FINDLAY CITY SCHOOLS
STUDENT ACTIVITY BUDGET

Activity Code: 300-9917 Date: 6/15/2018

Activity Name: MS-Culinary Arts 1 and 2

Activity Purpose: (define concisely)

Professional organization for FCS students job training. The goal is to help our students assume
responsible roles in society, in terms of personal growth, career preparation, leadership and
community service.

REVENUE: Sources of income	Beginning Balance: \$	<u>2,644.31</u>
a. <u>sales</u>	\$	<u>65,000.00</u>
b. <u>student dues</u>	\$	<u>5,000.00</u>
c. <u>resturant income and tips</u>	\$	<u>4,300.00</u>
d. _____	\$	_____
e. _____	\$	_____
f. _____	\$	_____

Total Anticipated Revenue \$ 74,300.00

Total Revenue Balance \$ 76,944.31

EXPENSES:

a. <u>Skills USA dues</u>	\$	<u>1,500.00</u>
b. <u>IT fees</u>	\$	<u>500.00</u>
c. <u>supplies</u>	\$	<u>65,000.00</u>
d. <u>Field trips</u>	\$	<u>1,000.00</u>
e. <u>Scholarships</u>	\$	<u>1,000.00</u>
f. _____	\$	_____

Total Anticipated Expenses \$ 69,000.00

Total Ending Fund Balance \$ 7,944.31

Activity Advisor: Gordon Myers

Building Principal: Pam Hamlin

Superintendent: _____



Findlay High School Athletic Department



“Educating and Empowering for Life”

Budget Summary 2019-2020

Projected Expenditures 2019-2020

Program	Supplies / Equipment	Purchased Services	Total
Boys' Soccer	\$2,000.00	\$3,500.00	\$5,700.00
Girls' Soccer	\$2,000.00	\$3,500.00	\$5,700.00
Volleyball	\$3,000.00	\$3,000.00	\$6,000.00
Boys' Basketball	\$5,000.00	\$7,000.00	\$12,000.00
Girls' Basketball	\$5,000.00	\$7,000.00	\$12,000.00
Golf	\$3,000.00	\$4,000.00	\$7,000.00
Tennis	\$700.00	\$300.00	\$1,000.00
Ice Hockey	\$5,000.00	\$15,000.00	\$20,000.00
Swim/Dive	\$1,000.00	\$5,000.00	\$6,000.00
Gymnastics	\$1,000.00	\$2,400.00	\$3,400.00
Football	\$9,000.00	\$8,000.00	\$17,000.00
Wrestling	\$1,500.00	\$6,000.00	\$7,500.00
Softball	\$2,500.00	\$3,000.00	\$5,500.00
Baseball	\$2,500.00	\$3,000.00	\$5,500.00
Track	\$3,000.00	\$3,000.00	\$7,000.00
Cross Country	\$500.00	\$1500.00	\$2,000.00
Cheerleading	\$1,000.00	\$300.00	\$1,300.00
Athletic Training	\$5,300.00	\$0.00	\$5,300.00
Strength Training	\$5,000.00	\$0.00	\$5,000.00

Total: \$134,900

Projected Revenues 2019-2020

Program	Total
Boys' Soccer	\$8,000.00
Girls' Soccer	\$7,000.00
Volleyball	\$7,000.00
Boys' Basketball	\$25,000.00
Girls' Basketball	\$10,000.00
Golf	\$3,000.00
Tennis	\$0.00
Ice Hockey	\$30,000.00
Swim/Dive	\$0.00
Gymnastics	\$500.00
Football	\$60,000.00
Wrestling	\$6,500.00
Softball	\$0.00
Baseball	\$0.00
Track	\$0.00
Cross Country	\$0.00
Cheerleading	\$0.00
Athletic Training	\$0.00
Strength Training	\$0.00
Rental Fee	\$5,000.00
Sport Passes	\$20,000.00
Sponsorships	\$15,000.00
Programs	\$3,000.00

Total: \$184,500.00

General Operational Expenditures

Awards	\$6,000.00	
Varsity 'F's'		\$1300.00
Numerals		\$800.00
Senior Plaques, Frames & Mat Board		\$900.00
3 Year & 4 Year Awards		\$500.00
All-State Trophies		\$300.00
All-State Plaques		\$500.00
All-League/All-Sports Banners		\$100.00
Award Night Trophies		\$1600.00

General Operational Expenditures Continued

Office Supplies	\$3,000.00	
Stamps		\$650.00
Envelopes		\$150.00
Award Certificates		\$500.00
CD's		\$50.00
Labels		\$50.00
Mailing		\$1,500.00
Printer/Copier/Scan		\$100.00
Scouting Reimbursement	\$1,000.00	
Coaches' Equipment	\$14,000.00	
Printing	\$9,000.00	
Game Programs		\$7,000.00
Misc. Signs (playoff, sign shack)		\$500.00
Printing (Summer Camp, Sponsorships, etc)		\$1,500.00
League Dues	\$1,850.00	
TRAC Dues		\$500.00
NWOHC Dues		\$500.00
Soccer Assigner Fees		\$300.00
Hockey Assigner Fees		\$300.00
NWOGL		\$250.00
High School Transportation*	\$8,000.00	
Game Worker Equipment/Supplies	\$15,000.00	
Game Security	\$5,000.00	
General Equipment	\$2,000.00	
Camera / Software		\$1,000.00
General Repairs		\$1,000.00
Total:	\$64,850.00	

2019-2020 Projected Expenditure: \$199,750.00
2019-2020 Projected Revenue: \$200,000.00

Personal Improvement: \$15,000.00 for Facilities.

Outdoor weight room	60 x 30, Sand, Sports Equipment Specialist	\$10,000.00
School Pride	Program Graphics	\$5,000.00

**FINDLAY CITY SCHOOLS TREASURER'S REPORT
JUNE 2019**

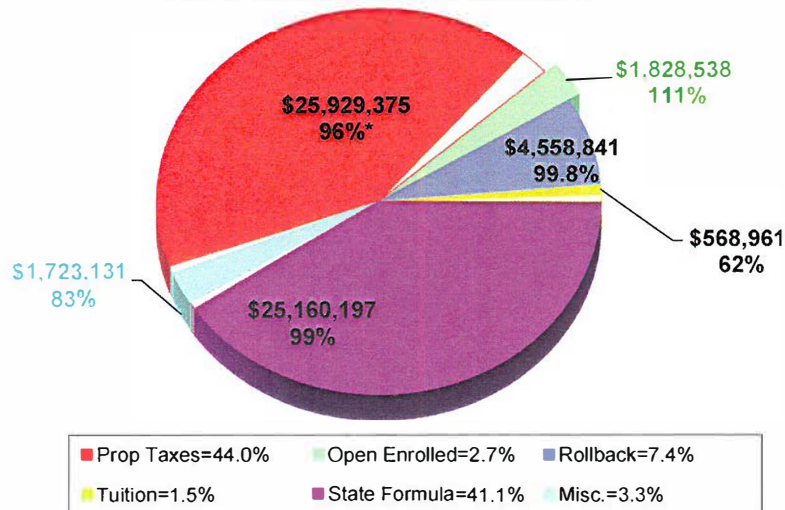
FUND	June 30, 2018	JUL-JUN	YTD % OF	JUL-JUN	YTD % OF	June 30, 2019	OUTSTANDING	UNENCUMBERED	UNENCUMBERED	UNENCUMBERED
	CASH BALANCE	RECEIPTS	BUDGET	EXPENSES	BUDGET	CASH BALANCE	ENCUMBRANCES	BAL. June 30, 2019	Bal. June 30, 2018	Bal. June 30, 2017
GENERAL	\$ 10,908,253	\$ 59,769,042	96.4%	\$ 62,943,574	96.8%	\$ 7,733,721	\$ 923,916	\$ 6,809,805 +	\$ 9,480,079	\$ 9,866,563
27-YEAR 2010 BOND DEBT	1,054,579	4,052,857	100.5%	4,083,348	100.0%	1,024,088	-	1,024,088	1,054,579	976,103
PERMANENT IMPRVMT	2,979,014	2,237,084	101.7%	2,249,726	52.3%	2,966,372	1,694,990	1,271,382	1,960,101	1,544,290
2010 BOND PROCEEDS	387,391	9,403	94.0%	-	0.0%	396,793	-	396,793	387,391	624,649
FOOD SERVICE	393,012	1,499,585	75.0%	1,546,984	78.6%	345,613	149,512	196,101	222,416	246,198
ENDOWMENTS & TRUSTS	1,221,421	387,216	89.2%	375,732	69.2%	1,232,905	106,034	1,126,871	1,153,267	878,462
NEW BLDG MAINTENANCE	1,888,818	405,522	97.9%	652,629	69.1%	1,641,711	290,527	1,351,184	1,643,310	1,597,572
MILLSTREAM	158,554	743,448	91.2%	752,482	81.2%	149,520	3,969	145,551	153,075	425,721
PUBLIC SUPPORT	137,147	171,107	114.1%	184,473	87.4%	123,782	3,418	120,363	126,064	127,535
FABSS	111,364	157,114	92.4%	189,667	90.3%	78,811	-	78,811	111,364	150,704
HEALTH INSURANCE	1,812,133	9,977,247	110.9%	10,076,376	99.8%	1,713,004	23,621	1,689,383	1,812,133	1,280,730
STUDENT ACTIVITIES	126,758	97,274	46.3%	89,633	48.5%	134,400	3,219	131,181	121,858	126,605
DISTRICT ACTIVITIES	496,456	670,534	134.1%	743,867	90.6%	423,123	47,592	375,532	424,536	337,411
AUXILIARY SRVCS	29,051	352,468	90.4%	359,240	86.1%	22,278	22,278	0	1,813	11,262
STATE GRANTS	13,505	88,914	68.9%	66,654	50.2%	35,765	979	34,786	10,808	9,875
FEDERAL GRANTS	79,490	2,971,842	81.3%	3,022,386	88.9%	28,946	56,954	(28,008)	30,281	1,741
OTHER MISC FUNDS	821,006	1,021,432	102.3%	903,761	75.1%	938,677	69,206	869,471	726,067	728,485
TOTALS	\$ 22,617,952	\$ 84,612,089	97.1%	\$ 88,240,530	93.0%	\$ 18,989,511	\$ 3,396,215	\$ 15,593,296	\$ 19,419,142	\$ 18,933,907

+NOTE: General fund unencumbered balance includes \$183,814 in Workers Comp Risk Reduction Fund (001-9195)

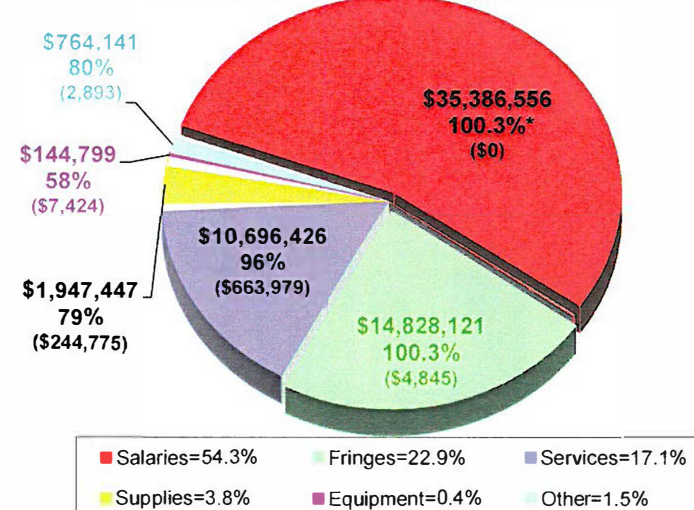
= funds related to OSFC building project for two (2) new middle schools and new Millstream Career Center

= includes about 60 funds where the district manages student extracurriculars (e.g. athletic & music groups and camps, yearbook, etc.)

FY 2019 GENERAL FUND REVENUE



FY 2019 GENERAL FUND EXPENSE



*Pie percentages indicate estimated revenue received or budgeted expense spent/encumbered from each category. For example, 96% of FY19 estimated property tax revenue (red) has been received to date.

Figures in parentheses in the expense pie chart indicate amount of year-end encumbrances (purchase orders) included in expense figure.

**Findlay City School District
Bank Reconciliation
2019
Month of June**

FUND BALANCES ON BOARD BOOKS

\$ 18,989,511.12

Bank Statement Balance

Fifth-Third Bank	1,918,128.66	
Athletic Petty Cash (4) 1/24/00	14,000.00	
FHS Guidance Petty Cash 1/14/02	2,000.00	
Treasurer/Transportation Petty Cash 10/9/00	200.00	
Food Service Change 8/13/01	1,027.00	
MS Change 7/16/01	200.00	
Outstanding Checks	(607,547.38)	
Total Bank Balances		<u>1,328,008.28</u>

Investments

Fifth-Third Bank Securities 6/30/19	1,481,655.91	
Fifth-Third Invested Bond Proceeds 6/30/19	396,798.39	
Multi-Bank Securities	11,248,188.17	
Other Bank CDs	3,668,665.97	
Star Ohio 6/30/19	872,623.15	
Total Investments		<u>17,667,931.59</u>

Adjustments

6/30 Common Remitter amount included in STAR balance	(5,685.00)
Deposits in bank yet to be coded on books	(743.75)

Total Bank Balances and Investments after Adjustments

\$ 18,989,511.12

I do hereby certify the above to be true and accurate.


Michael T Barnhart, Treasurer

Findlay City Schools Investments Fiscal Year 2019

Par Amount	Type	Issued Date	Maturity Date	Interest Rate	Cost Basis	Market Value
Fifth Third Securities						
11,656	5th 3rd Govt MM fund Class A			2.230%	\$ 11,655.91	\$ 11,655.91
245,000	Goldman Sachs Bank CD	11/15/2017	11/16/2020	2.000%	245,000.00	244,377.70
245,000	Ally Bank CD	11/16/2017	11/16/2020	2.000%	245,000.00	244,377.70
245,000	State Bank of India CD, New York	6/19/2019	6/21/2021	2.500%	245,000.00	245,188.65
245,000	Barclays CD	7/26/2017	7/26/2021	2.050%	245,000.00	244,218.45
245,000	Orrstown Bank CD, Pennsylvania	6/21/2019	6/21/2022	2.450%	245,000.00	245,147.00
245,000	CF Bank CD, Fairlawn, OH	3/15/2019	6/15/2023	2.750%	245,000.00	246,940.40
Subtotal Fifth Third		Weighted Average Return		2.291%	\$ 1,481,655.91	\$ 1,481,905.81

Miscellaneous Banks

98,000	Citizens National CD (2 of 2)	7/9/2014	7/9/2019	1.050%	98,000.00	
245,000	Charter Bank CD, Georgia	2/11/2015	2/11/2020	1.650%	245,000.00	
195,000	Citizens National CD (1 of 2)	8/3/2015	8/3/2020	1.740%	195,000.00	
245,000	Discover Bank CD	2/22/2018	2/22/2021	2.550%	245,000.00	
245,000	HSBC Bank CD	3/21/2016	3/10/2021	2.750%	245,000.00	
200,000	Comenity Bank CD, Wilmington	3/23/2016	3/23/2021	1.800%	200,000.00	
100,000	First Federal CD	7/29/2016	7/29/2021	1.740%	100,000.00	
195,000	Wells Fargo Bank CD, Sioux Falls	8/31/2016	8/31/2021	1.600%	195,000.00	
184,000	West Town Bank CD	8/31/2016	8/31/2021	1.350%	184,000.00	
248,000	EverBank CD, Jacksonville, FL	9/7/2016	9/7/2021	1.550%	248,000.00	
242,666	Old Fort Bank CD	10/23/2018	10/23/2021	2.470%	242,665.97	
245,000	Farmers & Merchants State Bank CD	2/25/2019	2/25/2022	2.750%	245,000.00	
245,000	Farmers Bank CD, Berlin, WI	2/23/2018	2/23/2022	2.450%	245,000.00	
245,000	First Bank CD, Richmond, IN	3/16/2018	3/16/2022	2.650%	245,000.00	
245,000	Citibank CD, Sioux Falls SD	4/24/2018	4/25/2022	2.900%	245,000.00	
246,000	Morgan Stanley Bank CD	2/8/2018	2/8/2023	2.650%	246,000.00	
245,000	Allegiance Bank CD, Houston, TX	2/14/2018	2/14/2023	2.650%	245,000.00	
Subtotal Miscellaneous Banks		Weighted Average Return		2.224%	\$ 3,668,665.97	

Multi-Bank Securities

150,000	Ohio Valley Bank CD	7/24/2014	7/23/2019	1.800%	150,007.40	
249,000	Civista Bank CD, Sandusky	2/22/2016	8/12/2019	1.450%	249,118.70	
143,929	FHLB Note	4/28/2015	4/28/2020	1.700%	143,928.57	
249,000	State Bank & Trust CD, Defiance	2/17/2016	2/17/2021	1.600%	249,000.00	
114,000	FHLB Note	2/26/2016	2/26/2021	1.690%	114,000.00	
900,000	Federal Farm Credit Bank	4/10/2017	4/20/2021	1.620%	902,718.00	
249,000	Nationwide Bank CD	11/18/2016	11/18/2021	1.500%	249,000.00	
245,000	Signature Bank CD	5/18/2018	11/18/2022	2.900%	245,000.00	
950,000	Freddie Mac	2/28/2018	2/28/2023	2.700%	950,000.00	
245,000	JP Morgan Chase CD	3/16/2018	3/16/2023	2.900%	245,000.00	
950,000	Freddie Mac	7/30/2018	7/26/2023	3.250%	950,000.00	
249,000	Genoa Bank CD	7/27/2018	7/27/2023	3.100%	249,000.00	
950,000	FHLB Note	2/28/2019	11/28/2023	3.000%	951,415.50	
900,000	FHLB Note	2/28/2019	2/28/2024	3.000%	900,000.00	
900,000	Freddie Mac	3/11/2019	3/11/2024	3.000%	900,000.00	
900,000	Freddie Mac	4/15/2019	4/15/2024	2.800%	900,000.00	
1,000,000	Freddie Mac	4/18/2019	4/18/2024	2.860%	1,000,000.00	
950,000	Freddie Mac	5/22/2019	5/22/2024	2.800%	950,000.00	
950,000	Freddie Mac	6/17/2019	6/17/2024	2.500%	950,000.00	
Subtotal Multi-Bank Securities		Weighted Average Return		2.651%	\$ 11,248,188.17	

Liquid Investment Accounts

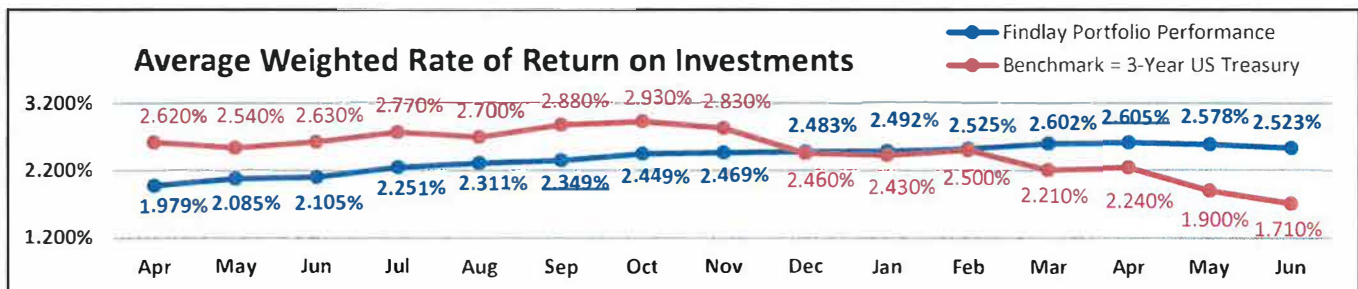
StarOhio	Liquid Wtd Avg Return	2.480%	872,623.15	6/30/2019
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GRAND TOTAL INVESTMENTS

Grand Total Wtd Avg Return 2.521%

\$ 17,271,133.20

Non-Liquid Weighted Average Return 2.523%



**Findlay City Schools Bond Proceed Investments
Fiscal Year 2019**

Par Amount	Type	Issued Date	Maturity Date	Interest Rate	Cost Basis	Market Value
<u>Fifth Third Securities (2010 Bond Proceeds)</u>						
138,798	5th 3rd Govt MM fund Class A			2.230%	\$ 138,798.39	\$ 138,798.39
10,000	American Express Bank CD, Utah	7/24/2014	7/24/2019	2.000%	10,000.00	9,998.00
248,000	Wells Fargo Bank CD	1/10/2018	1/10/2023	2.600%	248,000.00	248,411.68
Total of Invested 2010 Bond Proceeds					\$ 396,798.39	\$ 397,208.07

as prepared by
Mike Barnhart
7/2/2019

FINDLAY CITY SCHOOLS
 Financial Report by Fund

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
10,908,252.77	2,407,558.14	59,769,041.94	4,934,959.76	62,943,573.56	7,733,721.15	923,915.90	6,809,805.25
TOTAL FOR Fund 001 - GENERAL:							
1,054,578.80	0.00	4,052,856.96	0.00	4,083,347.50	1,024,088.26	0.00	1,024,088.26
TOTAL FOR Fund 002 - BOND RETIREMENT:							
2,979,013.65	18,473.08	2,237,083.82	331,080.63	2,249,725.72	2,966,371.75	1,694,990.05	1,271,381.70
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
387,390.81	812.35	9,402.58	0.00	0.00	396,793.39	0.00	396,793.39
TOTAL FOR Fund 004 - BUILDING:							
393,012.41	96,686.13	1,499,584.88	60,658.23	1,546,983.91	345,613.38	149,511.89	196,101.49
TOTAL FOR Fund 006 - FOOD SERVICE:							
550,690.23	46.16	378,323.98	64,118.89	375,732.17	553,282.04	85,033.63	468,248.41
TOTAL FOR Fund 007 - SPECIAL TRUST:							
670,730.89	8,014.31	8,892.08	0.00	0.00	679,622.97	21,000.00	658,622.97
TOTAL FOR Fund 008 - ENDOWMENT:							
436,971.90	2,680.14	390,603.99	13,960.46	355,210.76	472,365.13	56,831.00	415,534.13
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 010 - CLASSROOM FACILITIES:							
66,733.38	2,625.53	115,648.86	3,941.67	105,423.12	76,959.12	2,799.10	74,160.02
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:							
158,553.67	40.00	743,448.46	96,812.64	752,482.38	149,519.75	3,968.87	145,550.88
TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES:							
137,147.48	5,672.39	171,107.38	14,431.51	184,473.21	123,781.65	3,418.27	120,363.38
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
317,300.78	167,706.69	413,832.16	124,736.68	344,004.29	387,128.65	9,576.36	377,552.29
TOTAL FOR Fund 019 - OTHER GRANT:							
111,364.22	1,388.00	157,114.15	10,999.80	189,667.19	78,811.18	0.00	78,811.18
TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:							
0.00	0.00	101,347.14	7,410.72	99,122.58	2,224.56	0.00	2,224.56
TOTAL FOR Fund 022 - DISTRICT AGENCY:							
1,812,132.81	656,970.77	9,977,246.87	909,792.74	10,076,375.80	1,713,003.88	23,621.09	1,689,382.79
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:							

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 506 - RACE TO THE TOP:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 516 - IDEA PART B GRANTS:							
46,700.76	240,431.26	1,246,242.22	166,260.35	1,286,873.00	6,069.98	24,491.89	18,421.91-
TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198							
0.00	0.00	199,474.51	11,828.77-	199,474.51	0.00	0.00	0.00
TOTAL FOR Fund 532:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 533 - TITLE II D - TECHNOLOGY:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 536 - TITLE I SCHOOL IMPROVEMENT A:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 537 - TITLE I SCHOOL IMPROVEMENT G:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 542 - NUTRITION EDUCATION/TRAIN PGM							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:							
0.00	433.97	14,577.97	433.97	14,577.97	0.00	0.00	0.00
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE							
23,554.89	223,635.84	1,207,863.50	131,713.79	1,208,542.17	22,876.22	30,308.84	7,432.62-
TOTAL FOR Fund 573 - TITLE V INNOVATIVE EDUC PGM:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 584 - DRUG FREE SCHOOL GRANT FUND:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 587 - IDEA PRESCHOOL-HANDICAPPED:							
0.00	3.47	60,460.07	14.67	60,460.07	0.00	0.00	0.00
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:							
0.00	2,664.85	183,935.04	2,664.85	183,935.04	0.00	0.00	0.00
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND							
9,234.50	7,679.75	59,288.35	1,146.60	68,522.85	0.00	2,153.10	2,153.10-
GRAND TOTALS:							
22,617,952.00	3,904,651.70	84,612,088.70	7,107,196.71	88,240,529.58	18,989,511.12	3,396,215.49	15,593,295.63

FINANCIAL REVENUE REPORT
Processing Month: June 2019
FINDLAY CITY SCHOOLS

Fnd Rcpt	Sec	Subjt	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
001	1111	0000	000000	000 REAL ESTATE TAX	27,282,950.00	25,929,374.78	.00	1,353,575.22	95.0%
001	1122	0000	000000	000 PERSONAL PROPERTY TAX	.00	.00	.00	.00	0.0%
001	1211	0000	000000	000 TUITION - PARENTS - REGULAR	.00	.00	.00	.00	0.0%
001	1221	0000	000000	000 TUITION - OTHER DISTRICTS - REGULAR	280,000.00	141,235.72	578.78-	138,764.28	50.4%
001	1221	0006	000000	000 JV50 SB14 SF-14	.00	.00	.00	.00	0.0%
001	1222	0000	000000	000 TUITION - PARENTS - SUMMER SCHOOL	15,000.00	8,921.33	2,874.70	6,078.67	59.5%
001	1222	0000	000000	201 TUITION - PARENTS - BAND SUMMER SCHOOL	.00	.00	.00	.00	0.0%
001	1223	0000	000000	000 TUITION - OTHER DISTRICTS - SPECIAL ED	600,000.00	575,546.19	2,543.52	24,453.81	95.9%
001	1224	0000	000000	000 TUITION - OTHER DISTRICTS - VOCATIONAL	30,000.00	155,780.52-	.00	185,780.52	519.3%
001	1224	0300	000000	000 VOCATIONAL REVENUE FROM FDA	.00	961.66-	.00	961.66	0.0%
001	1227	0000	000000	000 FOUNDATION - OPEN ENROLLMENT	1,650,000.00	1,828,537.51	152,354.10	178,537.51-	110.8%
001	1410	0000	000000	000 INTEREST ON INVESTMENTS	250,000.00	277,422.11	31,451.16	27,422.11-	111.0%
001	1710	0000	000000	000 old	.00	.00	.00	.00	0.0%
001	1740	0000	000000	302 PARKING FEES - FHS	9,000.00	7,201.60	4.00	1,798.40	80.0%
001	1810	0000	000000	000 RENTAL SCHOOL PROPERTY	25,000.00	12,699.50	3,838.50	12,300.50	50.8%
001	1820	0000	000000	000 GIFTS & DONATIONS	5,000.00	7,786.28	.00	2,786.28-	155.7%
001	1820	0001	000000	000 DONATIONS - WEIGHTROOM PLEDGES (CLOSED)	.00	.00	.00	.00	0.0%
001	1820	0002	000000	000 DONATIONS - DONNELL CAPITAL PROJECTS	.00	.00	.00	.00	0.0%
001	1831	0300	000000	000 SPONSOR FEE PAID TO FCS FROM FDA	50,000.00	.00	.00	50,000.00	0.0%
001	1832	0000	000000	000 CONTRACTED SERVICES-HCESC	.00	.00	.00	.00	0.0%
001	1833	0001	000000	302 WORKSHOP - CUSTOMER PROJECTS	.00	.00	.00	.00	0.0%
001	1880	0000	000000	000 TIF REFUNDS OR P.I.L.O.T.	.00	206,066.81	.00	206,066.81-	0.0%
001	1890	0000	000000	000 MISC. REVENUE & FINES	500,000.00	113,239.58	31,052.66	386,760.42	22.6%
001	1890	0000	000000	246 JACOBS BREAK IN NOV. 2010	.00	.00	.00	.00	0.0%
001	1890	0001	000000	000 CHASE COMMISSION XCHASE	.00	7,256.99	.00	7,256.99-	0.0%
001	1890	0300	000000	000 MISC REVENUE-REIMBURSEMENTS FROM FDA	450,000.00	433,828.11	.00	16,171.89	96.4%
001	1933	0000	000000	000 SALE AND LOSS OF ASSETS [SM1-02.060]	5,000.00	8,232.25	1,030.00	3,232.25-	164.6%
001	3110	0000	000000	000 SCHOOL FOUNDATION - UNRESTRICTED AID	22,485,000.00	18,632,488.71	1,526,563.87	3,852,511.29	82.9%
001	3110	0002	000000	000 SPECIAL EDUCATION ALLOWANCE	.00	3,351,192.99	306,312.11	3,351,192.99-	0.0%
001	3110	0005	000000	000 TRANSPORTATION ALLOWANCE	800,000.00	737,511.50	57,824.28	62,488.50	92.2%
001	3110	0006	000000	000 DPIA ALLOWANCE	.00	.00	.00	.00	0.0%
001	3110	0008	000000	000 OTHER ADJUSTMENTS (VOC & SPEC. ED)	1,700,000.00	1,637,048.68	134,679.80	62,951.32	96.3%
001	3110	0009	000000	000 PARITY AID	.00	.00	.00	.00	0.0%
001	3110	2006	000000	000 LG. GROUP INTERVENTION(INCLUDES CHARGE	.00	.00	.00	.00	0.0%
001	3130	0000	000000	000 ROLLBACK & HOMESTEAD EXEMPTION B4 APRI	.00	.00	.00	.00	0.0%
001	3131	0000	000000	000 10% AND 2.5% ROLLBACK	2,250,000.00	2,263,023.70	.00	13,023.70-	100.6%
001	3132	0000	000000	000 HOMESTEAD EXEMPTIONS	700,000.00	630,033.44	.00	69,966.56	90.0%
001	3133	0000	000000	000 \$10,000 PERSONAL PROPERTY TAX EXEMPTIO	.00	.00	.00	.00	0.0%
001	3134	0000	000000	000 ELECTRIC DEREGULATION PROP TAX REPLACE	.00	.00	.00	.00	0.0%
001	3135	0000	000000	000 TANGIBLE PERSONAL PROPERTY TAX LOSS	1,617,557.00	1,665,783.52	.00	48,226.52-	103.0%
001	3139	0000	000000	000 OTHER PROPERTY TAX ALLOCATIONS	.00	.00	.00	.00	0.0%
001	3190	0000	000000	000 CASINO REVENUE	275,000.00	277,145.87	.00	2,145.87-	100.8%
001	3190	0002	000000	000 SUMMER SCHOOL OPERATION EXTEND REIMBUR	.00	.00	.00	.00	0.0%
001	3190	0003	000000	000 FIXED RATE ADJUSTMENT FOUNDATION (SB3	.00	.00	.00	.00	0.0%
001	3190	0006	000000	000 TUITION FROM OTHER DISTRICTS	.00	.00	.00	.00	0.0%

F I N A N C I A L R E V E N U E R E P O R T
 Processing Month: June 2019
 FINDLAY CITY SCHOOLS

Fnd Rcpt	Sc	Subjct	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd	
001	3211	0000	000000	000	ECONOMIC DISADVANTAGED FUNDING	.00	299,864.44	22,837.30	299,864.44-	0.0%
001	3219	0000	000000	000	SPEC ED REIMBURSEMENT - FOUNDATION	50,000.00	46,070.92	46,070.92	3,929.08	92.1%
001	3219	0001	000000	000	STATE REIM SUMMER SCHOOL [SM1-1.04]	.00	.00	.00	.00	0.0%
001	3219	0004	000000	000	VOCATIONAL ALLOWANCE	475,000.00	456,020.02	38,001.67	18,979.98	96.0%
001	4120	1994	190000	000	FEDERAL MEDICAID (CAFS) [SM1-1.06]	250,000.00	211,177.34	47,816.59	38,822.66	84.5%
001	4130	0000	000000	000	e-Rate Revenue (formerly fund 588)	.00	.00	.00	.00	0.0%
001	4139	0000	000000	000	STUDENT INTERVENTION SERVICES	.00	.00	.00	.00	0.0%
001	5100	0000	000000	000	TRANSFER INTO GENERAL FUND	.00	2,881.74	2,881.74	2,881.74-	0.0%
001	5220	0000	000000	000	RETURN ADV FROM FY17 524=10K & 572=60K	50,000.00	.00	.00	50,000.00	0.0%
001	5300	0000	000000	000	REFUND OF PRIOR YR EXPEND [SM1-02.060]	195,000.00	148,692.49	.00	46,307.51	76.3%
001	5300	0000	000000	253	REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
001	5300	0000	000000	302	REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
001	5300	0001	000000	201	REFUND OF PRIOR YEAR EXPENDITURE	.00	9,500.00	.00	9,500.00-	0.0%
001	5300	0057	000000	302	REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
** Fund 001 Sc 0057 Totals					61,999,507.00	59,769,041.94	2,407,558.14	2,230,465.06	96.4%	
001	1410	9145	000000	000	MS FLOWER FUND	.00	.00	.00	.00	0.0%
** Fund 001 Sc 9145 Totals					.00	.00	.00	.00	0.0%	
001	3212	9194	000000	000	STATE BUS [SM1-1.04]	.00	.00	.00	.00	0.0%
001	5100	9194	000000	000	TRANSFERS IN	.00	.00	.00	.00	0.0%
001	5210	9194	000000	000	ADVANCES IN	.00	.00	.00	.00	0.0%
** Fund 001 Sc 9194 Totals					.00	.00	.00	.00	0.0%	
001	1890	9195	000000	000	BWC REFUND	.00	.00	.00	.00	0.0%
** Fund 001 Sc 9195 Totals					.00	.00	.00	.00	0.0%	
002	1111	9091	000000	000	ASBESTOS LOAN REAL PROP (AFTER TPP PHA	.00	.00	.00	.00	0.0%
002	1122	9091	000000	000	ASBESTOS LOAN DM0090 - PERS. PROP. TAX	.00	.00	.00	.00	0.0%
002	1410	9091	000000	000	ASBESTOS LOAN DAM INTEREST	.00	.00	.00	.00	0.0%
** Fund 002 Sc 9091 Totals					.00	.00	.00	.00	0.0%	
002	1111	9093	000000	000	ASBESTOS LOAN REAL PROP (AFTER TPP PHA	.00	.00	.00	.00	0.0%
002	1122	9093	000000	000	ASBESTOS LOAN DR0087 - PERS. PROP. TAX	.00	.00	.00	.00	0.0%
002	1410	9093	000000	000	ASBESTOS LOAN DR-INTEREST	.00	.00	.00	.00	0.0%
** Fund 002 Sc 9093 Totals					.00	.00	.00	.00	0.0%	
002	1111	9095	000000	000	ASBESTOS LOAN REAL PROPERTY EX0114	.00	.00	.00	.00	0.0%
002	1122	9095	000000	000	ASBESTOS LOAN EX0114 - PERS. PROP. TAX	.00	.00	.00	.00	0.0%

F I N A N C I A L R E V E N U E R E P O R T
 Processing Month: June 2019
 FINDLAY CITY SCHOOLS

Fnd Rcpt	Sc	Subjct	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
002	1410	9095	000000 000	ASBESTOS LOAN EX-INTERST	.00	.00	.00	.00	0.0%
		** Fund 002	Sc 9095	Totals	.00	.00	.00	.00	0.0%
002	1111	9123	000000 000	2010 BONDS REAL PROPERTY PROCEEDS	3,452,641.00	3,011,805.19	.00	440,835.81	87.2%
002	1880	9123	000000 000	BOND SHARE OF T.I.F. OR P.I.L.O.T	.00	18,725.35	.00	18,725.35-	0.0%
002	3131	9123	000000 000	10% & 2.5% ROLLBACKS	.00	307,268.80	.00	307,268.80-	0.0%
002	3132	9123	000000 000	HOMESTEAD EXEMPTIONS	.00	85,529.64	.00	85,529.64-	0.0%
002	4110	9123	000000 000	PART OF 35% INTEREST SUBSIDY FROM FEDS	580,000.00	629,527.98	.00	49,527.98-	108.5%
		** Fund 002	Sc 9123	Totals	4,032,641.00	4,052,856.96	.00	20,215.96-	100.5%
003	5100	0000	000000 000	TRANSFER IN FROM 001 TO ZERO OUT THIS	.00	.00	.00	.00	0.0%
003	5300	0000	000000 000	REFUND OF PRIOR YEAR EXPENDITURES	.00	.00	.00	.00	0.0%
		** Fund 003	Sc 0000	Totals	.00	.00	.00	.00	0.0%
003	1111	9030	000000 000	P.I. REAL ESTATE TAX	1,990,333.00	1,737,731.57	.00	252,601.43	87.3%
003	1122	9030	000000 000	P.I. PERSONAL PROPERTY TAX	.00	.00	.00	.00	0.0%
003	1410	9030	000000 000	PERMANENT IMPROVEMENT - INTEREST	8,000.00	.00	.00	8,000.00	0.0%
003	1820	9030	000000 000	PERMANENT IMPROVEMENT - DONATIONS	.00	18,473.08	18,473.08	18,473.08-	0.0%
003	1880	9030	000000 000	PI SHARE OF T.I.F. OR P.I.L.O.T	.00	11,022.16	.00	11,022.16-	0.0%
003	1940	9030	000000 000	PERMANENT IMPROVEMENT - SALE OF NOTES	.00	.00	.00	.00	0.0%
003	3131	9030	000000 000	10% & 2.5% ROLLBACK FOR PI LEVY	.00	175,684.99	.00	175,684.99-	0.0%
003	3132	9030	000000 000	HOMESTEAD REIMBURSEMENT FOR PI LEVY	.00	48,904.02	.00	48,904.02-	0.0%
003	3133	9030	000000 000	REIMBURSEMENT OF 10K PERSONAL PROP EXE	.00	.00	.00	.00	0.0%
003	5100	9030	000000 000	TRANSFERS IN	.00	.00	.00	.00	0.0%
003	5210	9030	000000 000	ADVANCES IN -- FROM GENERAL FUND	.00	.00	.00	.00	0.0%
003	5300	9030	000000 000	REFUND OF PRIOR YEARS EXPENDITURES	.00	.00	.00	.00	0.0%
		** Fund 003	Sc 9030	Totals	1,998,333.00	1,991,815.82	18,473.08	6,517.18	99.7%
003	1410	9031	000000 000	PERMANENT IMPROVEMENT - INTEREST	1,000.00	.00	.00	1,000.00	0.0%
003	1820	9031	000000 000	PERMANENT IMPROVEMENT - DONATIONS	.00	10,268.00	.00	10,268.00-	0.0%
003	1931	9031	000000 000	SALE OF JAN'14 I-75/JUNE'12 MILLSTREAM	.00	.00	.00	.00	0.0%
003	1934	9031	000000 000	INSURANCE PROCEEDS FROM MUSIC TRAILER	.00	.00	.00	.00	0.0%
003	1940	9031	000000 000	PERMANENT IMPROVEMENT - SALE OF NOTES	.00	.00	.00	.00	0.0%
003	4110	9031	000000 000	PORTION OF BABS 35% SUBSIDY USED FOR P	200,000.00	235,000.00	.00	35,000.00-	117.5%
003	5100	9031	000000 000	TRANSFERS IN	.00	.00	.00	.00	0.0%
003	5210	9031	000000 000	ADVANCES IN -- FROM GENERAL FUND	.00	.00	.00	.00	0.0%
003	5300	9031	000000 000	REFUND OF PRIOR YEARS EXPENDITURES	.00	.00	.00	.00	0.0%
		** Fund 003	Sc 9031	Totals	201,000.00	245,268.00	.00	44,268.00-	122.0%
003	1410	9032	000000 000	INTEREST ON MARATHON DONATION	1,000.00	.00	.00	1,000.00	0.0%

F I N A N C I A L R E V E N U E R E P O R T
Processing Month: June 2019
FINDLAY CITY SCHOOLS

Fnd Rcpt	Sc	Subjct	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
003	1820	9032	000000 000	2014 DONATION FROM MARATHON	.00	.00	.00	.00	0.0%
		** Fund 003	Sc 9032	Totals	1,000.00	.00	.00	1,000.00	0.0%
003	1410	9039	000000 000	CENTRAL AUDITORIUM - INTEREST	.00	.00	.00	.00	0.0%
003	1810	9039	000000 000	CENTRAL AUDITORIUM - RENTAL INCOME	.00	.00	.00	.00	0.0%
003	1820	9039	000000 000	CENTRAL AUDITORIUM - DONATIONS	.00	.00	.00	.00	0.0%
		** Fund 003	Sc 9039	Totals	.00	.00	.00	.00	0.0%
004	1944	9040	000000 000	HB 264 ENERGY CONSERVATION LOAN PROCEE	.00	.00	.00	.00	0.0%
		** Fund 004	Sc 9040	Totals	.00	.00	.00	.00	0.0%
004	1410	9123	000000 000	INTEREST ON BOND PROCEEDS LFI PORTION	10,000.00	.00	.00	10,000.00	0.0%
004	1911	9123	000000 000	PREMIUM OF 2/4/10 SALE OF BONDS	.00	.00	.00	.00	0.0%
004	1921	9123	000000 000	FEB 4, 2010 SALE OF BONDS	.00	.00	.00	.00	0.0%
		** Fund 004	Sc 9123	Totals	10,000.00	.00	.00	10,000.00	0.0%
004	1410	9789	000000 000	INTEREST ON BOND PROCEEDS OUTSIDE PROJ	.00	9,402.58	812.35	9,402.58-	0.0%
004	5100	9789	000000 000	TRANSFER IN FROM 004-9123 OR 010-9123	.00	.00	.00	.00	0.0%
		** Fund 004	Sc 9789	Totals	.00	9,402.58	812.35	9,402.58-	0.0%
006	1410	9060	000000 000	FOOD SERVICE - INTEREST	.00	3,905.86	3,501.69	3,905.86-	0.0%
006	1511	9060	000000 000	FOOD SERVICE - BREAKFAST	.00	19,696.91	.00	19,696.91-	0.0%
006	1512	9060	000000 000	FOOD SERVICE - LUNCHES	.00	295,911.17	1,108.60	295,911.17-	0.0%
006	1522	9060	000000 000	FOOD SERVICE - ADULT LUNCHES	.00	7,169.61	43.25	7,169.61-	0.0%
006	1559	9060	000000 000	FOOD SERVICE - SPECIAL FUNCTIONS	.00	80,176.35	4,996.30	80,176.35-	0.0%
006	1590	9060	000000 000	FOOD SERVICE - ALA CARTE AND MILK	.00	158,537.01	9.75-	158,537.01-	0.0%
006	1890	9060	000000 000	FOOD SERVICE - MISC. PMTS	.00	500.00	.00	500.00-	0.0%
006	3213	9060	000000 000	FOOD SERVICE - STATE SUBSIDY	.00	.00	.00	.00	0.0%
006	3213	9060	000000 001	FOOD SERVICE - STATE BREAKFAST SUBSITY	.00	.00	.00	.00	0.0%
006	4120	9060	000000 000	FOOD SERVICE - FEDERAL SUBSIDY	.00	790,805.29	71,464.70	790,805.29-	0.0%
006	4120	9060	000000 001	FOOD SERVICE - FEDERAL BREAKFAST SUBSI	.00	142,882.68	15,581.34	142,882.68-	0.0%
006	5210	9060	000000 000	FOOD SERVICE - ADVANCES IN	.00	.00	.00	.00	0.0%
006	5300	9060	000000 000	REFUND OF PRIOR YEAR EXPENDITURES	2,000,000.00	.00	.00	2,000,000.00	0.0%
		** Fund 006	Sc 9060	Totals	2,000,000.00	1,499,584.88	96,686.13	500,415.12	75.0%
Grand Total All Funds					70,242,481.00	67,567,970.18	2523,529.70	2,674,510.82	96.2%

Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 001/0000 Obj: 100							
001/0000 100							
1100	REGULAR INSTRUCTION - SALARY	16,718,300.00	1,313,801.46	17,099,094.63	.00	380,794.63-	102.3%
1200	SPECIAL INSTRUCTION - SALARY	5,911,000.00	419,947.31	5,834,877.17	.00	76,122.83	98.7%
1300	VOCATIONAL INSTRUCTION - SALARY	1,733,139.64	146,151.73	1,691,825.88	.00	41,313.76	97.6%
2100	PUPIL SUPPORT SERVICES - SALARY	2,020,000.00	153,822.59	2,023,933.68	.00	3,933.68-	100.2%
2200	STAFF SUPPORT SERVICES - SALARY	1,190,000.00	98,603.02	1,119,802.63	.00	70,197.37	94.1%
2400	ADMINISTRATIVE - SALARY	2,795,000.00	251,662.58	2,804,651.73	.00	9,651.73-	100.3%
2500	FISCAL SERVICES - SALARY	405,000.00	30,139.56	393,135.01	.00	11,864.99	97.1%
2700	OPERATION & MAINT - SALARY	2,170,000.00	160,292.22	2,190,467.65	.00	20,467.65-	100.9%
2800	TRANSPORTATION SERVICES - SALARY	1,467,165.67	98,772.24	1,362,072.97	.00	105,092.70	92.8%
2900	INFORMATIONAL SERVICES - SALARY	106,000.00	8,184.42	102,188.25	.00	3,811.75	96.4%
4100	ACADEMIC & SUBJECT - SALARY	118,000.00	39,053.68	121,287.07	.00	3,287.07-	102.8%
4500	SPORTS - SALARY	600,000.00	71,426.46	600,566.46	.00	566.46-	100.1%
4600	SCHOOL & PUBLIC - SALARY	60,000.00	14,217.67	42,652.95	.00	17,347.05	71.1%
Fund 001/0000 Obj 100 Totals		35,293,605.31	2,806,074.94	35,386,556.08	.00	92,950.77-	
001/0000 200							
1100	REGULAR INSTRUCTION - FRINGE BENEFITS	6,918,883.63	527,826.15	6,876,653.42	1,079.81	41,150.40	99.4%
1200	SPECIAL INSTRUCTION - FRINGE BENEFITS	2,323,368.98	184,146.81	2,437,027.83	691.20	114,350.05-	104.9%
1300	VOCATIONAL INSTRUCTION - FRINGE BENEF	657,592.24	52,566.50	647,249.76	2,172.80	8,169.68	98.4%
2100	PUPIL SUPPORT SERVICES - FRINGE BENEF	775,800.00	60,903.21	791,632.93	.00	15,832.93-	102.0%
2200	STAFF SUPPORT SERVICES - FRINGE BENEF	768,091.98	39,976.64	670,938.32	.00	97,153.66	87.4%
2400	ADMINISTRATIVE - FRINGE BENEFITS	1,357,051.11	111,624.46	1,389,921.43	51.11	32,921.43-	102.4%
2500	FISCAL SERVICES - FRINGE BENEFITS	191,000.00	15,610.34	185,663.25	.00	5,336.75	97.2%
2700	OPERATION & MAINT - FRINGE BENEFITS	1,090,600.00	85,505.58	1,088,805.34	600.00	1,194.66	99.8%
2800	TRANSPORTATION SERVICES - FRINGE BENE	592,000.00	52,732.65	635,060.94	.00	43,060.94-	107.3%
2900	INFORMATIONAL SERVICES - FRINGE BENEF	49,000.00	5,135.97	59,673.87	.00	10,673.87-	121.8%
4100	ACADEMIC & SUBJECT - FRINGE BENEFITS	18,600.00	6,125.50	18,931.18	.00	331.18-	101.8%
4500	SPORTS - FRINGE BENEFITS	127,223.40	13,343.08	114,959.42	250.00	12,013.98	90.4%
4600	SCHOOL & PUBLIC - FRINGE BENEFITS	11,400.00	2,308.05	6,758.03	.00	4,641.97	59.3%
Fund 001/0000 Obj 200 Totals		14,880,611.34	1,157,804.94	14,923,275.72	4,844.92	47,509.30-	
001/0000 400							
1100	REGULAR INSTRUCTION - PURCHASED SERVI	1,061,222.46	80,848.57	1,102,571.33	12,011.89	53,360.76-	103.9%
1200	SPECIAL INSTRUCTION - PURCHASED SERVI	358,642.15	37,481.27	329,174.50	1,318.98	28,148.67	91.8%
1300	VOCATIONAL INSTRUCTION - PURCHASED SE	325,532.26	15,124.93	307,492.43	6,194.48	11,845.35	94.5%
1900	OTHER INSTRUCTION - PURCHASED SERVICE	6,010,557.00	530,067.82	5,482,600.35	24,379.00	503,577.65	91.2%
2100	PUPIL SUPPORT SERVICES - PURCHASED SE	351,528.51	6,654.60-	301,978.70	21,602.64	27,947.17	85.9%
2200	STAFF SUPPORT SERVICES - PURCHASED SE	262,486.23	7,085.12	314,097.67	2,218.96	53,830.40-	119.7%
2300	BD OF EDUCATION - PURCHASED SERVICES	180,345.01	9,168.00	134,116.93	38,850.22	7,377.86	74.4%
2400	ADMINISTRATIVE - PURCHASED SERVICES	212,426.61	15,560.53	164,840.09	9,551.88	38,034.64	77.6%
2500	FISCAL SERVICES - PURCHASED SERVICES	184,384.02	3,340.78-	97,157.45	66,595.37	20,631.20	52.7%
2700	OPERATION & MAINT - PURCHASED SERVICE	2,051,867.22	130,486.46	1,697,494.63	468,636.60	114,264.01-	82.7%
2800	TRANSPORTATION SERVICES - PURCHASED S	87,308.33	7,943.68	57,582.94	5,964.47	23,760.92	66.0%
2900	INFORMATIONAL SERVICES - PURCHASED SE	31,379.43	.00	13,355.92	2,167.33	15,856.18	42.6%
4100	GENERAL ACADEMIC/SUBJECT ORIENTED PUR	.00	.00	46.00	1,994.12	2,040.12-	0.0%
4500	SPORTS - PURCHASED SERVICES	20,000.00	549.64	24,341.59	105.00	4,446.59-	121.7%
4600	SCHOOL & PUBLIC - PURCHASED SERVICES	14,695.44	458.03	5,596.26	2,388.46	6,710.72	38.1%

Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 001/0000 Obj: 400							
5300	ARCHITECT SERVICES - PURCHASED SERVIC	5,000.00	.00	.00	.00	5,000.00	0.0%
Fund 001/0000 Obj 400 Totals		11,157,374.67	824,778.67	10,032,446.79	663,979.40	460,948.48	
001/0000 500							
1100	REGULAR INSTRUCTION - SUPPLIES	1,074,820.84	43,797.75	704,693.53	23,890.74	346,236.57	65.6%
1200	SPECIAL INSTRUCTION - SUPPLIES	30,000.00	968.36	22,294.45	1,393.89	6,311.66	74.3%
1300	VOCATIONAL INSTRUCTION - SUPPLIES	230,793.14	10,438.89	193,469.13	6,880.67	30,443.34	83.8%
2100	PUPIL SUPPORT SERVICES - SUPPLIES	37,637.18	299.37	35,547.21	.00	2,089.97	94.4%
2200	STAFF SUPPORT SERVICES - SUPPLIES	29,800.93	826.74	22,228.75	1,052.02	6,520.16	74.6%
2300	BD OF EDUCATION - SUPPLIES	1,000.00	.00	781.00	.00	219.00	78.1%
2400	ADMINISTRATIVE - SUPPLIES	61,331.66	1,380.93	36,240.13	1,017.51	24,074.02	59.1%
2500	FISCAL SERVICES - SUPPLIES	6,750.00	225.00	5,939.83	425.92	384.25	88.0%
2700	OPERATION & MAINT - SUPPLIES	496,328.33	42,650.36	291,455.63	82,499.40	122,373.30	58.7%
2800	TRANSPORTATION SERVICES - SUPPLIES	505,010.53	30,752.24	390,022.03	127,614.70	12,626.20-	77.2%
2900	INFORMATIONAL SERVICES - SUPPLIES	3,000.00	.00	.00	.00	3,000.00	0.0%
Fund 001/0000 Obj 500 Totals		2,476,472.61	131,339.64	1,702,671.69	244,774.85	529,026.07	
001/0000 600							
1100	REGULAR INSTRUCTION - CAPITAL OUTLAY	69,327.00	1,515.14	16,857.50	3,442.02	49,027.48	24.3%
1200	SPECIAL INSTRUCTION - CAPITAL OUTLAY	10,000.00	.00	4,269.87	.00	5,730.13	42.7%
1300	VOCATIONAL INSTRUCTION - CAPITAL OUTL	140,000.00	.00	109,972.42	.00	30,027.58	78.6%
2200	STAFF SUPPORT SERVICES - CAPITAL OUTL	9,500.00	.00	2,066.44	3,973.56	3,460.00	21.8%
2400	ADMINISTRATIVE - CAPITAL OUTLAY	10,182.00	.00	3,113.95	.00	7,068.05	30.6%
2500	FISCAL SERVICES - CAPITAL OUTLAY	5,000.00	.00	.00	.00	5,000.00	0.0%
2700	OPERATION & MAINT - CAPITAL OUTLAY	1,571.65	.00	.00	8.65	1,563.00	0.0%
2800	TRANSPORTATION SERVICES - CAPITAL OUT	.00	.00	1,095.00	.00	1,095.00-	0.0%
4100	GENERAL ACADEMIC/SUBJECT ORIENTED CAP	5,000.00	.00	.00	.00	5,000.00	0.0%
Fund 001/0000 Obj 600 Totals		250,580.65	1,515.14	137,375.18	7,424.23	105,781.24	
001/0000 800							
2300	BD OF EDUCATION - MISC OBJECTS	98,120.75	11,168.90	103,825.21	92.50	5,796.96-	105.8%
2500	FISCAL SERVICES - MISC OBJECTS	695,750.00	2,578.17	619,976.30	.00	75,773.70	89.1%
2700	OPERATION & MAINT - MISC OBJECTS	27,211.00	.00	3,732.20	2,800.00	20,678.80	13.7%
2800	TRANSPORTATION SERVICES - MISC OBJECT	1,000.00	.00	.00	.00	1,000.00	0.0%
4100	ACADEMIC & SUBJECT - MISC OBJECTS	25,000.00	300.64-	13,379.23	.00	11,620.77	53.5%
Fund 001/0000 Obj 800 Totals		847,081.75	13,446.43	740,912.94	2,892.50	103,276.31	
001/0000 900							
7200	TRANSFERS TO OTHER FUNDS	50,000.00	.00	.00	.00	50,000.00	0.0%
7400	ADVANCES TO OTHER FUNDS	50,000.00	.00	.00	.00	50,000.00	0.0%
7500	REFUND OF PRIOR YEARS RECEIPTS	24,500.00	.00	20,335.16	.00	4,164.84	83.0%
Fund 001/0000 Obj 900 Totals		124,500.00	.00	20,335.16	.00	104,164.84	

M A N A G E M E N T A P P R O P R I A T I O N R E P O R T
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 FINDLAY CITY SCHOOLS

Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 001/0000 Obj: 900							
** Fund 001	Sec 0000 Totals	65,030,226.33	4,934,959.76	62,943,573.56	923,915.90	1,162,736.87	
002/9123	810						
6100	BOND RETIRE REPAYMENT OF DEBT REDEMPT	1,450,000.00	.00	1,450,000.00	.00	.00	100.0%
	Fund 002/9123 Obj 810 Totals	1,450,000.00	.00	1,450,000.00	.00	.00	
002/9123	820						
6100	BOND RETIRE REPAYMENT OF DEBT INTERES	2,633,348.00	.00	2,633,347.50	.00	.50	100.0%
	Fund 002/9123 Obj 820 Totals	2,633,348.00	.00	2,633,347.50	.00	.50	
** Fund 002	Sec 9123 Totals	4,083,348.00	.00	4,083,347.50	.00	.50	
003/9030	400						
5200	PERMANENT IMPROVEMENT - PURCHASED SER	51,100.00	1,253.08	218,111.90	70,390.91	237,402.81-	426.8%
5300	PERMANENT IMPROVEMENT - PURCHASED SER	50,000.00	.00	.00	.00	50,000.00	0.0%
	Fund 003/9030 Obj 400 Totals	101,100.00	1,253.08	218,111.90	70,390.91	187,402.81-	
003/9030	500						
1100	PERM IMPROVE REG INSTRUCTION SUPPLY/M	305,956.47	36,451.53	251,124.45	277,649.59	222,817.57-	82.1%
2700	PERM IMPROVE OPERATION/MAINT OF PLANT	51,000.00	.00	4,456.94	.00	46,543.06	8.7%
	Fund 003/9030 Obj 500 Totals	356,956.47	36,451.53	255,581.39	277,649.59	176,274.51-	
003/9030	600						
1100	PERMANENT IMPROVEMENT - CAPITAL OUTLA	1,075,019.42	.00	339,162.55	406,156.40	329,700.47	31.5%
1200	PERM IMPROVE SPEC INSTRUCT CAPITAL OU	.00	.00	26,022.95	.00	26,022.95-	0.0%
2600	PERM IMPROVE SUPPORT SERV-BUSINESS CA	60,000.00	.00	18,042.00	28,297.03	13,660.97	30.1%
2700	PERM IMPROVE OPERATION/MAINT OF PLANT	124,282.00	.00	177,789.05	78,643.57	132,150.62-	143.1%
2800	PERM IMPROVE SUPPORT SERV-PUPIL TRANS	331,130.00	.00	338,564.00	.00	7,434.00-	102.2%
4500	PERM IMPROVE SPORT ORIENTED ACTIVITY	20,824.86	.00	13,743.00	1,257.00	5,824.86	66.0%
5200	PERM IMPROVE SITE IMPROVEMENT CAPITAL	1,606,380.00	251,171.50	615,303.61	790,023.71	201,052.68	38.3%
	Fund 003/9030 Obj 600 Totals	3,217,636.28	251,171.50	1,528,627.16	1,304,377.71	384,631.41	
003/9030	900						
7200	PERM IMPROVE TRANSFER OTHER USES OF F	40,000.00	38,022.43	38,022.43	.00	1,977.57	95.1%
	Fund 003/9030 Obj 900 Totals	40,000.00	38,022.43	38,022.43	.00	1,977.57	
** Fund 003	Sec 9030 Totals	3,715,692.75	326,898.54	2,040,342.88	1,652,418.21	22,931.66	
003/9031	500						
2700	PERM IMPROVE OPERATION/MAINT OF PLANT	50,000.00	.00	.00	.00	50,000.00	0.0%

M A N A G E M E N T A P P R O P R I A T I O N R E P O R T
 Processing Month: June 2019
 FINDLAY CITY SCHOOLS

Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 003/9031 Obj: 500							
	Fund 003/9031 Obj 500 Totals	50,000.00	.00	.00	.00	50,000.00	
003/9031 600							
1100	PERMANENT IMPROVEMENT - CAPITAL OUTLA	50,000.00	.00	.00	18,351.84	31,648.16	0.0%
2600	PERM IMPROVE SUPPORT SERV-BUSINESS CA	20,000.00	.00	.00	.00	20,000.00	0.0%
2700	PERM IMPROVE OPERATION/MAINT OF PLANT	30,000.00	.00	.00	.00	30,000.00	0.0%
2800	PERM IMPROVE SUPPORT SERV-PUPIL TRANS	175,720.00	.00	175,720.00	.00	.00	100.0%
5200	PERM IMPROVE SITE IMPROVEMENT CAPITAL	145,645.64	.00	3,820.57	.00	141,825.07	2.6%
	Fund 003/9031 Obj 600 Totals	421,365.64	.00	179,540.57	18,351.84	223,473.23	
	** Fund 003 Scc 9031 Totals	471,365.64	.00	179,540.57	18,351.84	273,473.23	
1100	PERM IMPROVE REG INSTRUCTION CAPITAL	108,354.36	4,182.09	25,842.27	24,220.00	58,292.09	23.8%
	Fund 003/9032 Obj 600 Totals	108,354.36	4,182.09	25,842.27	24,220.00	58,292.09	
003/9032 900							
7200	PERM IMPROVE TRANSFER OTHER USES OF F	4,000.00	.00	4,000.00	.00	.00	100.0%
	Fund 003/9032 Obj 900 Totals	4,000.00	.00	4,000.00	.00	.00	
	** Fund 003 Scc 9032 Totals	112,354.36	4,182.09	29,842.27	24,220.00	58,292.09	
004/9123 600							
2600	BUILDING SUPPORT SERV-BUSINESS CAPITA	395,000.00	.00	.00	.00	395,000.00	0.0%
	Fund 004/9123 Obj 600 Totals	395,000.00	.00	.00	.00	395,000.00	
	** Fund 004 Scc 9123 Totals	395,000.00	.00	.00	.00	395,000.00	
006/9060 100							
3100	FOOD SERVICES - SALARY	624,804.00	35,308.03	630,522.04	.00	5,718.04-	100.9%
	Fund 006/9060 Obj 100 Totals	624,804.00	35,308.03	630,522.04	.00	5,718.04-	
006/9060 200							
3100	FOOD SERVICES - FRINGE BENEFITS	281,049.00	20,984.96	278,243.87	200.00	2,605.13	99.0%
	Fund 006/9060 Obj 200 Totals	281,049.00	20,984.96	278,243.87	200.00	2,605.13	
006/9060 400							
3100	FOOD SERVICES - PURCHASED SERVICES	51,169.08	366.57	39,635.74	11,946.55	413.21-	77.5%
	Fund 006/9060 Obj 400 Totals	51,169.08	366.57	39,635.74	11,946.55	413.21-	

M A N A G E M E N T A P P R O P R I A T I O N R E P O R T
 Processing Month: June 2019
 FINDLAY CITY SCHOOLS

Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 006/9060 Obj: 500							
006/9060	500						
3100	FOOD SERVICES - SUPPLIES	740,516.71	3,998.67	589,369.18	137,365.34	13,782.19	79.6%
	Fund 006/9060 Obj 500 Totals	740,516.71	3,998.67	589,369.18	137,365.34	13,782.19	
006/9060	600						
3100	FOOD SERVICE FOOD SERV OPERATION CAPI	17,838.00	.00	4,468.08	.00	13,369.92	25.0%
	Fund 006/9060 Obj 600 Totals	17,838.00	.00	4,468.08	.00	13,369.92	
006/9060	800						
3100	FOOD SERVICES - MISC OBJECTS	.00	.00	4,745.00	.00	4,745.00-	0.0%
	Fund 006/9060 Obj 800 Totals	.00	.00	4,745.00	.00	4,745.00-	
006/9060	900						
7500	FOOD SERVICES - REFUND OF PRIOR YEARS	253,183.00	.00	.00	.00	253,183.00	0.0%
	Fund 006/9060 Obj 900 Totals	253,183.00	.00	.00	.00	253,183.00	
	** Fund 006 Scc 9060 Totals	1,968,559.79	60,658.23	1,546,983.91	149,511.89	272,063.99	
Grand Total All Funds		75,776,546.87	5,326,698.62	70,823,630.69	2,768,417.84	2,184,498.34	



Findlay City Schools
1200 Broad Avenue, Findlay, Ohio 45840

Phone: 419-420-7014
Fax: 419-429-8939

FOOD SERVICE DEPT.

CONTRACT 2019-2020

TO FURNISH FOOD SERVICE FOR ST. MICHAEL SCHOOL

This agreement is entered into by and between Findlay City Schools and St. Michael School. Findlay City Schools Food Service will provide and assume all responsibility for the St. Michael School lunches for the 2019-2020 school year at St. Michael School.

Lunch prices shall be: Student Lunches----\$2.85
 Adult Lunches-----\$3.25

If a price increase should become necessary for lunches served in the Findlay Schools lunch or breakfast program, the same amount of increase will be applied to St. Michael School.

All labor costs and financial responsibility for the school lunch program is assumed by Findlay City Schools Food Service.

Findlay City Schools Food Service will be responsible for all government reports and permanent records. All government commodities and any government reimbursement for the school lunch program will be received by the Findlay City Schools Food Service.

Each school morning by 9:30 a.m., a designated person from St. Michael will call 419-425-8259 to report the number of student and adult meals needed for that day. Food is to be delivered by 11:00 a.m. daily.

Deliveries will be made on all days that St. Michael is in session. If St Michael does not require delivery on any day, at least a two-day advance notification should be given to Findlay City Schools Food Service Office @ 419-420-7014.

The amount of food sent will be based on the number of meals requested, plus an overage of 10%. Student meals to contain **type A** lunch requirements. A form stating the number of paid, free, reduced-price, and adult meals served that day to be sent with food service truck driver.

Milk, trays, and plastic-ware will be furnished by Findlay Schools Food Service with each student and adult lunch purchased.

- ★ **In the event that Fieldtrips are scheduled for the Students, Findlay City Schools has a sack lunch option for students to purchase and take with them, in the same manner as if they would eat at the School. This can be helpful for parents to use the lunch account as usual. Notification from the School office to the Food Service office with information in advance is required to have proper items transported to the School for the respective date/s.**

The Agreement shall be effective with the delivery of food on August 27, 2019 through the end of the 2019-2020 school year.

IN WITNESS WHEREOF: The parties hereto have executed this agreement as of the dates indicated below:

Teresa Welty
Teresa Welty, Food Service
Director of Findlay City Schools

Ang Holzwart
St. Michael School

Date 6-4-19

Date 6-10-19



HEAD START PART-DAY & FULL-DAY, AGREEMENT BETWEEN
COMMUNITY ACTION HHWP & FINDLAY CITY SCHOOLS FOOD SERVICE DEPARTMENT

2019-2020 SCHOOL YEAR

This agreement is entered into by the HHWP Community Action Commission Head Start Program @ 122 Jefferson St. Findlay, OH 45840, federal ID# 34-0979444, hereinafter referred to as the "program", and the Findlay City Schools Food Service Department 1200 Broad Ave., Findlay, OH 45840, hereinafter referred to as the "school".

The School will provide the Program with meal service for the Headstart Part-Day and Full-Day classes held @ Winfield Child Development Center per Winfield's approved calendar during the school year, 2019-2020. This agreement will begin in the month of August 2019, and continue through the school year.

Meal counts to be called to the Winfield KITCHEN (#3011) ASAP for breakfast/lunch and the lunch/snack periods. The on-site cook will keep accurate counts of student lunches, breakfasts, snacks, adult lunches, and extra milk, as well as production records. Work sheets and the Invoice will be forwarded monthly to the Accounts Payable by no later than the 15th of the month following the month of service. The Program will be billed monthly by the School food service office for all prepared meals plus all paper supplies and cleaning supplies. Payment will be made within two weeks upon verification of the charges. Any additional equipment/supplies require approval from the Program Director before purchase.

Meal Charges

	Students	Adults
Breakfast	\$2.10	\$2.20
Snack	\$2.00	\$2.00
Lunch	\$2.80	\$3.35

The School food service department will staff the facility with a 6 hr lead person. In the absence of the regular food service staff, the School will provide substitute employee, as required. If School employees are requested to put in additional time by the Program, the Program will be billed for additional time. All preparation, production, and service of food, recordkeeping, ordering and storage of food items will on site with the School Food Service employee. All H/R related functions will be the responsibility of the School Food Service department.

All repairs of equipment, maintenance, custodial duties and related costs will be handled by the Program's staff.

Lunch Menu will be a 5 week cycle menu. Breakfast and Snack Menus will be a repeating 2 week Monday thru Thursday cycle. The Program will have a registered dietitian to approve all menus, prior to implementation.

School Food Service employees assigned to the Program will work Winfield Child Development Center calendar as to workdays, holidays, vacation days, calamity days, and delays. If an emergency cause's cancellation, the lead cook should be notified immediately. The School's Food Service Staff will be paid regular pay for holidays and calamity days and delays. Current 2019-2020 compensation rates are \$13.15/hr

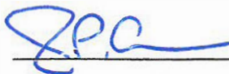
Program to provide locking-store room and cabinets for Schools purchased foods and supplies. Any break-in or loss may be billed to the Program.

All stipulations in the School Food Service Vending Agreement from the Ohio Department of Education would pertain—i.e. Meals and Meal Requirements, Ordering, Health and Sanitation, Recordkeeping, Billing, Receipts, and Cancellation rights would apply.

The Community Action Commission, any Program funding source the Comptroller General of the United States, or any of their authorized representatives shall have access to any books, records, documents, and information of the School which are directly pertinent to this Agreement. The School will maintain all required records for at least three (3) years from the closing of the Agreement.

The use of Community Action Commission funds, materials, property, or services for religious or political affiliations is prohibited. All services will be provided without regard to age, race, national origin, sex, religious or political affiliation, or handicapping condition.

This agreement is entered into in August 2019 and is executed in three original signed copies, one of which the School retains, one retained by the food service department, and one is retained by the Program.

 date 6/10/19

Josh Anderson
Community Action for HHWP
122 Jefferson St.
Findlay, OH 45840

 date 6.4.19

Teresa Welty
Food Service Director for
Findlay City Schools
1200 Broad Ave.
Findlay, OH 45840



Findlay City Schools
1200 Broad Avenue, Findlay, Ohio 45840

Phone: 419-420-7014
Fax: 419-429-8939

FOOD SERVICE DEPT.

CONTRACT

**Findlay City Schools Food Service and Blanchard Valley School
2019-2020 SCHOOL YEAR**

The following is an arrangement whereby the Findlay City Schools Food Service will furnish lunch only for the Blanchard Valley Schools.

1. Prior to the first day of school, each school year, Findlay City Schools Food Service Director / Assistant Director will meet with the cook at BVS for training.
2. At the beginning of each school day, by 9:30 a.m., a designated person from Blanchard Valley School will call (419) 425-8259 to report the number of student Primary lunches, Secondary lunches and adult lunches needed for that day. This is necessary for any adjustments that we may need to make prior to the truck leaving for deliveries.
3. Findlay City Schools Food Service will deliver food for the following days' lunch to the Blanchard Valley School by 11:00 a.m. daily.
4. Deliveries will be made on all days that Blanchard Valley School is in session. If Blanchard Valley School does not require delivery on any day, then a ***five-day advance*** notification should be given to the Findlay City Schools Food Service Office.
5. The amount of food sent for lunch will be based on the number of elementary and secondary student and adult meals requested. Student meals are to contain the **Type A** lunch requirements as to the grade of the student. Adult meals are to contain the same portions as the older students' meals. ***Leftover food will be returned to Findlay City Schools on the next days' truck.***
6. Milk, disposable trays, and plastic-ware will be furnished by Findlay City Schools Food Service with each student and adult meal.
7. All paperwork is completed by the cook: daily production, temperature logs, daily check off sheet (this is turned in at the end of each week to FCS FS office).
8. Blanchard Valley School will be billed MONTHLY by Findlay City Schools Food Service as follows:

Primary Student Lunch (6-12 yrs)	\$2.70
Intermediate/Secondary Student Lunch (13-21 yrs)	\$2.85
Reduced Student Lunch	\$0.40
Adult Lunch	\$3.25

Payment is due 30 days after receipt of services.

9. Reimbursement for Paid, Free, and Reduced-priced lunch meals will be reported and received by Findlay City Schools Food Service.
10. Blanchard Valley Schools are to pay all necessary labor charges for the lunchroom in each school. Blanchard Valley Schools are responsible for hiring lunchroom personnel.
11. Price increases that are necessary in the Findlay City School System will also be reflected in the charges for Blanchard Valley Schools.
12. The agreement is to become effective with the delivery of food on August 27, 2019 for lunch, through the end of the 2019-2020 school year.


Teresa Welty
Food Service

Date: 6.4.19


Blanchard Valley School
Representative

Date: 6/12/19

This Institution is an equal opportunity provider.

EXHIBIT F

RENTALS AND SERVICE CHARGES

The Board desires to cooperate with the City of Findlay and community organizations by making available school facilities when so doing will not be in conflict with the educational program. All schedules of rental and service charges will be kept as low as possible, considering operation and maintenance costs. Non-revenue producing activities sponsored by non-profit community organizations may be held in school facilities free of charge. All facility usage requests need to be completed online. (See ~~6.03~~ 6.02 Community Use of School Facilities) ~~shall be scheduled by the building principal. Athletic facility usage at Findlay High School, including Donnell Stadium, shall be scheduled by the Principal and/or Athletic Administrator.~~

Adopted 5/29/79
Revised 8/24/87
Adopted 1/10/96
Adopted 8/28/00
Reviewed 3/14/05
Revised 4/10/2012
Revised

EXHIBIT F

FOOD SALE STANDARDS

Through its food service program, the Board has a responsibility to encourage students to form healthful eating habits. Many students tend to eat non-nutritious or “junk” foods, which contribute to tooth decay, obesity, diabetes and heart disease. The Board enforces standards governing the types of food sold in the schools and the time and place at which each type of food is sold. These standards are based on the following guidelines.

1. The types of food sold in the schools are determined as to their potential to contribute significantly to the daily nutritional needs of students and to enhance the District’s nutrition philosophy and nutrition education curriculum.
2. The time of day and place for the sale of food to students must be consistent with the nutrient intake needs and eating patterns of students and compatible with class schedules for schools within the District. Separate standards may be established for the types of food to be sold to staff members and for special or extracurricular events. The following restrictions should be enforced:
 - A. Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school lunch period.
 - B. School fund-raising activities, such as bake sales, may not be held during the school lunch period.
3. Annually, the Food Service Supervisor reports to the Board the types of foods being sold as part of the school lunch program.
4. FCS Food Service staff are passionate about ensuring students have access to healthy school meals to support academic achievement. We never want to see a child go hungry or feel any shame during mealtimes.
 - A. No charge policies is published on menus and in the cafeteria newsletter with the lunch form. New USDA regulations mandate schools implement unpaid meal policies by the start of the 2017/2018 school year.
 - B. Food Service sends parents a low balance notice when there is a balance for only 3 meals or less.
 - C. When a student exhausts their account balance, a courtesy meal is given to the student that consists of the entrée of the day or cheese sandwich and milk. If this continues, the principal will be notified.
 - D. A tray should never be taken from a child in the lunch room. Food Service staff knows this.
 - E. We work to diligently to enroll all eligible students in the free and reduced meal program.
 - F. We work to minimize the stigma associated with free and reduced meals and remove barriers for students. All students have a pin number and account. No free or reduced information is on the student account screen.
 - G. Federal and state funds cover some of the cost of free and reduced meals, but school meal programs must charge full price students to cover the cost of their meals and the labor and equipment to prepare meals.
 - H. Unpaid meal debt can become a critical problem. Food service is expected to remain in the black without adding any expenses to the Findlay City Schools Board of Education. The food service department pays for food, paper supplies, employee labor, benefits, equipment and repairs.

Compliance with nutritional standards is reported to the Ohio Department of Education by November 30th annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

If you have a question or concern please contact Teresa Welty @ 419-425-8208

Adopted 05/08/06
Reviewed 4/23/2012
Revised 7/17/2017
Revised

EXHIBIT F

STUDENT WELLNESS PROGRAM

In response to the reauthorization of the Child Nutrition and Women, Infants and Children Act, the Board directs the Superintendent/designee to develop and maintain a student wellness program.

The student wellness program:

1. includes goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. includes nutrition guidelines for foods available through food service in the District during the school day in order to promote student health and reduce childhood obesity;
3. provides assurance that District guidelines for reimbursable school meals are, at a minimum, equal to the guidelines issued by the U.S. Department of Agriculture and
4. establishes a plan of implementation and evaluation, including designating one or more persons within the District with the responsibility for ensuring that the District is compliant with Federal law.

Development of the student wellness program plan must be a collaborative effort between parents, students, food service workers, physical education teachers, and school health professionals, administrators, the Board and the public.

The District notifies the public of the wellness plan at least annually. The wellness plan is assessed at least once every three years and the results of the assessment are made available to the public.

The District reports compliance with the establishment of a wellness committee to the Ohio Department of Education by November 30th annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Adopted 05/08/06
Reviewed 4/23/2012
Reviewed 7/17/2017
Revised

EXHIBIT F
REPORTING CHILD ABUSE AND MANDATORY TRAINING

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect are required to immediately report such information to the public children services agency or the local law enforcement agency.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

To ensure prompt reports, procedures for reporting are made known to the school staff. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention; **violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and prevention. Training is also provided on the Board's harassment, intimidation, or bullying policy. Where required** this program is developed in consultation with public or private agencies or persons involved in child abuse prevention, **school safety, violence prevention** or intervention programs **or youth suicide awareness and prevention.**

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of **the established** in-service training within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/Designee and training must occur within two years of commencing employment and every five years thereafter.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist, administrator or any other personnel the Board deems appropriate shall complete training in youth suicide awareness and prevention once every two years.

Adopted:

PERSONNEL POLICIES GOALS

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The District's program functions best when it employs **properly certified or licensed** personnel, conducts appropriate staff development activities and establishes policies and working conditions that are conducive to high morale and enable each staff member to make the fullest contribution to District programs and services.

The goals of the personnel program include:

1. developing and implementing those strategies and procedures for personnel recruitment, screening and selection, which result in employing the best available candidates: those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program;
2. developing a general assignment strategy, which makes the greatest contribution to the educational program, and using it as the primary basis for determining staff assignments;
3. providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development aspirations;
4. providing for a genuine team approach to education, including staff involvement in planning, decision making and evaluation;
5. developing and using for personnel evaluation positive processes that contribute to the improvement of staff capabilities and assist in making employment decisions and
6. encouraging all employees to be cognizant of their roles in instilling ethical principles and democratic ideals in all students.

Adoption date:

INTERSCHOLASTIC ATHLETICS

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved course work as specified by State law, the Ohio High School Athletic Association (OHSAA) and the Ohio Department of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by the OHSAA and State law must be followed. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

Eligibility requirements for participating in athletic programs must conform to regulations of the OHSAA. They include the requirements that a student have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Students in grades 9-12 are eligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, and are ineligible for the remainder of the regular season contests and ineligible to participate in OHSAA tournaments in these sports until the one-year anniversary date of enrollment in the school to which the student transferred to. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season and the student must **finish fulfilling his/her transfer consequence, for only that sport in which the mid-season transfer occurred**, at the commencement of the sport season during the next school year and is ineligible for all preseason and regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50% of the maximum allowable regular season contests in that sport. Exceptions to the ineligibility provisions are outlined in the OHSAA Bylaws.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school the student is enrolled in does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home instruction in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Foreign exchange students enrolled in a recognized visitor exchange program may be eligible to participate in interscholastic athletics in accordance with OHSAA Bylaws.

A student receiving home instruction in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school the student is enrolled does not offer;
2. the student is not participating in the activity in the student's district of residence;
3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

Adopted 1/9/89

Revised 4/27/92

Adopted 1/10/96

Revised 5/9/05

Reviewed 7/12/2012

Reviewed 9/9/2013

Revised:

GRADUATION REQUIREMENTS

It is the policy of the Board to acknowledge each student’s successful completion of the District’s instructional program by the awarding of a diploma.

The Board will award a high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board and the State of Ohio or who properly completes the goals and objectives specified in his/her individualized educational program (IEP) including any exemption from specific state or local requirements.

Students who successfully complete all required course work, as set forth below, but who have not successfully completed all required portions of the Ohio Graduation Test (OGT)(Classes of 2017 and earlier), may return at subsequent, regularly scheduled OGT testing times to retake deficient areas. Prior to attaining age 23, they may also return on a part-time or full-time basis to take additional high school coursework to assist them to pass any deficient portion of the OGT. Upon the successful completion of all portions of the OGT, the student will be eligible to be awarded a high school diploma from Findlay High School. (Classes 2017 and earlier)

For graduating classes beginning with 2019, in addition to meeting the Ohio Core Requirements as stated below, students must meet new state end of course requirements to earn 18 points in seven course subjects (Algebra I, Geometry, Biology, American History, American Government, English I and English II) or earn a “Remediation Free” score in mathematics and English on a nationally recognized college admission exam, such as ACT or SAT, or earn a minimum of 12 points by receiving State Board of Education approved, industry- recognized credential or a group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. In addition students must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.

Minimum Unit Requirements – Class of 2019 and beyond Graduating classes beginning with 2020 the state has developed additional pathways to graduate from an Ohio high school. Students and parents should talk with counselors and/or regularly view the ODE website throughout their high school years to make sure they stay on track for graduation.

Course requirements for graduation as determined by the State of Ohio and the Findlay City School District Board of Education include a minimum of twenty-one (21.0) credits, including:

Ohio Core Unit Requirements (1)

English/Language Arts	4.0 credits
Communications	1.0 credits (2)
• Communications	0.5 credits
• Information/Emerging Technologies	0.5 credits
Mathematics	4.0 credits (3)
Science	3.0 credits (4)
*Social Studies	3.0 credits (5)
• World History	0.5 credits
• American History	1.5 credits
• Government5 credits
• Economics)5 credits
Health	0.5 credits
Physical Education	0.5 credits (6)
Electives	<u>5.0 credits (7)</u>
TOTAL	21.0 credits

NOTES:

- (1) The Ohio Core unit requirements are required of all students beginning with the graduating class of 2014.
- (2) Communications is a local requirement (i.e. not enacted as part of the Ohio Core) established for all District graduates.
- (3) The Math requirement includes one unit of Algebra II or its equivalent. Students on a Success Plan may be exempted from taking Algebra II.
- (4) All three required units of science must include inquiry-based lab experience. The three units must include one unit each in physical science and biology, and one unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science. Students on a Success Plan may be exempted from advanced study in science.
- (5) The required social studies units must include World History, American history and American government. The study of economics and financial literacy will be integrated into at least one social studies course required for graduation, (Economics) or taken as a separate course.
- (6) PE Waiver – see “Other Requirements and Guidelines” section below #7.
- (7) Electives may include any one or a combination of the following: foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agriculture, or additional English, language arts, math, science, or social studies courses not otherwise required under the Ohio Core. All students must complete two semesters, or the equivalent of fine arts in any grades seven through twelve. Courses meeting the criteria of fine arts include music, theater, dance, and visual arts. Students following a career-technical pathway are exempt from the fine arts requirement.

Ohio Core Opt-Out – Students may opt out of the Ohio Core under the following conditions:

- (1) The student must complete two years of high school, after which the student’s parent must sign a statement consenting to opt out of the Ohio Core’s unit requirements;
- (2) The student and parent must fulfill any local procedural requirements to ensure that the school has obtained informed consent;
- (3) The student, parent and high school must develop a career plan for the student;
- (4) The student receives counseling and support related to his/her career plans;
- (5) The student must successfully complete at least the Minimum Unit Requirements listed above, as well as all state testing requirements.

NOTE: The opt-out provision is available only to the graduating Classes of 2014 through 2019, unless new law extends it.

Other Requirements and Guidelines:

- 1) The student must successfully complete all state testing requirements for graduation.
- 2) Credit will be awarded for each semester in which a student received a passing grade. For example, if a student enrolls in a full year (one credit) course, fails the first semester but passes the second semester, he/she will receive a half credit.
- 3) Findlay City Schools may permit students in the seventh and eighth grades to take advanced work for high school credit toward the graduation requirements if it is both:
 - (a) taught by a person who possesses a license/certificate issued under State law that is valid for teaching high schools; and
 - (b) approved by the Superintendent as meeting the high school's curriculum requirements.

- 4) Students may re-take a course, but the student will not receive double credit for the course. Only the higher grade will be counted toward the student's G.P.A.
- 5) Failure of any course, especially English, may affect the student's achievement of graduation requirements. Issuance of timely and periodic warnings to students in danger of not fulfilling graduation requirements is expected of all teachers. Counselors and/or principals will work collaboratively with students and their parents/guardians to create a plan for those who are in need of credit recovery, in danger of not meeting graduation requirements, or are on attendance watch.
- 6) At the time of graduation, each student must have fulfilled all academic and financial obligations.
- 7) Physical Education Waiver: Upon written request within one calendar year following the completion of the season (as defined by the end of season banquet date), a student may be exempted from **the graduation requirement of two** required high school quarter-credit physical education courses by participating on one of the high school's interscholastic athletic teams, **marching band, cheerleading squad, and/or JROTC**. To qualify for this physical education waiver, all of the following requirements must be met:
 - a. The **waived activity** must include at least eighty (80) hours per season of practice and/or contests or average 10 hours per week of practice and/or contests to meet established time requirements. These hours do NOT include **in class time**, travel to and from competitions, summer camps, pre-season or post-season events.
 - b. The student athlete must complete **at least two** full seasons of FHS interscholastic sports, **marching band, cheerleading squad, or JROTC**, to earn a waiver: tryouts, regular season, tournament, and award banquets. Any student removed from a **waived activity** and not completing the entire season for any reason (e.g. training rules violation, eligibility issues, attendance, **shows, competitions**, etc.) will not receive **credit towards** the waiver. Student sustaining an injury will be held to requirements consistent with the current FHS physical education medical policy. The principal and athletic trainer will review individual injury situations on a case-by-case basis. The principal and the student's coach will review other situations on a case-by-case basis.
 - c. **Students who are eligible for a waiver are encouraged to** complete at least one quarter-credit of physical education (e.g. summer physical education or a semester PE class during the year).
 - d. The student will be required to complete one-half unit, consisting of at least sixty (60) hours of instruction in another course of **study to take the place of the waived PE credit requirement**.
 - e. A student who participates with a team, **marching band, cheerleading squad, or JROTC**, but is not eligible for competitions, will not receive a waiver of the physical education requirement (**i.e. student athletic trainer aides, wrestlerette, manager, statistician, etc.**).
 - f. The waiver of **(2)** quarter-credit physical education courses from this policy's graduation requirements must be approved by the principal or designee. Proof or verification of satisfactory participation may be required.
 - g. A student may earn a waiver of no more than **(2)** quarter-credit physical education courses through this program.
 - h. Any approved waiver of the physical education graduation requirement will not apply to the student's overall GPA.

- i. Upon written request a student may be exempt from the graduation requirement of two required high school quarter credit physical education courses by participating on one of the high school's interscholastic athletic teams, marching band, cheerleading squad, and/or JROTC. To qualify for this physical education waiver, the waiver must be completed by the student and parent and submitted to the high school principal no later than within 1 calendar year of the completion of the season as defined by the end of the year banquet.

Alternative Condition for Graduation

As an alternative to the requirement that a student successfully complete all of Ohio's required graduation tests in order to be eligible for a high school diploma, a student who has successfully completed all but one of the tests may be awarded a diploma, if all alternative conditions for graduation are met, per state statute (O.R.C. 3313.615 and Procedure 8.22a).

Accelerated Graduation

The Findlay City Schools Board of Education believes that four years of high school are valuable and important for most students. However, the Board acknowledges that some students seek to pursue personal education goals that include graduation from high school at an earlier date than their designated class. If a student desires to graduate from Findlay High School early, the following procedure is required:

- 1) A letter of request to graduate early must be submitted by the student at least one semester prior to the desired graduation date. Exceptions to this deadline must be approved by the high school principal. The reasons for this request must be included.
- 2) A letter from the student's parents indicating their approval and permitting the scheduling of necessary course for early graduation.
- 3) A statement from a guidance counselor stating that the requirements for graduation can be realistically achieved by the desired date of graduation.
- 4) The student must meet all state and local graduation requirements.
- 5) Normally, changes in a student's schedule to accommodate accelerated graduation will occur only at the start of each semester.
- 6) Requests for accelerated graduation will be considered by a committee consisting of the principal, counselor, parent or legal guardian, and the student.
- 7) A student who completes the requirements for accelerated high school graduation will participate in the graduation ceremonies with the class graduating in the year in which he or she completes the district's requirements for high school graduation.

Graduation Requirements Met

Except as provided for under IDEA, once a diploma has been issued eligibility to attend school has ended.

Revised 5/14/01

Revised 5/9/05

Adopted 8/28/06

Board of Education Policy
Findlay City School District
Adopted 5/29/07
Adopted 4/14/08
Adopted 8/24/09
Adopted 4/25/2011
Revised 1/9/2012
Reviewed 7/12/2012
Revised 8/28/2012
Revised 10/16/2012
Adopted 11/14/2012
Reviewed 6/11/2014
Revised 12/15/2014
Revised 2/16/2015
Revised 4/13/2015
Revised 8/8/2016
Revised 10/17/2016
Revised 11/7/2016
Revised 11/16/2017
Revised 8/20/2018
Revised

8.22

EXHIBIT F

(Restraint and Seclusion) (NEW POLICY)
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Positive Behavioral Interventions and Supports (PBIS)

The District implements PBIS on a system-wide basis for the purpose of improving academic and social outcomes and increasing learning for all students. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices

The District does not engage in practices prohibited by State law, including:

1. Prone restraint;
2. Any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. Involves the use of pinning down a student by placing knees to the torso, head or neck of a student;
 - B. Uses pressure point, pain compliance or joint manipulation techniques or
 - C. Otherwise involves techniques that are used to unnecessarily cause pain.
3. Corporal punishment;
4. Child endangerment, as defined by Ohio Revised Code (RC) 2919.22;
5. Deprivation of basic needs;
6. Seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) 3301-37-10;
7. Chemical restraint;
8. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. Aversive behavior interventions or
10. Seclusion in a locked room or area.

Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41.

Restraints may be used only:

1. If a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. If the physical restraint does not interfere with the student's ability to breathe;
3. If the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. By school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

1. If a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. For a minimum amount of time necessary to protect the student and others from physical harm;
3. In a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. Under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate assistance, and who document their observations of the student.

Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development

The District provides professional development or continuing education in PBIS, as part of the implementation of the PBIS framework in accordance with State law. The District's professional development committee monitors this training and establishes model professional development courses.

The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The district maintains written or electronic documentation of provided training and lists of participants in each training session.

All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion.

The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system-wide basis.

Compliance with training requirements is reported to the Ohio Department of Education (ODE) by November 30th annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Data and Reporting

Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act.

The District annually reports information concerning the use of restraints and seclusion to the Ohio Department of Education (ODE), as requested by ODE.

Monitoring and Complaint Processes

The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and District's policy on restraint and seclusion.

The Board directs the Superintendent/designee to establish District complaint procedures, which include a:

1. Procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. Requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

SCHOOL ADMISSIONS

Ohio law (O.R. C. Section 3313.64) provides that our school system shall be open and free to all school residents between five (5) and twenty-two (22) years of age. In addition, provision is also made in O.R.C. Section 3321.01 that a child between five (5) and eighteen (18) years of age is of compulsory school age. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board policy.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate or other document as evidence of birth, a certified copy of any child custody order or decree, proof of having received or being in the process of receiving required immunizations to be completed no later than the day of entrance. (see immunizations requirement) and copies of those records pertaining to him/her which are maintained by the school most recently attended.

In addition, students released from the Department of Youth Services (DYS) just prior to requesting admission to the District, may not be admitted until the Superintendent has received all required documents provided by DYS. Forwarded documents are:

1. an updated copy of the student's transcript;
2. a report of the student's behavior in school while in DYS custody;
3. the student's current individualized education program (IEP), if developed, and;
4. a summary of the institutional record of the student's behavior.

DYS has 14 days to send the documents to the Superintendent.

A. Age Requirements

No child is eligible to be admitted to kindergarten or to the first grade unless he is five (5) or six (6) years of age, respectively, on or before the first day of August of the year of admittance. A child who does not meet the age requirement but will be 5 or 6 years old, respectively, prior to January 1 of the school year in which admission is requested, may be admitted by necessary standards, as determined by an educationally accepted standardized testing program available through the school system's office of student (pupil personnel) services. (see procedure 9.01a3) Following the procedure in accordance with a referral, the Superintendent/designee decides whether to admit the child.

In accordance with ORC Section 3321.01(A)(3), the Board adopts August 1, instead of September 30, as the date by which a child must be five (5) years of age to be admitted under Section 3321.02(A)(2) to kindergarten and six (6) years of age to be admitted to first grade. The Board also adopts August 1, instead of September 30, as the date by which a child must be at least six (6) years of age in order to be considered for a waiver under ORC Section 3321.01(D) of the general requirement that kindergarten must be completed before admission to first grade. (See Procedure 9.01a3 – Age Admission to Kindergarten and First Grade Procedure.)

A person over twenty-two (22) years of age who resides in the school district, but has not completed his/her education, may do so tuition free with the permission of the high school principal and superintendent.

B. Screening and Kindergarten Requirements

Prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade, the pupil must be screened for hearing, vision, speech and communications, health or medical problems, and developmental disorders.

To be admitted to first grade, the pupil's parent or guardian must (1) submit evidence that he/she has successfully completed kindergarten, or (2) received a waiver of mandatory kindergarten from the district's Student Services committee.

C. Immunization Requirements

~~No pupil will be admitted to the schools of this district.~~ No pupil at their initial entry or at the beginning of each school year, shall be permitted to remain in school for more than 14 school days unless such pupil has presented written evidence, satisfactory to the person in charge of admission, that the pupil has received or is in the process of receiving immunization against polio myelitis, rubeola, diphtheria, rubella (German Measles), Meningococcal, chicken pox, mumps, Hepatitis B, pertussis, and tetanus by such means of immunization as may be approved by the Ohio Department of Health and according to their schedule. Exceptions to this rule, which are acceptable, are that the pupil has presented (1) a written statement of the parent or guardian objecting to such immunization for good cause including religious convictions or (2) a written statement from a physician certifying that such immunization is medically contradicted, (3) females who have reached puberty are exempt from the rubella (German Measles) requirement, or (4) a pupil who has had natural rubeola, mumps or chicken pox and presents a signed statement from his parents or physician is not required to be immunized against these preventable illnesses. (see O.R.C. Section 3313.671) (5) MMR immunization needs to be administered prior to a student beginning school at the 7th grade level.

Beginning with the 2016-2017 school year, students must receive the meningococcal vaccine in accordance with the Ohio Department of Health schedule. The Ohio Department of health website provides a chart summarizing the school enrollment immunization requirements for each fall.

D. Admission – Student Attendance Accounting

A pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth and copies of those records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents, the principal shall notify the police department having jurisdiction in the area where the student resides.

Adopted 1/27/97

Revised 5/14/01

Revised 6/13/05

Reviewed 6/18/2012

Revised 11/26/2013

Reviewed 12/12/2016

Revised 1/9/2017

Revised

EXHIBIT F

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Board shall permit any student from any school district in Ohio to apply and enroll in the District schools free of any tuition obligation, including special students as defined in O.R.C. 3313.64 (F), provided that all procedures as outlined in the administrative regulation are met, including:

- * application procedures including deadlines for application and notification of students and the superintendents of all Ohio school districts whenever a district student's application is approved.
- * procedures for admission
- * District capacity limits by grade level, school building, and educational program are determined
- * native students and previously enrolled students having preference over first-time applicants
- * no requirements of academic, athletic, artistic or extracurricular skills shall be required
- * no limitations on admitting handicapped students except if services required in an IEP are not available in the District
- * no requirement that the student be proficient in the English language
- * no rejection of any applying student because the student has been subject to disciplinary proceedings, except that if an applicant has been suspended or expelled by the district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought.
- * procedures to ensure maintenance of an appropriate racial balance in the District's schools
- * no applying student shall be admitted on less than a full-time basis, it being the intent of this provision to preclude a student from any Ohio school district from selectively participating in only a portion of this District's curriculum simultaneously retaining active status in another district.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Adopted 8/25/97

Revised 6/8/98

Reviewed 6/13/05

Reviewed 9/13/2010

Reviewed 6/18/2012

Revised

EXHIBIT F

INTRADISTRICT SCHOOL ENROLLMENT

The Board believes students should be permitted to attend their school of choice within the District. As such the Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall include:

1. Application procedures, including deadlines for application and for notification of students and principals of alternative schools whenever a student's application is accepted. Only students wishing to attend another school need apply.
2. Procedures for admitting applicants to other schools including but not be limited to:
 - a. establishing District capacity limits by grade level, school building, and education program;
 - b. requiring students enrolled in a school building or living in the attendance area of the school building established by the Superintendent or Board be given preference over applicants;
 - c. ensuring that an appropriate racial balance is maintained in the District schools.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Adopted 3/25/91
Adopted 1/10/96
Reviewed 6/13/05
Reviewed 6/18/12
Revised

PHYSICAL EXAMINATIONS OF STUDENTS

The District requires health records of students under the following circumstances.

1. Kindergarten and first-grade students entering school for the first time must have a completed health record before being admitted to school.
2. Health records are requested for all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it is the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

The District screens students for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1 of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade in a manner determined by the Board. The District notifies parents, prior to August 1 of the year in which the pupil is required to be screened and gives parents the opportunity to submit a written statement excluding their children. If the results of any screening reveal the possibility of special learning needs, the District conducts further assessment in accordance with State law.

The District reports compliance with these screening requirements to the Ohio Department of Education by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

Parents have the right to refuse to allow their child to participate in nonemergency invasive physical examinations or screenings. Invasive physical exam is defined as any "medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis exam."

The District notifies parents, on an annual basis, of the administration of **additional** health and physical screenings and examinations and, thereby, gives parents the opportunity to exclude their children.

Adoption date:

EXHIBIT F

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing students with an educational environment free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District, from possessing a firearm at a school, on any property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, which firearm was intentionally brought onto school property by another person, and for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. The Superintendent shall expel a student who violates this provision from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law, taking into account the student's past academic and behavioral performance, the student's appreciation or lack of appreciation of the seriousness of the offense and the likelihood of the recurrence and such other factors as the Superintendent may deem relevant under the particular circumstance.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to an interscholastic competition, an extracurricular event, or any other school program or activity, and from possessing a knife at a school or any property owned or controlled by the Board or at an interscholastic competition, an extracurricular event, or any other school program or activity, which knife was intentionally brought onto school property by another person. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle, or any implement or tool sharpened or filed in such a way that it functionally operates as a knife. **A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.** If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the Superintendent may expel the student for up to one year, taking into account such factors as noted above.

The Superintendent, taking into account such factors as noted above, may expel a student for up to one year for committing -- while the student is at school, on any other property owned or controlled by the District, at any interscholastic competition, at any extracurricular event, or at any other school program or activity -- an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons (as defined in Section 2901.01 of the Ohio Revised Code) or serious physical harm to property (as defined in Section 2901.01 of the Revised Code).

Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Adopted 8/25/97
Proposed 4/4/01
Adopted 4/23/01
Revised 1/28/02
Reviewed 6/13/05
Reviewed 6/18/2012
Revised

EXHIBIT F

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and required continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or class for any reason, a written statement of the cause for such absence. The board of Education reserves the right to verify such statements and to investigate the causes of each single absence or prolonged absence.

A student cannot be out of school suspended, expelled or removed from school solely because of unexcused absences.

The Board considers the following factors (see attendance procedure 9.06a for unexcused and excessive absence information or 9.16a1 for basic attendance procedure) to be reasonable excuses for time missed at school:

- A. Personal illness (an original written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian (s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- H. Such good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the student reports to such staff member the student is assigned for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

When a child of compulsory school age is absent with or without legitimate excuse from school for thirty-eight (38) or more hours in on school month, or sixty-five (65) or more hours in a school year the attendance case manager will notify the parent in writing. At the time notice is given, the school also may take any appropriate action as an intervention strategy, such as:

- 1- place the student on Attendance Watch
- 2- provide counseling
- 3- request or require the parent/guardian to attend a parental education/involvement program or mediation program
- 4- implement an absence intervention plan that will vary based on the individual needs of the student
- 5- Make community referrals to provide assistance as appropriate to the student and their families in reducing absences
- 6- Notify the registrar of motor vehicles under ORC 3321.13
- 7- Take legal action under section 2919.222, 3321.20, or 3321.38 of the ORC

The District shall report to the department of education, in a format provided by the department of education, any of the following occurrences:

- 1- When a notice is submitted to a parent/guardian of a student's absence that has reached thirty-eight hours in one school month, or sixty-five or more hours in a school year
- 2- When a child of compulsory school age has been absent without legitimate excuse from school for thirty or more consecutive hours, forty-two hours or more in one school month, or seventy-two hours or more in a school year
- 3- When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violated the court order regarding that adjudication
- 4- When an absence intervention plan has been implemented for a student

The Board shall prohibit out of school suspending, expelling or otherwise preventing a student of compulsory school age from attending school for excessive absences as prescribed by ORC 3313.668.

By May 1st of each school year, the secondary principals and the elementary principals will meet as two separate bodies with the attendance case manager to updated procedures pertaining to attendance.

For the ensuing school year, these procedures will be included in each school handbook and submitted to the Board by the first meeting in June.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's unexcused absence with 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an alternative learning or placement or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Adopted 1/27/97
Reviewed 6/13/05
Reviewed 6/18/12
Revised 7/17/2017
Revised

EXHIBIT F

**EXTRA-CURRICULAR ACTIVITIES AND PARKING PERMITS
RULES AND ELIGIBILITY
Grades 7 - 12**

GOALS & PHILOSOPHY

Findlay City Schools believes that all participants covered by these rules are students who have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of being a good role model. Thus, these rules are designed to discourage all participants in extra-curricular activities from the use of drugs, alcohol, and tobacco/nicotine in any form.

These rules are established for the benefit and well-being of the students. Your support and encouragement for your student to abide by these rules is vital. These rules are in effect year round. **The Board may require that students pay reasonable fees to participate in extra curricular activities.**

RESPONSIBILITY OF SCHOOL, COACHES AND ADVISORS

Prior to the first meeting/event of the season, coaches and advisors are to hold a meeting open to parents and students for the purpose of reviewing these rules and additional rules specific to a sport or activity, eligibility guidelines, and any other information relative to the sport or activity. We strongly encourage parents and their children to review these rules together.

ELIGIBILITY

In order to remain eligible to participate in extra-curricular activities, students must adhere to the following requirements:

- A. The current Ohio High School Athletic Association minimum standards:
 - 1. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
 - 2. A student in grades 7-8 (includes incoming 9th graders) must have received passing grades in 75% of the subjects in which he/she is enrolled during the preceding grading period.
- B. Maintained a minimum 1.5 GPA in the previous grading period.
- C. Received no more than one F in classes in which he/she was enrolled during the preceding grading period, whether for full or partial credit.
- D. After a student completes eighth grade, or is otherwise eligible for high school extra-curricular activities, the student may be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.

It is strongly recommended students/athletes carry more than the minimum five credits since some classes are worth one full credit, some 1/2 credit, etc. **Summer school grades may NOT be used for eligibility purposes** in accordance with the Ohio High School Athletic Association standards.

If a student received home schooling in the grading period preceding the participation, the student must meet any academic requirements established by the State Board of Education for the continuation of home school to be eligible to participate in the program.

If a student did not receive home schooling in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic and non-academic standards, as well as financial requirements established by the District for eligibility to participate in the program.

Any student who commences home schooling after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible.

NOTE: *Districts are required to allow students in grades 7 – 12 enrolled in district-sponsored community schools to participate in the district's extracurricular activities. The district may require these students to enroll in and participate in no more than one academic course in the district as a condition for participation.*

ATTENDANCE REQUIREMENTS

A student must be in attendance at school by 11:20 a.m., regardless of the start time, until the end of the school day the day of a contest/competition to be eligible. Special circumstances such as doctor appointments, funerals, and college visitation dates are permitted on a case by case basis and must be approved by the Athletic Director (sports) or Principal (other extra-curricular activities).

~~IN-SCHOOL AND~~ OUT-OF-SCHOOL SUSPENSION

Any student suspended from school by ~~in-school~~ or out-of-school suspension shall be declared ineligible to participate during the period of suspension. Two-day (or more) suspensions that include Friday and Monday or vacation days shall render a student/athlete ineligible for all competitions/performances over the weekend or until the return to regular classes.

HAZING/BULLYING

Students may not engage in hazing/bullying and may not violate Board Policy 9.06. Though 'hazing' falls under the guidelines of ORC 2903.31 and Board Policy 9.06, it is important to address it in these rules. In part, no student may do any act or coerce another, including a victim, to do any act of initiation into any athletic team or club that causes or creates a substantial risk of mental or physical harm to any person. No person shall recklessly participate in the hazing of another. No administrator, employee or faculty member shall recklessly permit the hazing of any person. In addition to being subject to school disciplinary procedures, a person guilty of hazing is subject to punishment under ORC 2903.31.

ADDITIONAL RULES

As approved by the Principal or designee, additional rules, such as curfew, appropriate attire, etc., may be added at the discretion of the head coach for each sport, or advisor to any club. All additional rules must be presented in writing to all participants and their parents/guardians at required parent meetings.

SELF-REFERRAL

An initial self-referral (seeking help for drug or alcohol problems) reported by the student/athlete to the student/athlete's coach, advisor or another staff member will be treated confidentially and will not be subject to disciplinary action. A self-referral will become a first offense if:

1. A law enforcement agency is involved in the investigation of a potential violation or charges have been filed.
2. Existence of a potential violation is known by any staff member.
3. A self-referral may be used only once during the 7-12 career of a student/athlete.

PLEA FOR HELP

Any student who admits to using illegal substances prior to being selected for random testing will be afforded the opportunity to attend counseling – paid for by the individual and subject to the next five random tests, again paid for by the student – without penalty of loss of extra-curricular (one-time only in lifetime).

DRUG/ALCOHOL ABUSE

Rule 1 - Distribution

A student shall not knowingly transmit, sell, give, exchange, distribute or purchase or offer to transmit, sell, give, exchange, distribute or purchase any drugs, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), tobacco/nicotine, and/or alcohol at any time for any purpose is prohibited at all times. These rules are in effect year round.

A. First Offense

1. The participant shall be denied participation privileges for one calendar year from the date of the infraction.
2. The participant shall assign himself/herself to an Education and Awareness program approved by the Principal or designee and successfully complete the program **before** regaining participation privileges.
3. The participant shall serve 20 hours of community service approved by the Principal or designee. The participant shall make a written proposal for the community service hours to the Principal or designee and have the written approval by the Principal or designee.
4. The opportunities for leadership roles and awards may be impacted by the action(s) of the participant.

Before regaining participation privileges, the participant must also:

- Appear before the Principal or designee;
- Make a statement explaining why he/she should regain his/her participation privileges
- Accept the Principal or designees directives regarding his/her participation privileges.

B. Second Offense (A second offense occurs any time in a participant's career after a first offense violation.)

- *(Middle School (grades 7-8, ending on the last day of eighth grade) and High School (grades 9-12, beginning after the last day of eighth grade) are considered separate careers.)*

The participant shall be denied participation privileges in the extra-curricular program and/or parking privileges for the remainder of his/her career.

Rule 2 – Possession/Use

The possession or use of drugs and/or drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), (except as medically required) or a positive drug test, tobacco/nicotine, and/or alcohol, or being under the influence of drugs or alcohol (except as a consequence of required medical use) is prohibited at all times. Participants are encouraged to set a proper example in all areas of participation. These rules are in effect year round.

A. First Offense – “Honesty Clause”

1. The participant shall be denied participation privileges for one calendar year from the date of the infraction. This denial of participation privileges may be reduced to 50% of the regularly scheduled games, performances, events or competitions upon meeting the requirements listed in (1) and (2) below.

As extra-curricular activities provides an opportunity to develop learning experiences, maturity, values and character an, "honesty clause" may be used to support correcting behavior.

- A. Upon first questioning by the administration/principal/designee, if the student in question is "honest and forthright" about the situation when questioned the "first time" discipline may be reduced to 20% of the regularly scheduled performances, events, or competitions upon meeting requirements listed in (1) and (2) below. The reduction to 20% would eliminate the 50% discipline based on the student's honesty the "first time" approached by administration/principal/designee.
- B. As part of the "Honesty Clause" if a child IS NOT forthcoming and honest the first time questioned at the preliminary meeting of the investigation, the 20% will be eliminated and consequences will remain at 50% of the regularly scheduled games, performances, events or competitions upon meeting the requirements listed in (1) and (2) below.
- C. The "Honesty Clause" may be used only during a first offence on Rule 2A as a one-time tool in correcting behavior.

If the participant cannot sit out the required number of suspended games, performances, events or competitions in the current season, the percentage of games, performances, events or competitions missed in the current season (including tournaments) will be calculated. The remaining percentage (of the original 50% or 20% suspension) will be used to calculate how many additional games, performances, events or competitions will be missed in the next season of participation, even if this season goes into a new school year.

- In cases where the suspension is reduced to 20% or 50% the number will be rounded off to the nearest whole number.

The student must participate in the extra-curricular activity from the first day through the last day (including the year-end banquet). If the student is not considered a member of the extra-curricular activity for one or more days of its season, then none of the contests/competitions involving that activity shall be counted toward the 50% or 20% reduction in participation privileges.

1. The participant shall assign himself/herself to an Education and Awareness program approved by approved by the Principal or designee, and successfully complete the program **before** regaining participation privileges.
2. The participant shall serve 20 hours of community service approved in advance by the by the Principal or designee. The participant shall make a written proposal for the community service hours to the Principal or designee and have the written approval by the Principal or designee.
3. The opportunities for leadership roles and awards may be impacted by the action(s) of the participant.
4. The student will be encouraged to utilize resources within and outside the school (i.e. Principal, Athletic Director, Counselor, health services) to provide ongoing support during the period of the suspension.

Before regaining participation privileges, the participant must also:

- Appear before the building Athletic Director/Principal;
- Make a statement explaining why he/she should regain his/her participation privileges;
- Accept the Athletic Director's /Principal's directives regarding his/her participation privileges.

B. Parking Pass Holders

A positive result from the MRO or an altered sample will constitute a first positive and the following consequences will be applied. Student parking privileges will be suspended for 90 school days. The student must complete an Education and Awareness program approved by the principal. It will be the responsibility of the student to schedule, attend, and assume all costs of this program, including any required follow-up drug tests, prior to the reinstatement of privileges. The Education and Awareness program will determine the length and closure of the program. All confidential information will be released to the Principal. If a student fails to complete the program, the student will not regain his/her parking privileges for a full calendar year.

C. Second Offense (A second offense occurs any time in a participant's career after a first offense violation. Middle School (grades 7-8, ending on the last day of eighth grade) and High School (grades 9-12, beginning after the last day of eighth grade) are considered separate careers.)

1. The participant shall be denied participation privileges in the extra-curricular program and parking privileges program for one calendar year from the date of the violation.
2. The participant shall assign himself/herself to an education and awareness program approved by the Athletic Director/Principal/Designee and successfully complete the program before regaining participation privileges.
3. The participant shall serve 20 hours of community service approved in advance by the Principal or designee. The participant shall make a written proposal for the community service hours to the Principal or designee and have the written approval by the Athletic Director/Principal/Designee.
4. The opportunities for leadership roles and awards may be impacted by the action(s) of the participant.
5. The student will be encouraged to utilize resources within and outside the school (i.e. Principal, Athletic Director, Counselor, health services) to provide ongoing support during the period of the suspension.

Before regaining participation privileges, the participant must also:

- Appear before the Principal or designee;
- Make a statement explaining why he/she should regain his/her eligibility;
- Accept the Principal or designee directives regarding his/her eligibility.

C. Third Offense (A third offense occurs any time in a participant's career after a second offense violation. Middle School (grades 7-8, ending on the last day of eighth grade) and High School (grades 9-12, beginning after the last day of eighth grade) are considered separate careers.)

1. The participant shall be denied eligibility for athletics, extra-curricular activities, and/or parking privileges in the extra-curricular program for the remainder of his/her career in the Findlay City School District.

Rule 3 – Conduct

Conduct and the penalty for such conduct, if any -- will be evaluated case-by-case, taking into consideration the following factors, among others:

1. The degree to which the participant/conduct poses a threat or risk to the safety and well-being of others;
2. The degree to which non-action by school officials would be viewed as condoning or indifference to the conduct;
3. The degree to which the conduct brings discredit to the Findlay City Schools and its programs;
4. The status of the matter under the criminal or juvenile justice system, if any such system is involved. Determinations by school officials under this rule are not dependent on such status or any conclusion reached under such a system.

Recognizing that participation in athletic/extra-curricular activities is a privilege, not a fundamental right, and that such participation represents the Findlay City Schools to the community at large, a condition of such participation is that each student at all times -- both within and outside the school day and on or off school property -- **will** maintain good citizenship within the community.

(Middle School (grades 7-8, ending on the last day of 8th grade) and High School (grades 9-12, beginning after the last day of 8th grade) are considered separate careers).

PROCEDURAL PROCESS IN EVENT OF A VIOLATION

- A. If a rule violation is suspected, the Coach and/or Athletic Director, or Advisor will have a preliminary meeting with the participant(s) involved.
- B. The participant shall be provided an opportunity to explain his/her side of the story.
- C. If the Coach and/or Athletic Director or Advisor determines that a rule violation has occurred, the Coach and/or Athletic Director or Advisor will meet with the participant and provide written notice of the disciplinary action and the reasons for that action.
- D. Personal contact will be made by the Athletic Director/Advisor (or designee) to the parents, followed by written notice of the disciplinary action and the reasons for that action.

APPEAL

The participant shall be given the right to appeal the decision of the Coach and/or Athletic Director or Advisor. The student may not participate in contests, competitions or performances during the appeal process, but may practice at the discretion of the Coach/Advisor.

A written request for appeal must be received within five school days following the appellant's receipt of the written decision being appealed. The appellant will be provided a written decision within five school days following a hearing.

An appeal may be made to the school principal. All parties mentioned above may be called together for a hearing. Either or both parties may be represented by persons of their choosing. The principal will provide a written decision on this appeal.

COSTS

All costs for any rehabilitation program or counseling for a tobacco/**nicotine**, alcohol, or drug violation under these rules shall be the responsibility of the participant.

RELATIONSHIP OF THESE RULES TO THE DISTRICT'S CODE OF STUDENT CONDUCT

These rules supplement the District's Code of Student Conduct and are administered independently of that code. A violation of these rules may also independently violate the Code of Student Conduct and result in the participant's suspension or expulsion from school or the participant's removal from a curricular or extracurricular activity under the provisions of that Code in addition to any disciplinary penalty that is called for under these rules.

RELATIONSHIP OF THE RULES TO TRANSFER STUDENTS

A student who transfers into the Findlay City School district and has documented information of violation of any of the rules identified above from the previous school system automatically enters at the level of the second offense.

DEFINITIONS

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Education and Awareness Program: A program approved by the Principal or designee consistent with the Lifestyle Risk Reduction philosophy of the Findlay City Schools.

Students under the age of 18 may:

1. Gain their education and awareness through a program approved by the Athletic Director/Principal at the student's expense.
2. Gain their education and awareness through meetings with the Principal or designee. The number of meetings will be at the discretion of the Principal or designee.

Students over the age of 18 may:

1. Gain their education and awareness by attending one of the court approved programs at their own expense and follow up with up to three meetings with the DFS Prevention Specialist. The number of meetings will be at the discretion of the DFS Prevention Specialist.

Denial of Participation: The loss of game, performance, competition or event participation with the team/activity. The number of events denied participation shall be counted from the date of the contact with parents and student. The student may still practice with the group with the advisor/coach's approval.

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug, or tobacco/nicotine (including but not limited to e-cigarettes, e-liquid, and vaping devices) products.

Drugs: Any drug listed in schedule I through V of the "Controlled Substances Act," 21 U.S.C. § 801 et al., but at a minimum includes, marijuana, cocaine, opiates (morphine, heroin, codeine), amphetamines, phencyclidine (pcp), barbiturates, LSD, MDMA (Ecstasy), propoxyphene, anabolic steroids, methadone, benzodiazepines, and any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Drugs include any drugs being used illegally, such as a prescription drug that was not legally obtained or is not being used for its intended purpose or in its prescribed quantity. Drugs also include alcohol and nicotine.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits, e-cigarettes, e-liquids, and vaping devices.

Establishment of Guilt: Guilt of a violation of the Code of Conduct may be substantiated by 1) admission of guilt, 2) conviction, or 3) other reliable evidence.

Extra-curricular Participant: Any Findlay High school or middle school student participating in extra-curricular activities (as defined by the Ohio Revised Code) including athletics and activities sponsored by the Findlay City Schools which are not required by the graded course of study approved by the Findlay City Schools.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity. Examples include, but are not limited to, captain designation on a team, or squad leaders in music.

One Calendar Year: 365 consecutive days from the date of the infraction.

Parent: The student's parent (unless the rights of that parent have been restricted by court order or legal agreement), guardian, or legal custodian.

Possession: Alcohol, tobacco/nicotine, drug, or drug paraphernalia (including but not limited to e-cigarettes, e-liquid, and vaping devices) physically on or in student's body; or physically within his/her personal property (i.e. book or gym bag, coat, etc.); being present in a car or other confined area where alcohol or controlled substances are being used or are present.

Practice: Scrimmages, previews and exhibition games are considered as practice and do not count toward the percentage of regularly scheduled games an individual is denied participation.

Regularly Scheduled Games, Meets or Matches: Regular season games scheduled as of the start of a team's regular season. This does not include scrimmages, previews or exhibition games.

Second Offense: Any offense that is dealt with sequentially after a first offense.

Tobacco: Any product with tobacco/nicotine or any substance containing tobacco/nicotine/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquid, and vaping devices) as an ingredient that is smoked, chewed, inhaled, vaped or placed against the gums.

Awards: Awards voted or created by a coach/advisor at the conclusion of a season. This includes, but not limited to, "Most Valuable Player", "Most Improved" type awards. This does not include varsity letter awards earned through guidelines set at the beginning of a season.

Under the Influence: Manifesting signs of chemical or alcohol misuse, such as staggering, reddened eyes, odor on breath, nervousness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

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Revised 7/21/97
Revised 4/1/98
Revised 5/11/98
Revised 4/11/00
Revised 5/11/01
Revised 5/28/02
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Revised 4/11/2011

Readopted 6/20/2011

Reviewed 6/18/2012

Reviewed 9/9/2013

Revised 8/8/2016

Revised 8/6/2018

Revised

EXHIBIT F

CHEMICAL HEALTH POLICY

Goals and Philosophy

Findlay City Schools believes that a chemical health policy is part of a comprehensive education on substance abuse for students (e.g. health curriculum, counseling services, red ribbon week, ~~challenge day~~, etc.) and is ~~complimented~~ **complemented** by the extra-curricular activities rules and eligibility policy 9.28. **9.22**. This policy also reemphasizes the Board of Education's support of student programs that assist students and parents in dealing with many of today's unique challenges. The following philosophical belief statements put in context the responsibility the Board of Education believes is important.

1. We believe ~~that~~ drug testing is designed to create a safe, drug-free environment for students, and assist them in getting help when needed, **and support positive student choices**.
2. We believe ~~that~~ there is no such thing as responsible use of controlled substance/mood altering chemicals, alcohol, or tobacco/**nicotine** by any high school student. Adolescent use is not only against the law, it jeopardizes the students' health, and it inhibits attainment of individual potential. Therefore, any use of controlled substances/mood altering drugs, alcohol or tobacco/**nicotine** by student athletes, participants in extra-curricular activities that compete or perform, as well as those students with a parking permit, will not be tolerated.
3. We believe that participation in athletics and/or extra-curricular activities, and parking on campus, is a privilege and not a right. By the acceptance of these privileges, our students are in a highly visible setting of leadership. Therefore these students will be held to a higher accountability of conduct and behavior than the student who chooses to neither participate nor to represent Findlay ~~High School~~. **City Schools**.
4. We believe ~~that violating~~ **violations in** the Chemical Health policy in a school or community setting reflects poorly on the individual, family, team, organization, and school. Therefore, violations of this nature will carry penalties in regard to competitions, contests, performances, and/or parking privileges.
5. We believe ~~that~~ it is essential to our school to create a drug-free environment. Therefore we will sample test as many students as possible that are eligible for drug testing. This includes athletes, extra-curricular participants, and parking pass permit holders.
6. We believe ~~that~~ drug testing will be a deterrent and a justification for those who might otherwise succumb to peer pressure.

STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol and illicit drugs by school students is a serious concern, a program of deterrence will be instituted as a pro-active approach to a drug free school. Likewise, students using drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

1. to provide for the safety of all students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs:

3. to encourage students who use drugs to participate in drug treatment programs; and
4. prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Findlay City Schools.

SUPPORTING DATA

1. Random ~~urine~~-drug testing of a public school is legal as determined by the United States Supreme Court in the cases *Veronia School District 47J v. Acton*, 515 U.S. 646 (1995) and *Board of Education of Independent School Dist. No. 92 of Pottawatomie County v. Earls*, 356 U.S. 822 (2002).
2. Results of the 2010-11 Student Survey indicate:
 - a. Forty-two percent of Findlay High School students either strongly agreed or agreed that alcohol is an issue at FHS
 - b. Forty-eight percent of Findlay High School students either strongly agreed or agreed that drugs are an issue at FHS
3. The Findlay High School administration has reviewed notifications, drug discipline data, and pictures of students partaking in alcoholic activities, which have been presented to us by local law enforcement, parents, the public, and through print media and social networking sites. Therefore we believe that there is sufficient data to conclude that the use of banned or illegal substance abuse is a concern at Findlay High School.

OVERVIEW OF DRUG TESTING

The procedure for drug testing of students in all extra-curricular activities, as well as Findlay City School parking permit holders, for grades 9-12 7-12 is accomplished in conjunction with an independent drug testing Vendor selected by the Board of Education. The Vendor is provided by the Designated Official a list of eligible students and in turn randomly selects up to 50% of these students for drug testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in this document. The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results are reported to the Principal or Designated Official by the MRO.

DEFINITIONS

1. **Adulterant/Adulteration** – Any attempt to alter the outcome of a ~~urine~~ drug test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the ~~urine~~ **specimen**, or purposefully over hydrating oneself in an attempt to dilute the ~~urine~~ **specimen** to decrease possible detection of illicit or banned substances.
2. **Banned/ Illicit Substance** Any drug listed in schedule I through V of the “Controlled Substances Act,” 21 U.S.C. § 801 et al., which an individual may not possess, use or have used, or be under the influence*, transmit, sell, give, exchange, distribute, or purchase, or offer to transmit, sell, give, exchange, distribute, or purchase under State or Federal Law. This definition at a minimum includes, marijuana, cocaine, opiates (morphine, heroin, codeine), amphetamines, phencyclidine (pcp), barbiturates, LSD, MDMA (Ecstasy), propoxyphene, anabolic steroids, methadone, benzodiazepines, and any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Drugs include any drugs being used illegally, such as a prescription drug that was not legally obtained or is not being used for its intended purpose or in its prescribed quantity or over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions. Drugs also include alcohol and nicotine, **including but not limited to e-cigarettes, e-liquids and vaping devices.**

3. **Consequences** – All consequences used in the enforcement of this policy are stated and included in the Findlay City School District Extra-Curricular Rules and Eligibility policy 9-28 9.22 and Policy 9.11 for Dealing with Drug, Alcohol and Anabolic Steroid Use.
4. **Designated Official** – The individual hired by the school or district to oversee the drug-testing program of the school or district. Examples of designated officials may include the Principal, Activities Director, the Athletic Director, and/or Parking Permit Supervisor.
5. **Medical Review Officer (MRO)** – A licensed physician trained and certified in the process and interpretation of drug testing results.
6. **Opt-in Participant** – Any student in grade 9-12 who is not an athlete, activity student or parking permit holder whose parent or guardian elects to include the student in the random selection for testing. There shall be an annual fee associated with this option.
7. **Qualified Collector** – A person or persons trained in the proper collections procedure and employed by the Vendor to collect specimens for drug testing.
8. **Quantitative Levels** – The measurement levels of a specific chemical in the urine reported usually in nanograms per milliliter (ng/ml).
9. **SAMHSA** – The Substance Abuse and Mental Health Services Administration; a governmental agency that certifies toxicology laboratories that perform drug testing following strict guidelines and constant quality assurance programs.
10. **Student Participant/Eligible Student** – An eligible student is defined as a student who attends Findlay High City Schools and who participates in an athletic related extra-curricular activity, non-athletic extra-curricular activity, a parking permit holder, or Opt-In participant.
11. **Vendor** – The medical office or company selected by the Board of Education to carry out the policy and procedure.

TYPES OF TESTING

1. Random Testing

A system will be used to ensure that up to 50% of students eligible for drug testing are selected in a random fashion for testing by the MRO. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

2. Test Upon Suspicion

A Designated Official may choose to include an eligible student-in the group of randomly chosen students for testing when there are reasonable grounds for suspecting that the student is or has used drugs.

TESTING PROCEDURES AND OPT-IN

1. Informed Consent for Testing

At the beginning of each year/season/activity or when a student moves into the district, students and parent/guardian/custodian will complete and sign **The Findlay City Schools Code of Conduct and Expectations Informed Consent Agreement**. No high school student may participate in athletic related extra-curricular activities, non-athletic extra-curricular activities, or purchase a parking permit, until this form is properly executed and on file with the school.

2. Urine Drug Testing Frequency

During each season, activity or school year when a student moves into the School District, all students wishing to participate in athletics, extra-curricular activities and/or purchase a parking permit will be subject to urine drug testing for illicit or banned substances. Eligible students may be randomly tested anytime during the school year, or tested upon suspicion. Any student who refuses to submit to urine drug testing may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, non-athletic extra-curricular activities, or purchase a parking permit for their career.

3. Sample Collection

Samples will be collected as outlined under Vendor Requirements. Any eligible student selected randomly for urine drug testing who is not in school on the day of testing will be tested on the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be unable to participate in their specified extra-curricular until the proper specimen is provided. If a student is unable to provide a valid sample within a reasonable time frame, alternative methods of testing may be performed. A student refusal to test, implicitly or explicitly, will be construed as a violation of this policy, and therefore may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, non-athletic extra-curricular activities, or purchase a parking permit for their career.

4. Parent Opt-In

A parent may request to have their child included in the drug testing pool of students by choosing to become an Opt-In Participant (see definition). When choosing the Opt-In option, the parents will be responsible for the cost of testing. The parent or legal guardian and student will be required to sign the testing consent form and notify the Findlay High School Principal of this request. There are two Opt-In options from which parents may choose:

- A. A parent may request that their child be included in the pool for a random drug test. Up to 50% of the eligible students in the pool may be randomly tested anytime during the school year.
- B. A parent may request that their child be included as one of the students tested during the next random drug testing cycle. In this case, the Opt-In student will be included in the next group of students tested, in addition to the randomly chosen students.

CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Refer to Board Policy 9.22: Extra-Curricular Activities/and Parking Permit Rules and Eligibility for a complete description.

- ~~1. Whenever a student's test result indicates the presence of illegal drugs or banned substances or adulteration, the following will occur after notification of the parent by the MRO:
 - ~~a. After notified by the MRO, the Principal or designee will notify the parent/guardian/ custodian first, then the student and Designated Official of any positive results. A written notification from the Principal or designee, by form letter, will be sent to the parent/guardian/custodian by certified mail. The Principal or designee may keep all test results for a period up to seven years.~~~~

- ~~b. If the parent/guardian/custodian or student wishes to contest the results, the Vendor will arrange for the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at parent/guardian/custodian or student expense. Such a request must be made to the Principal in writing within five (5) working days from first notification of positive test results.~~
- ~~c. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.~~

NON-PUNITIVE NATURE OF POLICY

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. However, a student may still be disciplined consistent with Policy 9.11 for Dealing with Drug, Alcohol and Anabolic Steroid Use and the Extra-Curricular Activities Rules and Eligibility policy 9.28. 9.22. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities, unless required by law. In the event of service of a subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified before response is made by the Findlay City School Board of Education, to the extent permitted by such subpoena or legal process.

CONSEQUENCES

Refer to Board Policy 9.22: Extra-Curricular Activities/and Parking Permit Rules and Eligibility for a complete description.

~~1. Self-referral~~

~~Any student who admits to using illegal substances prior to being selected for random testing will be afforded the opportunity to attend counseling—paid for by the individual and subject to the next five random tests, again paid for by the student, without penalty or loss of extra-curricular participation or loss of parking privileges (one time only in lifetime). A self-referral may become a first offense under the Policy for Dealing with Drug, Alcohol and Anabolic Steroid Use and/or the Extra-Curricular Activities Rules and Eligibility if:~~

- ~~1. A law enforcement agency is involved in the investigation of a potential violation or charges have been filed;~~
- ~~2. Existence of a potential violation is known by any staff member;~~
- ~~3. A self-referral may be used only once during the high school career of a student.~~

~~2. First Positive Result:~~

~~a. Extra-curricular participants~~

~~A positive result from the MRO or an altered sample will constitute a first positive and the following consequences will be applied. The participant shall be denied participation privileges for one calendar year from the date of the infraction. This denial of participation privileges may be reduced to 50% of the regularly scheduled games, contests, performances, events or competitions upon meeting the requirements listed in (2) and (3) below.~~

~~In cases where the suspension is reduced to 50% and a fraction results, the number will be rounded off to the nearest whole number.~~

~~If the participant cannot sit out the required number of suspended games, performances, events or competitions in the current season, the percentage of games, performances, events or competitions missed in the current season (including tournaments) will be calculated. The remaining percentage (of the original 50% suspension) will be used to calculate how many additional games, performances, events or competitions will be missed in the next season of participation, even if this season goes into a new school year.~~

~~The student must participate in the extra-curricular activity from the first day through the last day (including the year-end banquet). If the student is not considered a member of the extra-curricular activity for one or more days of its season, then none of the contests/competitions involving that activity shall be counted toward the 50% reduction in participation privileges.~~

~~The student must complete an Education and Awareness program approved by the Principal or designee and successfully complete the program **before** regaining participation privileges. It will be the responsibility of the student to schedule, attend and assume all costs of this program, including any required follow-up drug tests, prior to the reinstatement of privileges. The Education and Awareness program will determine the length and closure of the program. All confidential information will be released to the Principal. If the student fails to complete the program, the student will not be reinstated into extra-curricular activities or athletics for a full calendar year.~~

~~b. Parking pass holders~~

~~A positive result from the MRO or an altered sample will constitute a first positive and the following consequences will be applied. Student parking privileges will be suspended for 90 school days. The student must complete an Education and Awareness program approved by the principal. It will be the responsibility of the student to schedule, attend and assume all costs of this program, including any required follow-up drug tests, prior to the reinstatement of privileges. The Education and Awareness program will determine the length and closure of the program. All confidential information will be released to the Principal. If the student fails to complete the program, the student will not regain his/her parking privileges for a full calendar year.~~

~~3. Second Positive Result:~~

~~Student will receive a suspension from participation of all athletics, extra-curricular activities, and parking privileges for one (1) calendar year.~~

~~4. Third Positive Result:~~

~~Student becomes ineligible for athletics, extra-curricular activities, and parking privileges the remainder of his/her school career in the Findlay City School District.~~

These consequences apply to all athletics, extra-curricular activities, as well as parking privileges, to run concurrently.

**** Prescription Drug Error Positive**

A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of

the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are in decay. Upon completion of these requirements, this positive test will be removed from the student's drug testing record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO would result in the actions listed above.

**** Prohibition of Over-the-Counter Sports Enhancing Supplements.**

There exist several over-the-counter products known as sports enhancing supplements. The purpose of those supplements is to assist an athlete, enhance his/her overall physical development and some are designed to enhance a specific athletic event.

This District wants to be clear in conveying our belief that the use of any supplement(s) or product(s) designed to enhance performance is not endorsed or condoned. It is our hope that parents will support our view that the use of such supplements should be prohibited.

As a means of conveying our belief on the topic, our coaches, trainers and health teachers shall, through our curriculum, class meetings, and annual team orientations, address this issue with our students. The message we want to convey to our students is that preparation for athletic performance and a healthy lifestyle is best served through a proper and well-balanced nutritional diet and appropriate physical activity designed by our coaches, trainers, and weight room supervisors.

Adopted 6/20/2011
Reviewed 6/18/2012
Revised

EXHIBIT F

PUBLIC SOLICITATION, ADVERTISING, DISTRIBUTION OF MATERIALS,
and COMMERCIAL MESSAGES IN SCHOOLS

The Board recognizes the role of the schools as a focal point for many activities and supports a policy of free exchange of ideas to further understand and respect the diversity of human thought. At the same time, the Board is concerned about the increasing number of materials sought to be distributed at schools by non-school groups and the cumulative potential that such distribution may have to detract from the District's educational mission as well as the security of our schools.

Therefore, non-curricular notices, advertisements, and written material of any nature from or on behalf of persons or organizations not officially connected with the schools, will not be distributed in any school building or on school property. All notices prepared by school personnel are subject to approval by the building principal or designee.

Although requests from the general public to distribute printed non-curricular materials inside the District's schools will be disallowed, notices from non-profit community organizations that announce opportunities for students may be sent electronically to the Community Relations Coordinator to be posted, at his/her discretion, on the district's website.

However, organizations directly connected to district and community initiative (ie: Leader In Me, Trauma Informed Care) may through the Superintendent's approval, meet one time in the year during non-instructional time with students to distribute a flyer, and explain their program. (ie: lunch/recess) In each building the building Principal will determine the process as to reduce any disruption to the operation of the day. Anytime this option becomes a distraction to the operation of the school building it will be discontinued.

Literature is not to be posted on the District's website if:

1. The materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
2. The materials endorse actions endangering the health or safety of students;
3. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
4. The materials contain defamatory statements about public figures or others;
5. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. The materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
7. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Adopted 08/24/09
Revised 4/12/10
Reviewed 7/2/2012
Revised



OHIO FACILITIES CONSTRUCTION COMMISSION

EXPEDITED LOCAL PARTNERSHIP PROGRAM - APPLICATION

➤ **Overview of Program**

- The Expedited Local Partnership Program (ELPP) permits school districts that are **over two years away** from eligibility for state assistance under the Classroom Facilities Assistance Program (CFAP) to receive a district wide assessment and master facility plan from the Ohio Facilities Construction Commission (“Commission”). Program participants may spend local resources on a separate and discrete part of their overall master facility plan and later deduct qualifying expenditures from the school district share under CFAP when the school district becomes eligible.
- Ohio Facilities Construction Commission (“Commission”) will assess the classroom facility needs of participating school districts and, in conjunction with the school district, develop a district wide master facilities plan. The school district may then expend any local resources, including the proceeds of bonds, to complete a discrete part of the overall master facility plan that is either new construction or major renovation.
- Any project approved under ELPP shall, where applicable, comply with the Ohio School Facilities Design Manual, Ohio Revised Code and Commission policies.
- When a participating school district later becomes eligible under CFAP, the Commission will reassess the classroom facility needs of the school district, counting the qualifying local expenditure amounts already spent as part of the local share. If the school district has spent more than the local share on approved expenditures, the state will reimburse the school district for the amount spent above the approved local share.

Date: _____

School District Name: _____

School District Address: _____
 _____ Ohio _____

County: _____

Superintendent Name: _____

Superintendent Phone: (____) _____ - _____

Superintendent E-Mail: _____

➤ **Expedited Project Schedule**

- If eligible to participate, please indicate when your school district would likely go to the voters to pass a levy or obligate other local resources to construct or make major renovations to your facilities
 - * **Estimated Date of Future Levy or Bond Passage:** _____
 - * **Estimated Date to Use Proceeds or Other Local Resources:** _____

A Resolution to Participate in ELPP must be adopted by the School District Board and accompany this application form.

EXHIBIT H

Findlay **C**ity
School **D**istrict

4th Quarter Reports

**Fiscal Year Ending
June 30, 2019**

**Submitted to Findlay Board of Education
By Mike Barnhart, Treasurer
July 2019**

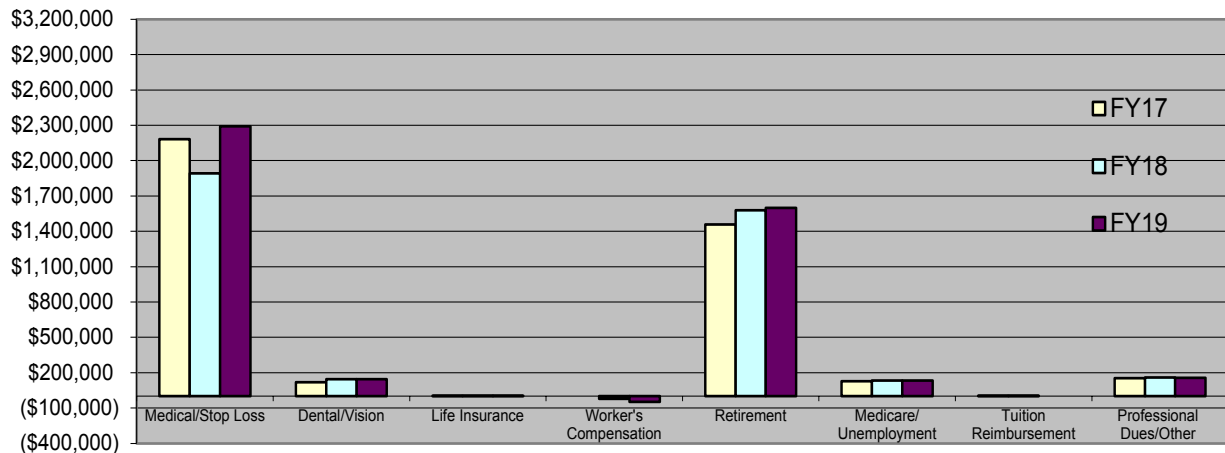
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Treasurer’s Report – June 2019	5

Insurance & Fringe Benefits Report
4th Quarter

	4th Quarter Ended June 30			Fiscal Year Ended June 30		
	FY17	FY18	FY19	FY17	FY18	FY19
<u>Administrative Costs</u>						
Dental/Vision	\$ 5,507	\$ 5,418	\$ 5,249	\$ 23,281	\$ 23,280	\$ 22,798
Medical	90,966	93,488	88,016	427,422	379,405	399,482
Board H S A Contributions	45,129	47,004	77,406	180,539	190,965	274,819
Total Administrative Costs	141,601	145,909	170,670	631,242	593,649	697,100
<u>Stop Loss Insurance</u>						
Specific and Aggregate	198,433	194,845	239,850	805,404	785,479	933,153
Total Stop Loss Insurance	198,433	194,845	239,850	805,404	785,479	933,153
<u>Insurance Costs</u>						
Dental/Vision Claims	112,607	140,069	138,725	507,908	520,600	548,579
Medical Claims	1,847,331	1,557,331	1,886,162	6,686,296	7,389,353	7,897,543
Total Insurance Costs	1,959,938	1,697,400	2,024,887	7,194,204	7,909,953	8,446,123
<u>Life Insurance</u>	4,567	4,617	4,124	18,141	18,484	17,702
Total Insurance Costs	2,304,539	2,042,771	2,439,532	8,648,991	9,307,565	10,094,078
<u>Other Fringe Benefits</u>						
Worker's Compensation	-	(21,827)	(48,439)	164,881	160,996	139,653
Retirement Costs	1,459,417	1,580,127	1,598,421	5,892,309	6,084,990	6,413,430
Medicare Costs	128,120	132,768	132,089	504,412	528,330	531,538
Unemployment Claims	389	339	-	6,469	666	4,056
Tuition Reimbursement	1,200	1,040	-	66,547	55,975	64,764
Professional Dues /Other	153,925	158,991	155,550	153,992	158,991	155,550
Total Other Fringe Benefits	1,743,052	1,851,438	1,837,621	6,788,612	6,989,947	7,308,992

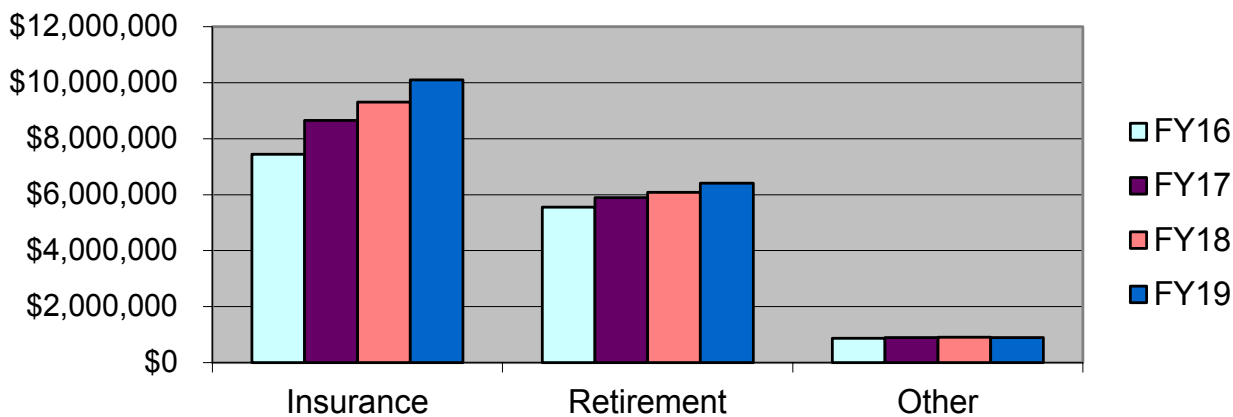
Quarter Insurance & Fringe Benefit Comparison

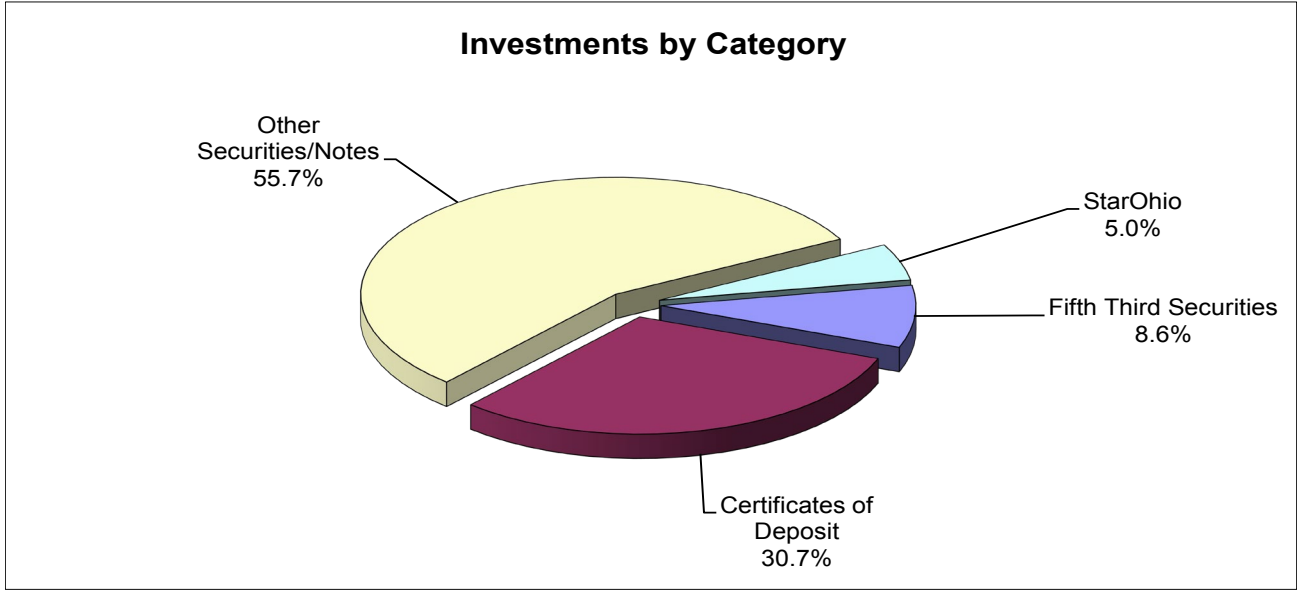


Insurance & Fringe Benefits Report
Annual
Fiscal Years 2016-2019

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>FYTD</u> <u>2018/19</u>
<u>Administrative Costs</u>				
Dental / Vision	\$22,509	\$23,281	\$23,280	\$22,798
Medical	416,181	427,422	379,405	399,482
Board H S A Contribution	169,713	180,539	190,965	274,819
Total Administrative Costs	\$608,403	\$631,242	\$593,649	\$697,100
<u>Stop Loss Insurance</u>				
Specific and Aggregate	\$887,463	\$805,404	\$785,479	\$933,153
<u>Insurance Claims Costs</u>				
Dental / Vision Claims	\$451,741	\$507,908	\$520,600	\$548,579
Medical Claims	5,476,771	6,686,296	7,389,353	7,897,543
Total Claims Costs	\$5,928,512	\$7,194,204	\$7,909,953	\$8,446,123
<u>Life Insurance</u>				
	\$17,587	\$18,141	\$18,484	\$17,702
Total Insurance Costs	\$7,441,964	\$8,648,991	\$9,307,565	\$10,094,078
<u>Retirement</u>				
Retirement - Sch. Found.	\$5,043,108	\$5,203,572	\$5,493,132	\$5,790,814
Retirement - Pick-up & Renhill	506,786	688,737	591,858	622,617
Total Retirement	\$5,549,894	\$5,892,309	\$6,084,990	\$6,413,430
<u>Other Fringe Benefits</u>				
Worker's Comp	\$176,364	\$164,881	\$160,996	\$139,653
Medicare	\$475,234	\$504,412	\$528,330	\$531,538
Unemployment	\$2,235	\$6,469	\$666	\$4,056
Tuition Reimbursement	\$76,825	\$66,547	\$55,975	\$64,764
Professional Dues/Other	\$144,793	\$153,992	\$158,991	\$155,550
Total Other Fringe Benefits	\$875,451	\$896,302	\$904,958	\$895,561

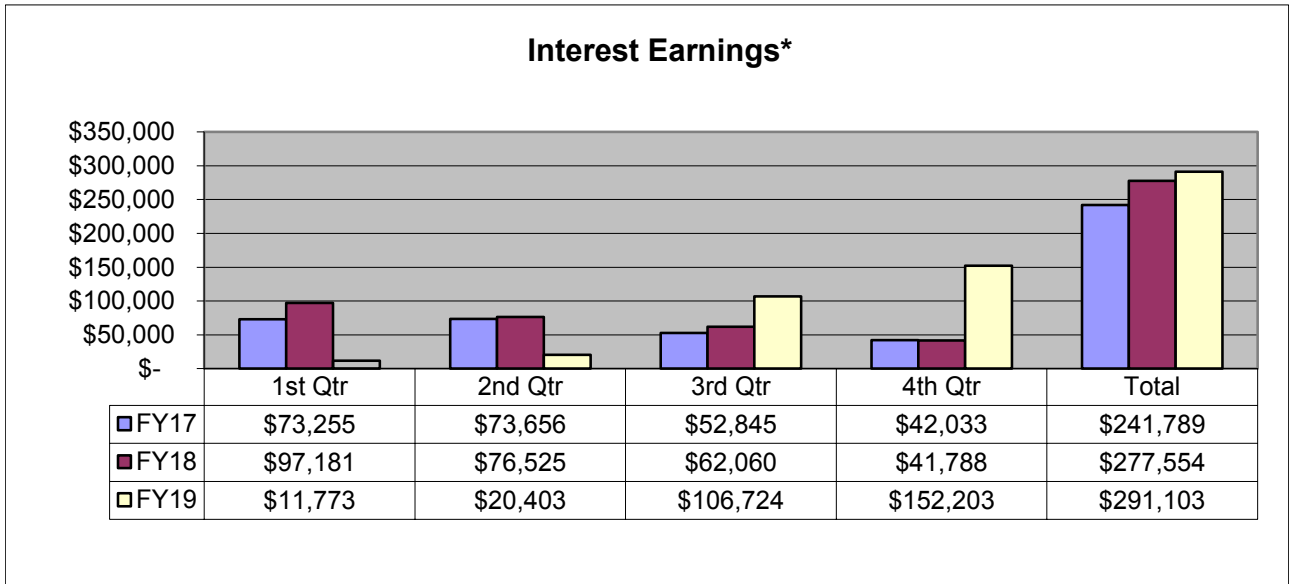
Total Cost	\$16,677,603	\$16,297,512	\$17,403,070
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<u>Amount</u>	<u>Category</u>	<u>Financial Institution</u>
\$ 1,481,656	Liquid Asset Management	Fifth Third Bank
\$ 5,304,792	Certificates of Deposit	Miscellaneous Banks
\$ 9,612,062	Other Securities/Notes	Multibank Securities/Morgan Stanley
\$ 872,623	Liquid Investment Accounts	STAR Ohio

Remainder of bond proceeds are not included above.



Investment Objective and Guidelines – Board Policy 4.18 adopted 9/16/96

1. Preservation of capital and protection of principal
2. Strive to achieve a fair and safe average rate of return
3. Sufficiently liquid to enable operating requirements
4. Diversified in order to avoid potential losses
5. Exercise degree of judgment and care
6. Bank account relationships managed to secure adequate services while minimizing costs

*Does not include interest earned on \$54 million of bond proceeds received February 2010.

Findlay City School District
General Fund FY19 Appropriations

Funct	General Fund Descriptions	FYTD	Prior FY	FYTD	Expenditures	Percentage
		Appropriations	Carryover	Expendable	FYTD	FYTD
		as of 6/30/19	Encumbrances	as of 6/30/19	as of 6/30/19	as of 6/30/19
1100	Regular Instruction	\$25,405,000	\$ 437,554	\$25,842,554	\$ 25,799,870	99.83%
1200	Special Instruction	8,613,400	19,611	\$ 8,633,011	8,627,644	99.94%
1300	Vocational Instruction	3,075,000	12,057	\$ 3,087,057	2,950,010	95.56%
1900	Other Instruction	5,985,000	25,557	\$ 6,010,557	5,482,600	91.22%
2100	Support Services - Pupils	3,170,000	14,966	\$ 3,184,966	3,153,093	99.00%
2200	Support Services - Instructional	2,185,000	74,879	\$ 2,259,879	2,129,134	94.21%
2300	Board of Education	252,500	26,966	\$ 279,466	238,723	85.42%
2400	Executive Administrative Services	4,419,800	16,191	\$ 4,435,991	4,398,767	99.16%
2500	Fiscal Services	1,402,550	85,334	\$ 1,487,884	1,301,872	87.50%
2700	Operations and Maintenance	5,229,403	608,175	\$ 5,837,578	5,271,955	90.31%
2800	Transportation	2,552,000	100,485	\$ 2,652,485	2,445,834	92.21%
2900	Informational Services	188,000	1,379	\$ 189,379	175,218	92.52%
4100	Academic and Subject Oriented	166,600	-	\$ 166,600	153,643	92.22%
4500	Sport Oriented Activities	746,900	323	\$ 747,223	739,867	99.02%
4600	School and Public	81,400	4,695	\$ 86,095	55,008	63.89%
5300	Architect Services	5,000	-	\$ 5,000	-	0.00%
7200	Transfers	50,000	-	\$ 50,000	-	0.00%
7400	Advances	50,000	-	\$ 50,000	-	0.00%
7500	Refund of Prior Year	24,500	-	\$ 24,500	20,335	83.00%
	General Fund Total	<u>\$63,602,053</u>	<u>\$ 1,428,173</u>	<u>\$65,030,226</u>	<u>\$ 62,943,574</u>	<u>96.79%</u>

Appropriation Implementation – Board Policy 4.03 adopted 5/29/07

The Board placed the responsibility for administering the appropriation measure, once adopted, with the Superintendent. In order to allow the Superintendent to administer and control the appropriation measure in an effective and efficient manner, the following principles shall be followed:

1. All actions of the Superintendent or duly delegated employees of the District in executing the programs and/or activities, as set forth in the adopted appropriation measure, are authorized to implement said programs and/or activities, subject, however, to continuous review by the Board and further limited to the following express provision:
 - a. All expenditure of funds for the employment and assignment of personnel meet the legal requirements of the Ohio Revised Code and adopted Board policies.
 - b. All expenditures so authorized are contained and are fully funded within the line item of the appropriation unit as adopted by the Board.
 - c. All purchases are made in accordance with the requirements of the Ohio Revised Code and adopted Board policy.
 - d. Appropriate financial reports are given to the Board monthly.
 - e. The Treasurer will notify the Board whenever any object level (e.g. 500 Supplies) within the same function level (e.g. 1100 Regular Instruction) of the general fund increases or decreases more than \$200,000 over a 6-month period in any given fiscal year. Increases or decreases at the function level require Board approval.
2. The Board, recognizing that prompt payment of bills improves efficiency and lowers cost of operation, and to take advantage of time discounts, at the time it authorizes an expenditure, authorized the Treasurer or his/her designated representative to make payment, provided the expenditure is made in accordance with principles set forth above and the amount of payment does not exceed the estimated cost shown on the approved or ratified purchase order by 10% for all orders over \$1,000.00.

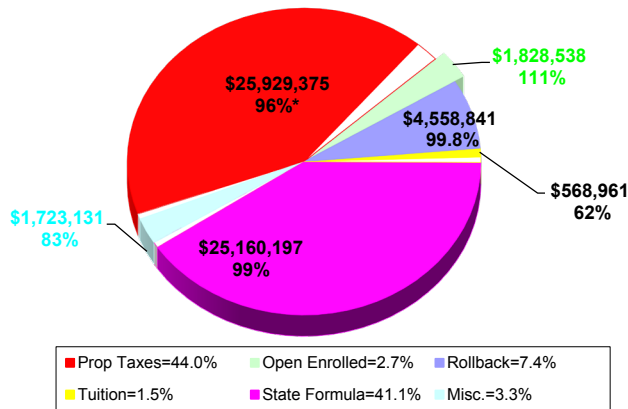
FINDLAY CITY SCHOOLS TREASURER'S REPORT
JUNE 2019

FUND	June 30, 2018	JUL-JUN	YTD % OF	JUL-JUN	YTD % OF	June 30, 2019	OUTSTANDING	UNENCUMBERED	UNENCUMBERED	UNENCUMBERED
	CASH BALANCE	RECEIPTS	BUDGET	EXPENSES	BUDGET	CASH BALANCE	ENCUMBRANCES	BAL June 30, 2019	Bal June 30, 2018	Bal June 30, 2017
GENERAL	\$ 10,908,253	\$ 59,769,042	96.4%	\$ 62,943,574	96.8%	\$ 7,733,721	\$ 923,916	\$ 6,809,805 +	\$ 9,480,079	\$ 9,866,563
27-YEAR 2010 BOND DEBT	1,054,579	4,052,857	100.5%	4,083,348	100.0%	1,024,088	-	1,024,088	1,054,579	976,103
PERMANENT IMPRVMT	2,979,014	2,237,084	101.7%	2,249,726	52.3%	2,966,372	1,694,990	1,271,382	1,960,101	1,544,290
2010 BOND PROCEEDS	387,391	9,403	94.0%	-	0.0%	396,793	-	396,793	387,391	624,649
FOOD SERVICE	393,012	1,499,585	75.0%	1,546,984	78.6%	345,613	149,512	196,101	222,416	246,198
ENDOWMENTS & TRUSTS	1,221,421	387,216	89.2%	375,732	69.2%	1,232,905	106,034	1,126,871	1,153,267	878,462
NEW BLDG MAINTENANCE	1,888,818	405,522	97.9%	652,629	69.1%	1,641,711	290,527	1,351,184	1,643,310	1,597,572
MILLSTREAM	158,554	743,448	91.2%	752,482	81.2%	149,520	3,969	145,551	153,075	425,721
PUBLIC SUPPORT	137,147	171,107	114.1%	184,473	87.4%	123,782	3,418	120,363	126,064	127,535
FABSS	111,364	157,114	92.4%	189,667	90.3%	78,811	-	78,811	111,364	150,704
HEALTH INSURANCE	1,812,133	9,977,247	110.9%	10,076,376	99.8%	1,713,004	23,621	1,689,383	1,812,133	1,280,730
STUDENT ACTIVITIES	126,758	97,274	46.3%	89,633	48.5%	134,400	3,219	131,181	121,858	126,605
DISTRICT ACTIVITIES	496,456	670,534	134.1%	743,867	90.6%	423,123	47,592	375,532	424,536	337,411
AUXILIARY SRVCS	29,051	352,468	90.4%	359,240	86.1%	22,278	22,278	0	1,813	11,262
STATE GRANTS	13,505	88,914	68.9%	66,654	50.2%	35,765	979	34,786	10,808	9,875
FEDERAL GRANTS	79,490	2,971,842	81.3%	3,022,386	88.9%	28,946	56,954	(28,008)	30,281	1,741
OTHER MISC FUNDS	821,006	1,021,432	102.3%	903,761	75.1%	938,677	69,206	869,471	726,067	728,485
TOTALS	\$ 22,617,952	\$ 84,612,089	97.1%	\$ 88,240,530	93.0%	\$ 18,989,511	\$ 3,396,215	\$ 15,593,296	\$ 19,419,142	\$ 18,933,907

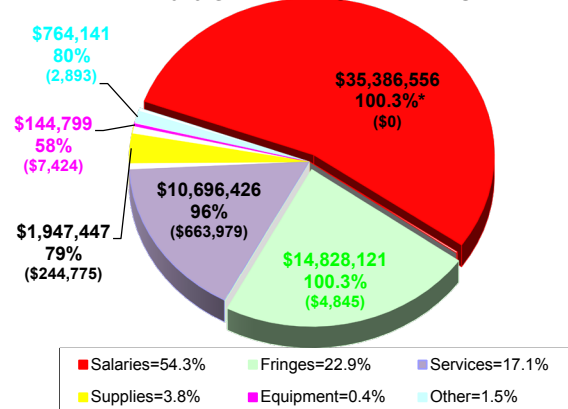
+NOTE: General fund unencumbered balance includes \$183,814 in Workers Comp Risk Reduction Fund (001-9195)

- = funds related to OSFC building project for two (2) new middle schools and new Millstream Career Center
- = includes about 60 funds where the district manages student extracurriculars (e.g. athletic & music groups and camps, yearbook, etc.)

FY 2019 GENERAL FUND REVENUE



FY 2019 GENERAL FUND EXPENSE



*Pie percentages indicate estimated revenue received or budgeted expense spent/encumbered from each category. For example, 96% of FY19 estimated property tax revenue (red) has been received to date. Figures in parentheses in the expense pie chart indicate amount of year-end encumbrances (purchase orders) included in expense figure.

The District's general fund finished the 2019 fiscal year having spent \$3.17 million more than it received. Receipts totaled \$59,769,042 while expenditures totaled \$62,943,574. General fund revenues were down \$2.5 million from last year while expenditures actually dropped by 84K. 920K of the large revenue drop is due to an unusual amount of prepaid tax bills received in FY18 meaning not as much was left to be paid in FY19. 663K of the drop was due to a one-time refund in FY18 from the County Auditor. 500K is from the ongoing phase out of state reimbursements for past tangible property taxes. 300K was due to the large, one-time Dark Fiber payments from the County and the City received in FY18. Another 200K less miscellaneous revenue came in from FDA in FY19 due to less FDA students attending Millstream and FDA's reduced payroll costs. The expenditure drop is a result of the one-time transfer in FY18 of \$1 million from the general fund into the health insurance fund. Take that out of consideration and the general fund expenses grew from wage increases and increased benefit costs. The District's true days cash dropped from last year's 55 days to 39 days.

The biennial State budget was not passed by July 1st, but all indications are Findlay's state funding will increase by \$1 million for FY20 and another 473K in FY21. While appreciated, such increases are not able to keep up with rising costs for wages and health insurances such that the District is expected to continue spending more than it is receiving. The District continues to apply for competitive grants from the United Way, Community Foundation, and ODE's School Quality Improvement and EACHCHILD Expanding Opportunities grants in order to implement and maintain programs

The District continues to focus its efforts on improving and building upon student achievement, and is aggressively pursuing education options to attract K-12 students from failing charter schools to help those students succeed. Bigelow Hill's STEAM

designation and all of Findlay's Leader-in-Me initiatives demonstrate such efforts along with this summer's accomplishment in technology where all students in grades 3 through 12 will have their own Chromebooks this coming school year.

Findlay City School District
2019 Broad Ave
Findlay, Ohio 45840

www.findlaycityschools.org

Published July 2019

SIX MONTH INTEREST & CASHBACK REWARDS REPORT TO THE BOARD
January-June 2019
As presented 7/15/19

Board Policy 4.04 as of August 6, 2018 states,

REVENUE FROM INVESTMENT

The Treasurer shall keep an accounting of the following funds with respect to interest earned: General 001; Bond Retirement 002; Bond Proceeds 004; Lunchroom 006; Endowment Funds 008; Auxiliary Service 401.

The Treasurer shall report to the Board a listing of interest earned to the above funds each six (6) months.

The following report is in accordance with the above policy. The District received \$263,770.45 of investment income from January through June 2019. It was allocated as follows:

Fund	Description	Interest
001	General	\$ 246,564.58
004	2010 Bond Proceeds	4,843.73
006	Food Service	3,501.69
008	Endowment Funds	8,014.31
401	St. Michael Auxiliary	846.14
	TOTAL	\$263,770.45

FY19 CASHBACK REWARDS REPORT

Auditor of State Bulletin 2018-03 requires the treasurer to report the rewards received from the use of the district credit card to the Board annually. This report serves to meet that requirement. Up until the bank cancelled the program in March 2019, the District used a Chase Bank cash back rewards credit card for large purchases to take advantage of such rewards. **In fiscal year 2019, the District received \$7,256.99 which was receipted in as miscellaneous revenue to the general fund.** \$4,748.03 was received in FY18.

The District replaced that card with a PNC bank card through an OASBO sponsored program. This new rewards program is calculated annually where we should see our first rewards payment next summer. We may not receive it before June 30th but I anticipate it to be more than what we received through the Chase program.

As prepared by
Mike Barnhart, Treasurer
July 11, 2019

**RESOLUTION OF INTENT TO PARTICIPATE IN THE
OHIO FACILITIES CONSTRUCTION COMMISSION
EXPEDITED LOCAL PARTNERSHIP PROGRAM**

WHEREAS, the Board of Education of the Findlay City School District ("School District"), Hancock County, Ohio, met in regular session on July 15, 2019 and adopted the following Resolution; and

WHEREAS, the School District intends to participate in the Expedited Local Partnership Program as outlined in SB 272; and

WHEREAS, the School District is planning to expend local resources to achieve a separate and distinct part of an overall master facilities plan of the school district's facility needs as prepared, in conjunction, with the Ohio Facilities Construction Commission ("Commission"), that is either new construction or major repairs; and

WHEREAS, the School District Board intends to move forward with a ballot issue or apply other local resources in May, 2020 (*indicate month & year*) and acknowledges this date may not be sooner than twelve (12) months following the date of this resolution unless the district has a master facilities plan developed under another OFCC program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Findlay City School District, Hancock County, Ohio that the school district declares its intention to participate in the Expedited Local Partnership Program.

Upon the roll call on the passage of the Resolution, the vote was as follows:

<u>Mr. Aldrich</u> , President	<u>Dr. Siebenaler Wilson</u> , Vice President
<u>Mr. Cooper</u> motioned	<u>Mrs. Robertson</u> seconded
<u>Mrs. Russel</u>	<u>5-0</u> vote approved

The foregoing is a true and correct excerpt from the minutes of the Findlay City School Board meeting of July 15, 2019, of the Board of Education of the Findlay City School District, Hancock County, Ohio showing the passage of the resolution set forth.

Superintendent

July 16, 2019
Date

Treasurer

July 16, 2019
Date