

BOARD OF EDUCATION MEETING MINUTES
July 16, 2018

The Board met in regular session at 6:00pm in the Glenwood Community Room. President Aldrich called the meeting to order. Present were Mr. Aldrich, Mrs. Robertson, Mrs. Russel, Dr. Siebenaler Wilson, Treasurer Mr. Barnhart, and Superintendent Mr. Kurt.

CELEBRATIONS

Mr. Aldrich celebrated all the summer camps that have taken place this year. He stated you think of summer as a down time but not at Findlay City Schools. The camps are in full swing and the buildings and staff are preparing for the upcoming school year. Mr. Kurt celebrated Miss Panuto in her efforts to make Glenwood's spirit show throughout the building. He also celebrated the recent FFE garage sale. He recognized that it takes all the parents to make that event possible along with the community members with their generous donations to make the sale a huge success. Mr. Kurt also took a minute to celebrate his new granddaughter that was born that afternoon. Mom and baby are doing just fine!

2018-007-005 APPROVAL OF MINUTES

It was motioned by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve the regular meeting minutes from June 25, 2018, special meeting minutes from July 9, 2018 and Board work session minutes from July 10, 2018.

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

2018-007-006 CONSENT ITEMS (A-R)

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

CERTIFICATED PERSONNEL

A. Resignation

Eric Dysert (Math, Glenwood) (11 years)
Reason: Personal Effective: August 7, 2018

B. Appointments

1. Teachers

Kelsey Fresch (Math, Glenwood)
Salary: MA, Step 0 @ \$40,452
Effective: August 14, 2018

Ross Mansfield (Kindergarten, Whittier)
Salary: BA, Step 0 @ \$36,963
Effective: August 14, 2018

2. Summer Reading 3rd Grade Testing @ \$22.01 per hour up to 8 hours

Carrie Allsop Lisa Dominique

3. High School Half Day BLT Meeting on August 2, 2018 @ \$25/day (Acct# FHS Teacher PD)

| | | | |
|------------------|------------------|-----------------|------------------|
| Martie Andrews | Amanda Brasfield | Jon Gaberdiel | Kendra Grubinski |
| Ben Kirian | Ellen Laube | Mark Laux | Kevin Manley |
| Becky Pfaltzgraf | Brian Rosendale | Barb Tardibuono | Daniel Wilson |

4. Home Instructors - Step 0 @ \$22.01 per hour for Summer of 2017-2018 School Year

Ryan Lindahl – Algebra II (not to exceed 30 hours) contingent upon completion of Spanish I
Deborah Stall – Spanish I (not to exceed 15 hours)

5. Millstream SkillsUSA Advisor Stipend to attend 2018 National SkillsUSA Contest in June @ \$1,084.32 (Acct# 524-9018)

Mike Magnes Jan Miller

6. Millstream SkillsUSA Advisor Stipend to attend 2018 Ohio SkillsUSA Summer Camp in July @ \$903.60 (Acct#524-9018)

Jan Miller Carol Treece

7. Ignition Team Members – Google Level 1 Certification - \$10 reimbursement

| | | | |
|-----------------|-------------------|----------------|-----------------|
| Kim Betts | Becky Biesiada | Denise Bowsher | Kelly Cheney |
| Lauren Clark | Laura Davis | Angela Dittman | Amber Elliott |
| Jessee Hankins | Melissa Heydinger | Kristin Hudok | Laura Julien |
| Michelle Lewis | Charrles Mitchell | Karen Ouwenga | Lauren Parriott |
| Jenna Potteiger | Christina Qualls | Meg Simon | Tonya Thorbahn |
| Jaime Watkins | Kelly Wohlgamuth | | |

8. Supplemental Duty Assignments – Certificated Personnel for 2018-2019 School Year

| | |
|-----------------|--|
| Lauren Blumberg | Varsity Assistant Volleyball – FHS @ \$3585.41 |
| Erica Brunow | Varsity Cheerleading Coach (Football) FHS @ \$2531.97 |
| Brad Burrows | Assistant Football Coach – FHS @ \$4916.08 |
| Blake Delaney | Head Golf Coach (Boys') - FHS @ \$3382.12 |
| Ray Elbin | Head Girls' Tennis Coach – FHS @ \$4121.38 |
| Jordan Fields | Head Golf Coach (Girls') - FHS @ \$3382.12 |
| Mark Gleason | Head Cross Country Coach – FHS @ \$4121.38 |
| Jordan Nugeness | Freshman Cheerleading Coach (Football) – FHS @ \$1663.34 |
| Mark Ritzler | Head Football Coach – FHS @ \$8871.12 |
| Todd Richards | Assistant Football Coach – FHS @ \$4176.82 |
| Danielle Storey | Freshmen Soccer Coach (Girls') - FHS @ \$2421.08 |
| Mike Wilson | Assistant Middle School Cross Country Coach @ \$2790.71 |

CLASSIFIED PERSONNEL

C. Resignation

Kresana Ward (Special Ed Aide, Whittier) (1 year)
Reason: Personal Effective: August 8, 2018

D. Reclassification

Jon Campbell
From: Substitute School Nurse @ \$19.23 per hour
To: Donnell Part Time Nurse @ \$22.97 per hour
Effective: August 14, 2018

Amy Fox
From: Donnell Full Time Nurse
To: Donnell Part Time Nurse
Effective: August 14, 2018

E. Appointments

1. School Nurse

Colleen Osborne (School Nurse, Jefferson)
Salary: \$22.97/hour for 5.75 hours/day
Effective: August 13, 2018

F. Baseball Summer Camp 2018 Stipend (Acct# 300-4516-143-9474-302-840)

Jeff Stutzman, Event Manager @ \$350.00
Bill Barberree, Event Manager @ \$100.00
Ron Ammons, Event Manager @ \$100.00
John Kayser, Event Manager @ \$100.00

G. Boys' Basketball Summer Camp 2018 Stipends (Acct# 300-4512-143-9471-302-840)

Jim Rucki, Event Manager @ \$1,152
Ray Elbin, Assistant Director @ \$924
Luke Kohls, Assistant Director @ \$510

H. Football Summer Camp 2018 Stipend (Acct# 300-4516-143-9472-302-840)

Mark Ritzler, Event Manager @ \$500.00

I. Girls' Basketball Summer Camp 2018 Stipend (Acct# 300-4532-143-9470-302-8400)

Brian Rosendale, Event Manager @ \$1,000

J. Tennis Summer Camp 2018 Stipend (Acct # 300-4546-143-9490-302-840)

Sean Swisher, Event Manager @ \$300
Ray Elbin, Event Manager @ \$300

K. Art Summer Camp 2018 Stipend (Acct# XSCART)

Jason Wagner, Director @ \$5,930.68
Jon Gaberdiel, Instructor @ \$944
Scott Alexander, Instructor @ \$1,321.60
Paul Kuhn, Instructor @ \$472
Ellie Meyer, Instructor @ \$566.40
Rhonda Nye, Instructor @ \$755.20
Jeanette Tate, Instructor @ \$1,132.80

L. Supplemental Duty Assignments – Non-Certificated Personnel for 2018-2019 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):

| | |
|---------------------|---|
| Talisma Buckman | Assistant Football Coach – FHS @ \$4176.82 |
| Tyler Curlis | Head Freshman Football Coach – FHS @ \$4158.34 |
| Matt Feczner | Assistant Boys' Soccer Coach – FHS @ \$4158.34 |
| Tiffany George | J.V. Girls' Soccer Coach – FHS @ \$4158.34 |
| Alexander Houck | Freshmen Soccer Coach (Boys') – FHS @ \$2421.08 (ESC) |
| Christopher Ireland | Assistant Football Coach - FHS @ \$4916.08 |
| Sean Swisher | Varsity Assistant Girls' Tennis – FHS @ \$3160.34 |

M. Volunteer – 2018-2019 Classified Club Advisors/Helpers

Brian Fortin – High School Band Volunteer
Peggy Grandbois – Battery Shockwave Volunteer
Stan Johns – High School Band Volunteer Truck Driver
Kylie Smith– High School Band Volunteer
Colin Stoffel – Volunteer Football Coach
Aaron Wheeler – Battery Shockwave Volunteer
Amber Wilson – High School Band Volunteer
Alexa York – High School Band Volunteer

N. 2018 Class Exit Survey

The superintendent recommends approval of the 2018 Class Exit Survey as presented in EXHIBIT A.

O. Monthly Treasures Report

The treasurer recommends approval of the June 2018 Treasurers report as presented in EXHIBIT B.

P. FHS Competitive Cheer Student Activity Budget

The treasurer recommends approval of the 2018-2019 Competitive Cheer Student Activity Budget as presented in EXHIBIT C.

Q. 2018-2019 Student/Teacher Handbooks

The superintendent recommends approval of the following Student Handbook and Teacher Handbooks:

- Findlay Learning Center Student/Parent Handbook EXHIBIT D.
- Findlay Learning Center Staff Handbook EXHIBIT D.
- Northview Student Handbook EXHIBIT E.
- Northview Teacher Handbook EXHIBIT E.
- Bigelow Hill Student/Parent Handbook EXHIBIT F.
- Bigelow Hill Teacher Handbook EXHIBIT F.

R. 2017-2018 Fourth Quarter Fringe Benefits Report

The treasurer recommends approval of the 2017-2018 Fourth Quarter Fringe Benefit Report, Financial Report and Investment Report as presented in EXHIBIT G.

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

DISCUSSION ITEMS

Mr. Kurt reviewed the new and updated policies: EXHIBIT H: Policies 1.08, 1.12, 1.14, 4.04, 6.08, 7.20f, 7.21, 7.22, 7.23, 8.00, 8.00af, 8.09, 8.28, 9.22

SUPERINTENDENTS COMMENTS

Mr. Kurt reminded the Board of some upcoming important dates: August 1st – DLT, August 3rd – Admin. Planning, August 14th – Convocation, August 15th – First Day of School.

BOARD'S COMMENTS

Mr. Aldrich mentioned the summer lunch program and all the opportunities for students this summer.

2018-007-007 EXECUTIVE SESSION

It was motioned by Mrs. Russel, seconded by Mrs. Robertson to go into executive session at 6:14pm for the purpose of discussing specialized details of the security arrangements.

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

2018-007-008 ADJOURNMENT

It was motioned by Mr. Aldrich, seconded by Dr. Siebenaler Wilson to adjourn the meeting at 6:40 pm.

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

* Tours of Lincoln Elementary will be provided immediately at the conclusion of the meeting for anyone interested.

Treasurer

President

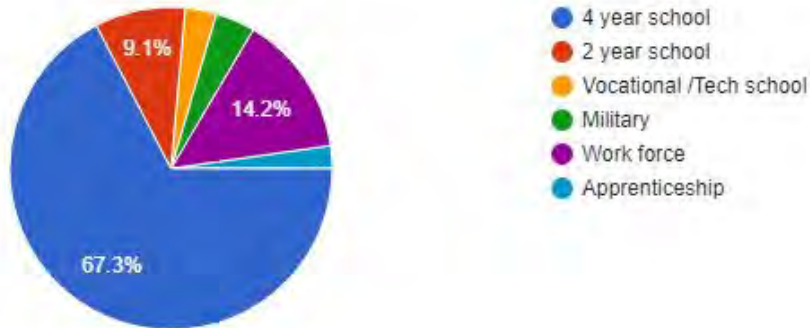
NOTE: The next Regular Board meeting will be held Monday, August 6, 2018 at 6:00 PM in the Millstream Cafe

Class of 2018 Exit Survey

This survey was made available to students starting April 29, 2018 through the end of the school year. Questions were based on previous exit surveys distributed to students. The link to survey was shared to students via a mailing to the parents and students. Additionally, the survey link was featured on the Findlay High School webpage and presented during a senior presentation. 375 students were members of the senior class. 335 students graduated. 352 students completed the exit survey; 12 student responses were duplicates.

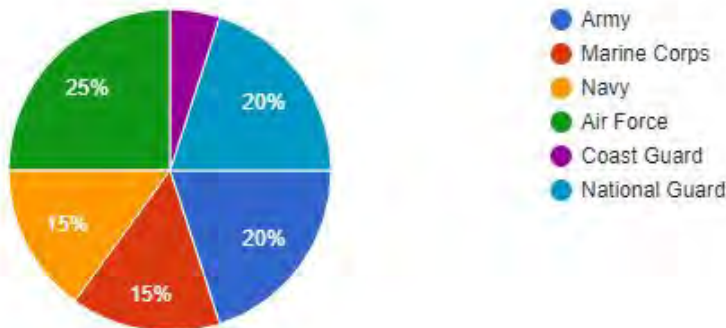
Select your future plans

352 responses



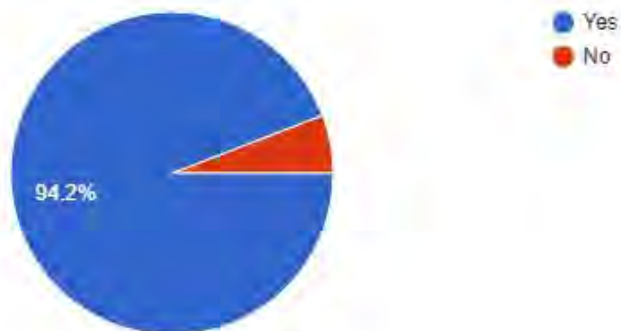
What military branch are you enlisting? (only answer if this pertains to you)

20 responses



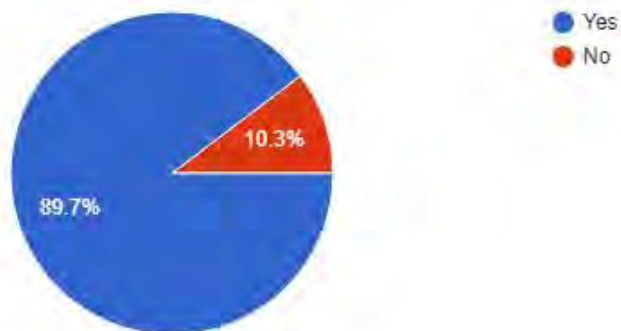
Do you feel that you had access to a broad range of electives including academics, the arts, vocational, and extracurricular offerings?

342 responses



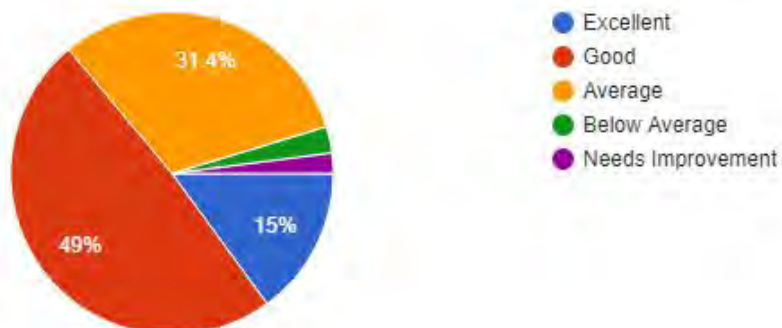
Did your teachers hold high expectations for you and help you to succeed in school (even if you fell behind)?

339 responses



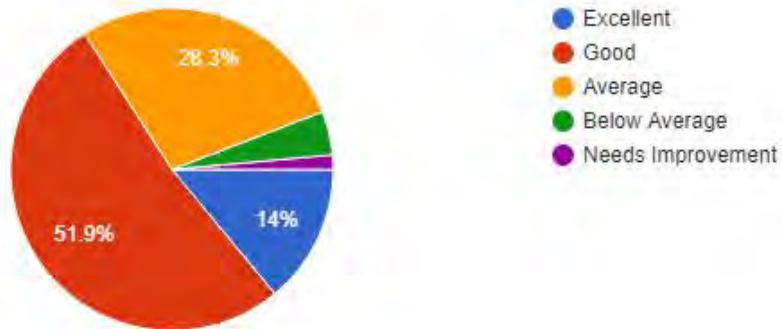
How was your learning experience at Findlay High School?

341 responses



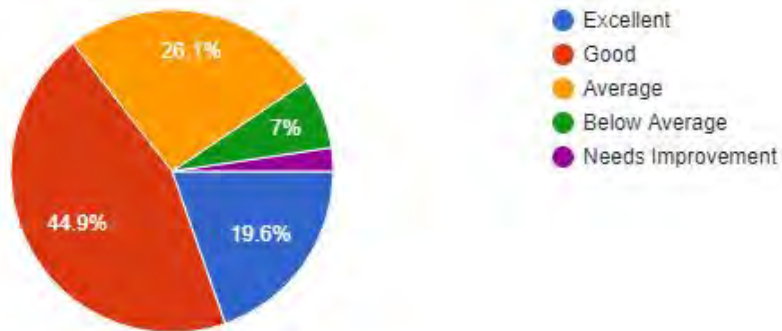
Rate the quality of classroom instruction at Findlay High School

343 responses



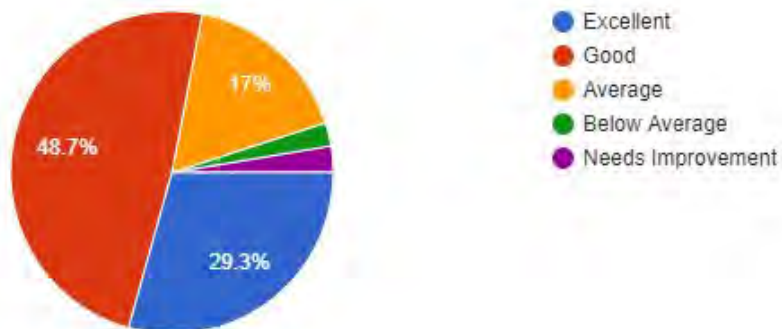
How well do you feel prepared for the transition to college, the workplace, or military?

341 responses



Rate the effort you made to succeed academically at Findlay High School.

341 responses



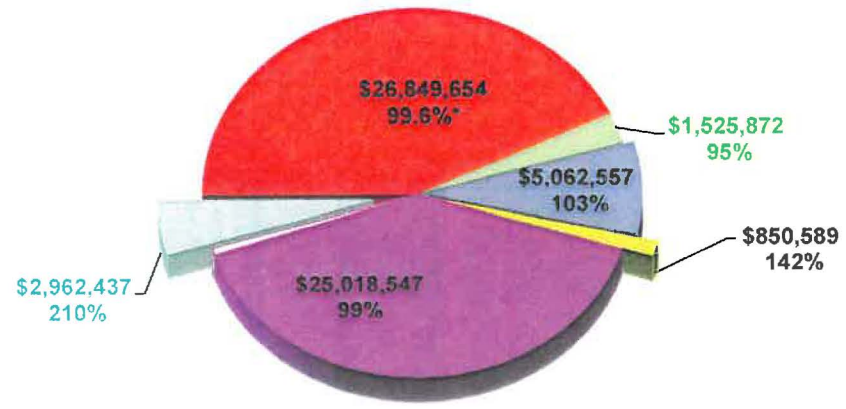
**FINDLAY CITY SCHOOLS TREASURER'S REPORT
JUNE 2018**

| FUND | June 30, 2017 | JUL-JUN | YTD % OF | JUL-JUN | YTD % OF | June 30, 2018 | OUTSTANDING | UNENCUMBERED | UNENCUMBERED | UNENCUMBERED |
|------------------------|----------------------|----------------------|---------------|----------------------|--------------|----------------------|---------------------|----------------------|----------------------|----------------------|
| | CASH BALANCE | RECEIPTS | BUDGET | EXPENSES | BUDGET | CASH BALANCE | ENCUMBRANCES | BAL. June 30, 2018 | Bal. June 30, 2017 | Bal. June 30, 2016 |
| GENERAL | \$ 11,666,476 | \$ 62,269,655 | 102.4% | \$ 63,027,878 | 94.3% | \$ 10,908,253 | \$ 1,428,173 | \$ 9,480,079 + | \$ 9,866,563 | \$ 11,466,324 |
| 27-YEAR 2010 BOND DEBT | 976,103 | 4,189,916 | 101.6% | 4,111,440 | 100.0% | 1,054,579 | - | 1,054,579 | 976,103 | 874,483 |
| PERMANENT IMPRVMT | 2,551,692 | 2,408,514 | 105.8% | 1,981,193 | 60.8% | 2,979,014 | 1,018,913 | 1,960,101 | 1,544,290 | 899,688 |
| 2010 BOND PROCEEDS | 624,649 | 2,317 | 23.2% | 239,575 | 43.6% | 387,391 | - | 387,391 | 624,649 | 607,458 |
| FOOD SERVICE | 362,550 | 1,554,348 | 77.7% | 1,523,885 | 72.0% | 393,012 | 170,597 | 222,416 | 246,198 | 320,228 |
| ENDOWMENTS & TRUSTS | 1,009,803 | 438,503 | 101.0% | 226,885 | 37.4% | 1,221,421 | 68,154 | 1,153,267 | 878,462 | 702,428 |
| OSFC BLDG PROJECT | - | - | 0.0% | - | 0.0% | - | - | - | - | - |
| NEW BLDG MAINTENANCE | 1,887,968 | 414,021 | 100.0% | 413,171 | 46.5% | 1,888,818 | 245,508 | 1,643,310 | 1,597,572 | 2,085,950 |
| MILLSTREAM | 426,567 | 790,489 | 98.2% | 1,058,502 | 93.9% | 158,554 | 5,479 | 153,075 | 425,721 | 375,798 |
| PUBLIC SUPPORT | 134,708 | 204,782 | 136.5% | 202,343 | 93.2% | 137,147 | 11,084 | 126,064 | 127,535 | 113,714 |
| FABSS | 150,991 | 153,974 | 90.6% | 193,601 | 94.3% | 111,364 | - | 111,364 | 150,704 | 145,403 |
| HEALTH INSURANCE | 1,280,730 | 9,820,484 | 110.3% | 9,289,081 | 96.3% | 1,812,133 | - | 1,812,133 | 1,280,730 | 1,485,941 |
| STUDENT ACTIVITIES | 137,520 | 106,871 | 50.9% | 117,633 | 58.5% | 126,758 | 4,900 | 121,858 | 126,605 | 107,372 |
| DISTRICT ACTIVITIES | 379,480 | 756,670 | 151.3% | 639,693 | 86.3% | 496,456 | 71,920 | 424,536 | 337,411 | 348,588 |
| AUXILIARY SRVCS | 56,542 | 361,198 | 92.6% | 388,689 | 87.5% | 29,051 | 27,238 | 1,813 | 11,262 | 53,606 |
| STATE GRANTS | 10,387 | 78,517 | 60.9% | 75,400 | 57.8% | 13,505 | 2,696 | 10,808 | 9,875 | 13,426 |
| FEDERAL GRANTS | 6,597 | 3,404,881 | 90.5% | 3,331,988 | 90.7% | 79,490 | 49,209 | 30,281 | 1,741 | (126,067) |
| OTHER MISC FUNDS | 790,778 | 843,445 | 84.5% | 813,217 | 69.6% | 821,006 | 94,939 | 726,067 | 728,485 | 613,157 |
| TOTALS | \$ 22,453,541 | \$ 87,798,586 | 102.0% | \$ 87,634,175 | 91.3% | \$ 22,617,952 | \$ 3,198,810 | \$ 19,419,142 | \$ 18,933,907 | \$ 20,087,498 |

+NOTE: General fund unencumbered balance includes \$183,814 in Workers Comp Risk Reduction Fund (001-9195)

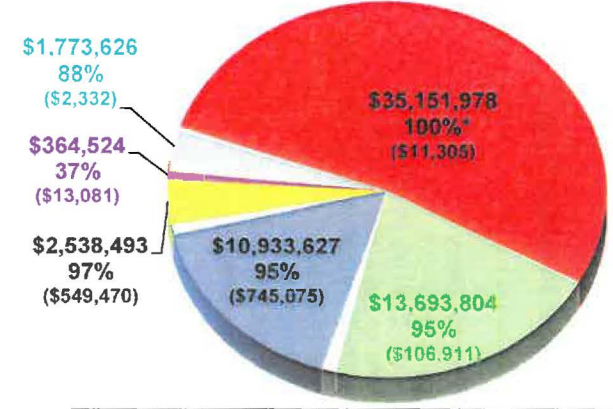
- = funds related to OSFC building project for two (2) new middle schools and new Millstream Career Center
- = includes psych intern grant (30K), connectivity grants (23K) and parent mentor grant (25K).

FY 2018 GENERAL FUND REVENUE



- Prop Taxes=44.3%
- Open Enrolled=2.6%
- Rollback=8.1%
- Tuition=1.0%
- State Formula=41.7%
- Misc.=2.3%

FY 2018 GENERAL FUND EXPENSE



- Salaries=52.8%
- Fringes=21.5%
- Services=17.3%
- Supplies=3.9%
- Equipment=1.5%
- Other=3.0%

*Pie percentages indicate estimated revenue received or budgeted expense spent/encumbered from each category. For example, 99.6% of FY18 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
2018
Month of June**

FUND BALANCES ON BOARD BOOKS

\$ 22,617,952.00

Bank Statement Balance

| | | |
|---|--------------|-------------------|
| Fifth-Third Bank | 280,468.74 | |
| 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 | (193,010.75) | |
| Total Bank Balances | | <u>104,884.99</u> |

Investments

| | | |
|--|---------------|----------------------|
| Fifth-Third Bank Securities 6/30/18 | 2,467,620.06 | |
| Fifth-Third Invested Bond Proceeds 6/30/18 | 387,395.81 | |
| Multi-Bank Securities | 14,476,726.46 | |
| Other Bank CDs | 4,564,995.97 | |
| Star Ohio 6/30/18 | 622,273.71 | |
| Total Investments | | <u>22,519,012.01</u> |

Adjustments

| | |
|--|------------|
| 6/30 Common Remitter amount included in STAR balance | (5,945.00) |
|--|------------|

Total Bank Balances and Investments after Adjustments

\$ 22,617,952.00

I do hereby certify the above to be true and accurate.


Michael T Barnhart, Treasurer

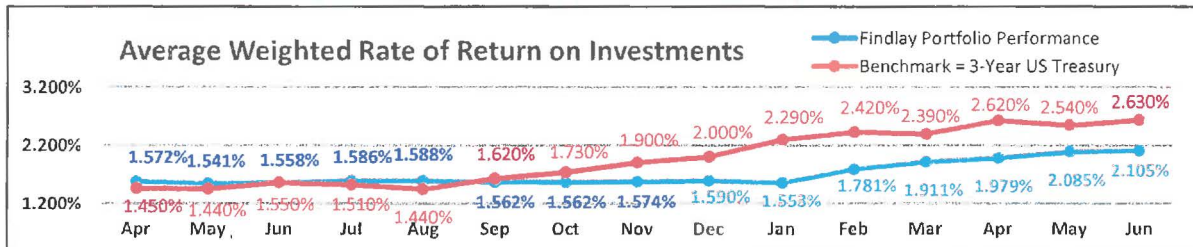
Findlay City Schools Investments Fiscal Year 2018

| Par Amount | Type | Issued Date | Maturity Date | Interest Rate | Cost Basis | Market Value |
|-------------------------------|-------------------------------|--------------------------------|---------------|---------------|-----------------|-----------------|
| Fifth Third Securities | | | | | | |
| 22,988 | 5th 3rd Govt MM fund Class A | | | 1.740% | \$ 22,987.56 | \$ 22,987.56 |
| 245,000 | American Express Centurion CD | 10/7/2015 | 10/9/2018 | 1.700% | 245,000.00 | 244,786.85 |
| 245,000 | Synchrony Bank CD | 6/13/2014 | 6/13/2019 | 2.000% | 245,000.00 | 244,108.20 |
| 245,000 | BMW Bank CD, Salt Lake | 7/23/2014 | 6/20/2019 | 1.950% | 244,632.50 | 244,095.95 |
| 245,000 | Goldman Sachs Bank CD | 11/15/2017 | 11/16/2020 | 2.000% | 245,000.00 | 240,031.40 |
| 245,000 | Ally Bank CD | 11/16/2017 | 11/16/2020 | 2.000% | 245,000.00 | 240,031.40 |
| 250,000 | Fannie Mae | 2/26/2016 | 2/26/2021 | 2.000% | 250,000.00 | 248,842.50 |
| 425,000 | FHLB Note | 5/25/2016 | 5/25/2021 | 1.750% | 425,000.00 | 424,575.00 |
| 245,000 | Barclays CD | 7/26/2017 | 7/26/2021 | 2.050% | 245,000.00 | 238,144.90 |
| 300,000 | FHLB Note | 10/28/2016 | 10/28/2021 | 1.250% | 300,000.00 | 296,718.00 |
| Subtotal Fifth Third | | Weighted Average Return | | 1.834% | \$ 2,467,620.06 | \$ 2,444,321.76 |

| | | | | | | |
|------------------------------|----------------------------------|--------------------------------|------------|---------------|-----------------|--|
| Miscellaneous Banks | | | | | | |
| 142,666 | Old Fort Bank CD (2 of 2) | 10/23/2013 | 10/23/2018 | 1.740% | 142,665.97 | |
| 248,000 | Webster Bank CD, Connecticut | 2/12/2014 | 2/12/2019 | 1.900% | 245,000.00 | |
| 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 | 1.300% | 245,000.00 | |
| 200,000 | Comenity Bank CD, Wilmington | 3/23/2016 | 3/23/2021 | 1.800% | 200,000.00 | |
| 900,000 | FHLB Note | 3/1/2018 | 6/11/2021 | 2.125% | 896,330.00 | |
| 100,000 | Old Fort Bank CD (1 of 2) | 7/28/2016 | 7/28/2021 | 1.650% | 100,000.00 | |
| 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 | |
| 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 | | 2.042% | \$ 4,564,995.97 | |

| | | | | | | |
|--------------------------------|-----------------------------------|--------------------------------|------------|---------------|------------------|--|
| Multi-Bank Securities | | | | | | |
| 249,000 | CF Bank CD, Fairlawn, OH | 8/8/2014 | 8/8/2018 | 1.500% | 249,000.00 | |
| 150,000 | Ohio Valley Bank CD | 7/24/2014 | 7/23/2019 | 1.800% | 150,007.40 | |
| 249,000 | Buckeye Community Bank CD, Lorain | 7/29/2016 | 7/29/2019 | 1.000% | 249,000.00 | |
| 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 | |
| 950,000 | Federal Farm Credit Bank | 2/17/2016 | 2/17/2021 | 1.620% | 950,000.00 | |
| 114,000 | FHLB Note | 2/26/2016 | 2/26/2021 | 1.690% | 114,000.00 | |
| 950,000 | U.S. Treasury Note | 3/28/2018 | 3/15/2021 | 2.375% | 950,797.04 | |
| 900,000 | Federal Farm Credit Bank | 4/10/2017 | 4/20/2021 | 1.620% | 902,718.00 | |
| 950,000 | Fannie Mae | 7/27/2016 | 7/27/2021 | 1.450% | 950,000.00 | |
| 950,000 | FHLB Note | 9/23/2016 | 9/23/2021 | 1.520% | 950,000.00 | |
| 950,000 | Fannie Mae | 10/27/2016 | 10/27/2021 | 1.500% | 950,000.00 | |
| 249,000 | Nationwide Bank CD | 11/18/2016 | 11/18/2021 | 1.500% | 249,000.00 | |
| 950,000 | Federal Farm Credit Bank | 2/8/2017 | 2/8/2022 | 2.150% | 950,000.00 | |
| 980,000 | Federal Farm Credit Bank | 7/25/2017 | 7/25/2022 | 2.100% | 980,000.00 | |
| 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 | 2.875% | 950,000.00 | |
| 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 | FHLB Note | 3/29/2018 | 3/29/2023 | 3.050% | 950,000.00 | |
| 950,000 | Federal Farm Credit Bank | 4/12/2018 | 4/10/2023 | 2.970% | 950,156.75 | |
| 950,000 | Federal Farm Credit Bank | 5/10/2018 | 5/10/2023 | 3.090% | 950,000.00 | |
| Subtotal Multi-Bank Securities | | Weighted Average Return | | 2.172% | \$ 14,476,726.46 | |

| | | | | | | |
|-----------------------------------|--|---|--|---------------|-------------------------|-----------|
| Liquid Investment Accounts | | | | | | |
| StarOhio | | Liquid Wtd Avg Return | | 1.980% | 622,273.71 | 6/30/2018 |
| GRAND TOTAL INVESTMENTS | | Grand Total Wtd Avg Return | | 2.102% | \$ 22,131,616.20 | |
| | | Non-Liquid Weighted Average Return | | 2.105% | | |



**Findlay City Schools Bond Proceed Investments
Fiscal Year 2018**

| Par Amount | Type | Issued Date | Maturity Date | Interest Rate | Cost Basis | Market Value |
|---|------------------------------|----------------|------------------|------------------|----------------------|----------------------|
| <u>Fifth Third Securities (2010 Bond Proceeds)</u> | | | | | | |
| 129,396 | 5th 3rd Govt MM fund Class A | | | 1.740% | \$ 129,395.81 | \$ 129,395.81 |
| 10,000 | American Express Bank CD, Ut | 7/24/2014 | 7/24/2019 | 2.000% | 10,000.00 | 9,955.70 |
| 248,000 | Wells Fargo Bank CD | 1/10/2018 | 1/10/2023 | 2.600% | 248,000.00 | 240,324.40 |
| Total of Invested 2010 Bond Proceeds | | | | | \$ 387,395.81 | \$ 379,675.91 |

as prepared by
Mike Barnhart
7/6/2018

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 |
|---|--------------|---------------|------------------|-------------------|----------------------|----------------------|---------------------------|
| TOTAL FOR Fund 001 - GENERAL: | | | | | | | |
| 11,666,476.10 | 2,467,898.56 | 62,269,654.61 | 6,188,300.08 | 63,027,877.94 | 10,908,252.77 | 1,428,173.33 | 9,480,079.44 |
| TOTAL FOR Fund 002 - BOND RETIREMENT: | | | | | | | |
| 976,103.27 | 0.00 | 4,189,915.53 | 0.00 | 4,111,440.00 | 1,054,578.80 | 0.00 | 1,054,578.80 |
| TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT: | | | | | | | |
| 2,551,692.35 | 13,158.07 | 2,408,514.28 | 342,171.78 | 1,981,192.98 | 2,979,013.65 | 1,018,912.75 | 1,960,100.90 |
| TOTAL FOR Fund 004 - BUILDING: | | | | | | | |
| 624,649.22 | 720.38 | 2,316.86 | 0.00 | 239,575.27 | 387,390.81 | 0.00 | 387,390.81 |
| TOTAL FOR Fund 006 - FOOD SERVICE: | | | | | | | |
| 362,549.96 | 111,782.67 | 1,554,347.55 | 58,744.30 | 1,523,885.10 | 393,012.41 | 170,596.71 | 222,415.70 |
| TOTAL FOR Fund 007 - SPECIAL TRUST: | | | | | | | |
| 351,909.47 | 2,023.18 | 380,166.17 | 20,560.65 | 181,385.41 | 550,690.23 | 64,653.64 | 486,036.59 |
| TOTAL FOR Fund 008 - ENDOWMENT: | | | | | | | |
| 657,893.70 | 2,701.35 | 58,337.19 | 20,000.00 | 45,500.00 | 670,730.89 | 3,500.00 | 667,230.89 |
| TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES: | | | | | | | |
| 403,862.57 | 5,459.35 | 353,845.66 | 10,029.08 | 320,736.33 | 436,971.90 | 74,302.12 | 362,669.78 |
| TOTAL FOR Fund 010 - CLASSROOM FACILITIES: | | | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES: | | | | | | | |
| 85,830.28 | 7,336.22 | 110,814.30 | 2,075.06 | 129,911.20 | 66,733.38 | 12,541.67 | 54,191.71 |
| TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES: | | | | | | | |
| 426,566.67 | 1,624.97 | 790,488.99 | 79,264.26 | 1,058,501.99 | 158,553.67 | 5,479.17 | 153,074.50 |
| TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT: | | | | | | | |
| 134,708.11 | 4,199.23 | 204,782.35 | 14,571.03 | 202,342.98 | 137,147.48 | 11,083.66 | 126,063.82 |
| TOTAL FOR Fund 019 - OTHER GRANT: | | | | | | | |
| 300,049.11 | 118,155.58 | 289,224.08 | 21,935.86 | 271,972.41 | 317,300.78 | 8,095.11 | 309,205.67 |
| TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND: | | | | | | | |
| 150,990.56 | 4,676.50 | 153,974.47 | 11,961.17 | 193,600.81 | 111,364.22 | 0.00 | 111,364.22 |
| TOTAL FOR Fund 022 - DISTRICT AGENCY: | | | | | | | |
| 1,036.24 | 11,090.00 | 89,561.00 | 22,426.74 | 90,597.24 | 0.00 | 0.00 | 0.00 |
| TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.: | | | | | | | |
| 1,280,729.71 | 1,743,159.35 | 9,820,484.36 | 682,712.68 | 9,289,081.26 | 1,812,132.81 | 0.00 | 1,812,132.81 |

Date: 07/02/2018
 Time: 2:12 pm

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 | |
|--|---------------|---------------|------------------|-------------------|----------------------|----------------------|---------------------------|---------------|
| TOTAL FOR Fund 506 - RACE TO THE TOP: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL FOR Fund 516 - IDEA PART B GRANTS: | 0.00 | 177,523.36 | 1,140,104.94 | 66,713.13 | 1,093,404.18 | 46,700.76 | 3,794.00 | 42,906.76 |
| TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198 | 1,459.50 | 10,899.10 | 207,225.77 | 405.94- | 208,685.27 | 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 | 168.73 | 20,487.73 | 0.00 | 20,487.73 | 0.00 | 0.00 | 0.00 |
| TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE | 5,137.89 | 257,625.26 | 1,671,364.78 | 101,315.17 | 1,652,947.78 | 23,554.89 | 36,181.69 | 12,626.80- |
| 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 | 4,580.87 | 40,954.84 | 0.00 | 40,954.84 | 0.00 | 0.00 | 0.00 |
| TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY: | 0.00 | 8,895.81 | 189,777.91 | 0.00 | 189,777.91 | 0.00 | 0.00 | 0.00 |
| TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND | 0.00 | 92,976.63 | 134,964.82 | 40,346.18 | 125,730.32 | 9,234.50 | 9,233.69 | 0.81 |
| GRAND TOTALS: | 22,453,540.74 | 5,157,843.79 | 87,798,585.98 | 7,779,284.69 | 87,634,174.72 | 22,617,952.00 | 3,198,810.22 | 19,419,141.78 |

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 2018
FINDLAY CITY SCHOOLS

| 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 | 16,993,170.50 | 1,581,845.59 | 16,998,781.97 | .00 | 5,611.47- | 100.0% |
| 1200 | SPECIAL INSTRUCTION - SALARY | 5,643,000.00 | 366,173.16 | 5,614,098.63 | .00 | 28,901.37 | 99.5% |
| 1300 | VOCATIONAL INSTRUCTION - SALARY | 1,704,000.00 | 142,885.10 | 1,694,491.19 | 139.64 | 9,369.17 | 99.4% |
| 1900 | GENERAL OTHER INSTRUCTION PERSONAL SE | 265,000.00 | 5,341.13 | 111,172.81 | .00 | 153,827.19 | 42.0% |
| 2100 | PUPIL SUPPORT SERVICES - SALARY | 1,960,000.00 | 100,100.65 | 1,949,302.16 | .00 | 10,697.84 | 99.5% |
| 2200 | STAFF SUPPORT SERVICES - SALARY | 1,176,000.00 | 69,311.76 | 1,120,412.93 | .00 | 55,587.07 | 95.3% |
| 2400 | ADMINISTRATIVE - SALARY | 2,667,000.00 | 227,285.26 | 2,692,118.27 | .00 | 25,118.27- | 100.9% |
| 2500 | FISCAL SERVICES - SALARY | 426,000.00 | 33,286.18 | 414,642.17 | .00 | 11,357.83 | 97.3% |
| 2700 | OPERATION & MAINT - SALARY | 2,119,000.00 | 184,888.43 | 2,261,743.32 | .00 | 142,743.32- | 106.7% |
| 2800 | TRANSPORTATION SERVICES - SALARY | 1,440,000.00 | 108,849.75 | 1,411,667.25 | 11,165.67 | 17,167.08 | 98.0% |
| 2900 | INFORMATIONAL SERVICES - SALARY | 104,000.00 | 7,936.72 | 97,151.86 | .00 | 6,848.14 | 93.4% |
| 4100 | ACADEMIC & SUBJECT - SALARY | 120,000.00 | 36,411.72 | 115,810.55 | .00 | 4,189.45 | 96.5% |
| 4500 | SPORTS - SALARY | 610,000.00 | 68,388.56 | 609,616.21 | .00 | 383.79 | 99.9% |
| 4600 | SCHOOL & PUBLIC - SALARY | 60,000.00 | 16,125.16 | 49,662.88 | .00 | 10,337.12 | 82.8% |
| | Fund 001/0000 Obj 100 Totals | 35,287,170.50 | 2,948,829.17 | 35,140,672.20 | 11,305.31 | 135,192.99 | |
| 001/0000 200 | | | | | | | |
| 1100 | REGULAR INSTRUCTION - FRINGE BENEFITS | 6,886,449.91 | 558,054.72 | 6,278,299.03 | 28,883.63 | 579,267.25 | 91.2% |
| 1200 | SPECIAL INSTRUCTION - FRINGE BENEFITS | 1,978,475.34 | 160,917.48 | 2,059,270.06 | 6,368.98 | 87,163.70- | 104.1% |
| 1300 | VOCATIONAL INSTRUCTION - FRINGE BENEF | 611,618.86 | 54,315.34 | 644,336.00 | 1,592.24 | 34,309.38- | 105.3% |
| 1900 | GENERAL OTHER INSTRUCTION EMPLOYEES R | 46,000.00 | 911.79 | 14,503.72 | .00 | 31,496.28 | 31.5% |
| 2100 | PUPIL SUPPORT SERVICES - FRINGE BENEF | 721,100.00 | 55,005.16 | 734,115.21 | .00 | 13,015.21- | 101.8% |
| 2200 | STAFF SUPPORT SERVICES - FRINGE BENEF | 685,000.00 | 29,693.51 | 615,842.62 | 69,091.98 | 65.40 | 89.9% |
| 2400 | ADMINISTRATIVE - FRINGE BENEFITS | 1,285,500.00 | 107,183.02 | 1,286,680.56 | 51.11 | 1,231.67- | 100.1% |
| 2500 | FISCAL SERVICES - FRINGE BENEFITS | 203,800.00 | 15,196.61 | 175,822.37 | .00 | 27,977.63 | 86.3% |
| 2700 | OPERATION & MAINT - FRINGE BENEFITS | 1,015,336.28 | 89,162.68 | 1,030,720.53 | 600.00 | 15,984.25- | 101.5% |
| 2800 | TRANSPORTATION SERVICES - FRINGE BENE | 584,000.00 | 46,892.99 | 550,237.24 | .00 | 33,762.76 | 94.2% |
| 2900 | INFORMATIONAL SERVICES - FRINGE BENEF | 45,000.00 | 4,405.84 | 51,242.43 | .00 | 6,242.43- | 113.9% |
| 4100 | ACADEMIC & SUBJECT - FRINGE BENEFITS | 22,100.00 | 5,870.14 | 18,002.23 | .00 | 4,097.77 | 81.5% |
| 4500 | SPORTS - FRINGE BENEFITS | 120,650.00 | 12,800.61 | 111,339.36 | 323.40 | 8,987.24 | 92.3% |
| 4600 | SCHOOL & PUBLIC - FRINGE BENEFITS | 11,400.00 | 2,612.19 | 16,481.28 | .00 | 5,081.28- | 144.6% |
| | Fund 001/0000 Obj 200 Totals | 14,216,430.39 | 1,143,022.08 | 13,586,892.64 | 106,911.34 | 522,626.41 | |
| 001/0000 400 | | | | | | | |
| 1100 | REGULAR INSTRUCTION - PURCHASED SERVI | 1,163,644.41 | 76,255.09 | 967,741.84 | 71,222.46 | 124,680.11 | 83.2% |
| 1200 | SPECIAL INSTRUCTION - PURCHASED SERVI | 375,976.03 | 20,105.47 | 293,854.89 | 13,242.15 | 68,878.99 | 78.2% |
| 1300 | VOCATIONAL INSTRUCTION - PURCHASED SE | 345,978.34 | 6,336.95 | 387,715.50 | 7,532.26 | 49,269.42- | 112.1% |
| 1900 | OTHER INSTRUCTION - PURCHASED SERVICE | 6,210,135.00 | 572,970.81 | 5,895,959.84 | 25,557.00 | 288,618.16 | 94.9% |
| 2100 | PUPIL SUPPORT SERVICES - PURCHASED SE | 264,394.79 | 12,627.61- | 268,548.06 | 14,528.51 | 18,681.78- | 101.6% |
| 2200 | STAFF SUPPORT SERVICES - PURCHASED SE | 310,734.91 | 2,400.23 | 319,951.35 | 3,986.23 | 13,202.67- | 103.0% |
| 2300 | BD OF EDUCATION - PURCHASED SERVICES | 147,944.30 | 12,540.04 | 113,755.26 | 26,845.01 | 7,344.03 | 76.9% |
| 2400 | ADMINISTRATIVE - PURCHASED SERVICES | 322,616.24 | 9,450.47 | 212,883.16 | 5,626.61 | 104,106.47 | 66.0% |
| 2500 | FISCAL SERVICES - PURCHASED SERVICES | 188,673.33 | 7,799.68- | 96,682.58 | 84,584.02 | 7,406.73 | 51.2% |
| 2700 | OPERATION & MAINT - PURCHASED SERVICE | 2,075,687.62 | 262,647.07 | 1,537,457.36 | 481,567.22 | 56,663.04 | 74.1% |
| 2800 | TRANSPORTATION SERVICES - PURCHASED S | 89,457.11 | 10,106.07 | 52,293.83 | 4,308.33 | 32,854.95 | 58.5% |
| 2900 | INFORMATIONAL SERVICES - PURCHASED SE | 30,082.43 | .00 | 14,081.92 | 1,379.43 | 14,621.08 | 46.8% |
| 4500 | SPORTS - PURCHASED SERVICES | 11,000.00 | .00 | 20,431.90 | .00 | 9,431.90- | 185.7% |

| Func | Account Description | FYTD Appropriation | MTD Expended | FYTD Expended | Current Encumbered | Unencumbered Balance | FYTD %Exp |
|------------------------------|---------------------------------------|-----------------------|-----------------|------------------|-----------------------|-------------------------|--------------|
| Fund: 001/0000 Obj: 400 | | | | | | | |
| 4600 | SCHOOL & PUBLIC - PURCHASED SERVICES | 12,306.98 | .00 | 7,194.81 | 4,695.44 | 416.73 | 58.5% |
| 5300 | ARCHITECT SERVICES - PURCHASED SERVIC | 20,000.00 | .00 | .00 | .00 | 20,000.00 | 0.0% |
| Fund 001/0000 Obj 400 Totals | | 11,568,631.49 | 952,384.91 | 10,188,552.30 | 745,074.67 | 635,004.52 | |
| 001/0000 500 | | | | | | | |
| 1100 | REGULAR INSTRUCTION - SUPPLIES | 932,404.64 | 45,921.37 | 837,969.08 | 329,120.84 | 234,685.28- | 89.9% |
| 1200 | SPECIAL INSTRUCTION - SUPPLIES | 46,450.54 | 895.98 | 56,301.87 | .00 | 9,851.33- | 121.2% |
| 1300 | VOCATIONAL INSTRUCTION - SUPPLIES | 298,966.77 | 2,160.81 | 221,446.37 | 2,793.14 | 74,727.26 | 74.1% |
| 1900 | GENERAL OTHER INSTRUCTION SUPPLY/MATE | 29,246.00 | .00 | 14,691.73 | .00 | 14,554.27 | 50.2% |
| 2100 | PUPIL SUPPORT SERVICES - SUPPLIES | 57,266.95 | 1,374.31 | 35,739.53 | 437.18 | 21,090.24 | 62.4% |
| 2200 | STAFF SUPPORT SERVICES - SUPPLIES | 41,856.89 | 1,164.10 | 32,404.59 | 1,800.93 | 7,651.37 | 77.4% |
| 2300 | BD OF EDUCATION - SUPPLIES | 1,000.00 | .00 | 339.51 | .00 | 660.49 | 34.0% |
| 2400 | ADMINISTRATIVE - SUPPLIES | 62,407.20 | 3,136.46 | 53,161.81 | 7,331.66 | 1,913.73 | 85.2% |
| 2500 | FISCAL SERVICES - SUPPLIES | 7,935.87 | 1,387.90 | 5,958.12 | 750.00 | 1,227.75 | 75.1% |
| 2700 | OPERATION & MAINT - SUPPLIES | 602,203.15 | 32,630.09 | 321,805.59 | 122,225.33 | 158,172.23 | 53.4% |
| 2800 | TRANSPORTATION SERVICES - SUPPLIES | 522,678.15 | 40,109.17 | 409,174.78 | 85,010.53 | 28,492.84 | 78.3% |
| 2900 | INFORMATIONAL SERVICES - SUPPLIES | 4,000.00 | .00 | 30.00 | .00 | 3,970.00 | 0.8% |
| Fund 001/0000 Obj 500 Totals | | 2,606,416.16 | 128,780.19 | 1,989,022.98 | 549,469.61 | 67,923.57 | |
| 001/0000 600 | | | | | | | |
| 1100 | REGULAR INSTRUCTION - CAPITAL OUTLAY | 339,597.71 | 8,744.82 | 160,641.86 | 8,327.00 | 170,628.85 | 47.3% |
| 1200 | SPECIAL INSTRUCTION - CAPITAL OUTLAY | 12,000.00 | .00 | .00 | .00 | 12,000.00 | 0.0% |
| 1300 | VOCATIONAL INSTRUCTION - CAPITAL OUTL | 150,212.04 | 407.96 | 15,197.83 | .00 | 135,014.21 | 10.1% |
| 2200 | STAFF SUPPORT SERVICES - CAPITAL OUTL | 9,500.00 | .00 | 8,050.00 | .00 | 1,450.00 | 84.7% |
| 2400 | ADMINISTRATIVE - CAPITAL OUTLAY | 11,000.00 | .00 | .00 | 3,182.00 | 7,818.00 | 0.0% |
| 2500 | FISCAL SERVICES - CAPITAL OUTLAY | 5,000.00 | .00 | 3,824.15 | .00 | 1,175.85 | 76.5% |
| 2700 | OPERATION & MAINT - CAPITAL OUTLAY | 385,367.33 | .00 | 163,729.54 | 1,571.65 | 220,066.14 | 42.5% |
| 2800 | TRANSPORTATION SERVICES - CAPITAL OUT | 80,000.00 | .00 | .00 | .00 | 80,000.00 | 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 | | 997,677.08 | 9,152.78 | 351,443.38 | 13,080.65 | 633,153.05 | |
| 001/0000 800 | | | | | | | |
| 2300 | BD OF EDUCATION - MISC OBJECTS | 96,000.00 | 1,785.36 | 83,971.95 | 120.75 | 11,907.30 | 87.5% |
| 2400 | ADMINISTRATIVE - MISC OBJECTS | 500.00 | .00 | .00 | .00 | 500.00 | 0.0% |
| 2500 | FISCAL SERVICES - MISC OBJECTS | 705,750.00 | 3,761.82 | 664,853.47 | .00 | 40,896.53 | 94.2% |
| 2700 | OPERATION & MAINT - MISC OBJECTS | 32,381.00 | .00 | 2,167.10 | 2,211.00 | 28,002.90 | 6.7% |
| 2800 | TRANSPORTATION SERVICES - MISC OBJECT | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0.0% |
| 4100 | ACADEMIC & SUBJECT - MISC OBJECTS | 26,674.63 | 583.77 | 19,541.96 | .00 | 7,132.67 | 73.3% |
| Fund 001/0000 Obj 800 Totals | | 862,305.63 | 6,130.95 | 770,534.48 | 2,331.75 | 89,439.40 | |
| 001/0000 900 | | | | | | | |
| 7200 | TRANSFERS TO OTHER FUNDS | 1,050,000.00 | 1,000,000.00 | 1,000,000.00 | .00 | 50,000.00 | 95.2% |
| 7400 | ADVANCES TO OTHER FUNDS | 90,000.00 | .00 | .00 | .00 | 90,000.00 | 0.0% |
| 7500 | REFUND OF PRIOR YEARS RECEIPTS | 24,500.00 | .00 | 759.96 | .00 | 23,740.04 | 3.1% |

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 2018
 FINDLAY CITY SCHOOLS

| Func | Account Description | FYTD Appropriation | MTD Expended | FYTD Expended | Current Encumbered | Unencumbered Balance | FYTD %Exp |
|-------------------------|--|-----------------------|-----------------|------------------|-----------------------|-------------------------|--------------|
| Fund: 001/0000 Obj: 900 | | | | | | | |
| | Fund 001/0000 Obj 900 Totals | 1,164,500.00 | 1,000,000.00 | 1,000,759.96 | .00 | 163,740.04 | |
| | ** Fund 001 Scc 0000 Totals | 66,703,131.25 | 6,188,300.08 | 63,027,877.94 | 1,428,173.33 | 2,247,079.98 | |
| 001/9195 200 | | | | | | | |
| | 1100 GENERAL REG INSTRUCTION EMPLOYEES RET | 20,000.00 | .00 | .00 | .00 | 20,000.00 | 0.0% |
| | 2400 GENERAL SUPPORT SERV-ADMIN EMPLOYEES | 145,000.00 | .00 | .00 | .00 | 145,000.00 | 0.0% |
| | Fund 001/9195 Obj 200 Totals | 165,000.00 | .00 | .00 | .00 | 165,000.00 | |
| | ** Fund 001 Scc 9195 Totals | 165,000.00 | .00 | .00 | .00 | 165,000.00 | |
| 002/9123 810 | | | | | | | |
| | 6100 BOND RETIRE REPAYMENT OF DEBT REDEMPT | 687,135.00 | .00 | 687,134.65 | .00 | .35 | 100.0% |
| | Fund 002/9123 Obj 810 Totals | 687,135.00 | .00 | 687,134.65 | .00 | .35 | |
| 002/9123 820 | | | | | | | |
| | 6100 BOND RETIRE REPAYMENT OF DEBT INTERES | 3,424,305.00 | .00 | 3,424,305.35 | .00 | .35- | 100.0% |
| | Fund 002/9123 Obj 820 Totals | 3,424,305.00 | .00 | 3,424,305.35 | .00 | .35- | |
| | ** Fund 002 Scc 9123 Totals | 4,111,440.00 | .00 | 4,111,440.00 | .00 | .00 | |
| 003/9030 400 | | | | | | | |
| | 5200 PERMANENT IMPROVEMENT - PURCHASED SER | 392,461.09 | .00 | 24,856.91 | 42,100.00 | 325,504.18 | 6.3% |
| | 5300 PERMANENT IMPROVEMENT - PURCHASED SER | 35,000.00 | .00 | .00 | .00 | 35,000.00 | 0.0% |
| | Fund 003/9030 Obj 400 Totals | 427,461.09 | .00 | 24,856.91 | 42,100.00 | 360,504.18 | |
| 003/9030 500 | | | | | | | |
| | 1100 PERM IMPROVE REG INSTRUCTION SUPPLY/M | 270,000.00 | 226,099.25 | 232,727.27 | 36,956.47 | 316.26 | 86.2% |
| | 2700 PERM IMPROVE OPERATION/MAINT OF PLANT | 25,000.00 | .00 | .00 | .00 | 25,000.00 | 0.0% |
| | Fund 003/9030 Obj 500 Totals | 295,000.00 | 226,099.25 | 232,727.27 | 36,956.47 | 25,316.26 | |
| 003/9030 600 | | | | | | | |
| | 1100 PERMANENT IMPROVEMENT - CAPITAL OUTLA | 498,600.00 | 66,995.65 | 419,519.50 | 266,519.42 | 187,438.92- | 84.1% |
| | 2600 PERM IMPROVE SUPPORT SERV-BUSINESS CA | 25,000.00 | .00 | .00 | .00 | 25,000.00 | 0.0% |
| | 2700 PERM IMPROVE OPERATION/MAINT OF PLANT | 25,000.00 | 605.88 | 4,109.29 | 44,282.00 | 23,391.29- | 16.4% |
| | 2800 PERM IMPROVE SUPPORT SERV-PUPIL TRANS | .00 | .00 | .00 | 91,130.00 | 91,130.00- | 0.0% |
| | 4500 PERM IMPROVE SPORT ORIENTED ACTIVITY | 15,000.00 | .00 | 9,175.14 | 5,824.86 | .00 | 61.2% |
| | 5200 PERM IMPROVE SITE IMPROVEMENT CAPITAL | 916,998.48 | .00 | 604,618.53 | 356,380.00 | 44,000.05- | 65.9% |
| | Fund 003/9030 Obj 600 Totals | 1,480,598.48 | 67,601.53 | 1,037,422.46 | 764,136.28 | 320,960.26- | |

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 2018
FINDLAY CITY SCHOOLS

| Func | Account Description | FYTD Appropriation | MTD Expended | FYTD Expended | Current Encumbered | Unencumbered Balance | FYTD %Exp |
|-------------------------|---------------------------------------|-----------------------|-----------------|------------------|-----------------------|-------------------------|--------------|
| Fund: 003/9030 Obj: 900 | | | | | | | |
| 003/9030 | 900 | | | | | | |
| 7200 | PERM IMPROVE TRANSFER OTHER USES OF F | 34,021.00 | 48,471.00 | 48,471.00 | .00 | 14,450.00- | 142.5% |
| | Fund 003/9030 Obj 900 Totals | 34,021.00 | 48,471.00 | 48,471.00 | .00 | 14,450.00- | |
| | ** Fund 003 Scc 9030 Totals | 2,237,080.57 | 342,171.78 | 1,343,477.64 | 843,192.75 | 50,410.18 | |
| 003/9031 500 | | | | | | | |
| 2700 | PERM IMPROVE OPERATION/MAINT OF PLANT | 50,000.00 | .00 | .00 | .00 | 50,000.00 | 0.0% |
| | 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 | 239,476.63 | .00 | 189,476.63- | 479.0% |
| 2600 | PERM IMPROVE SUPPORT SERV-BUSINESS CA | 447,917.00 | .00 | 394,054.16 | .00 | 53,862.84 | 88.0% |
| 2700 | PERM IMPROVE OPERATION/MAINT OF PLANT | 50,000.00 | .00 | .00 | .00 | 50,000.00 | 0.0% |
| 2800 | PERM IMPROVE SUPPORT SERV-PUPIL TRANS | .00 | .00 | .00 | 175,720.00 | 175,720.00- | 0.0% |
| 5200 | PERM IMPROVE SITE IMPROVEMENT CAPITAL | 300,000.00 | .00 | .00 | .00 | 300,000.00 | 0.0% |
| | Fund 003/9031 Obj 600 Totals | 847,917.00 | .00 | 633,530.79 | 175,720.00 | 38,666.21 | |
| | ** Fund 003 Scc 9031 Totals | 897,917.00 | .00 | 633,530.79 | 175,720.00 | 88,666.21 | |
| 003/9032 400 | | | | | | | |
| 5300 | PERM IMPROVE ARCHITECT/ENGINEERING PU | 7,386.76 | .00 | .00 | .00 | 7,386.76 | 0.0% |
| | Fund 003/9032 Obj 400 Totals | 7,386.76 | .00 | .00 | .00 | 7,386.76 | |
| 003/9032 600 | | | | | | | |
| 1100 | PERM IMPROVE REG INSTRUCTION CAPITAL | 116,538.91 | .00 | 4,184.55 | .00 | 112,354.36 | 3.6% |
| | Fund 003/9032 Obj 600 Totals | 116,538.91 | .00 | 4,184.55 | .00 | 112,354.36 | |
| | ** Fund 003 Scc 9032 Totals | 123,925.67 | .00 | 4,184.55 | .00 | 119,741.12 | |
| 2600 | BUILDING SUPPORT SERV-BUSINESS CAPITA | 550,000.00 | .00 | .00 | .00 | 550,000.00 | 0.0% |
| | Fund 004/9123 Obj 600 Totals | 550,000.00 | .00 | .00 | .00 | 550,000.00 | |
| | ** Fund 004 Scc 9123 Totals | 550,000.00 | .00 | .00 | .00 | 550,000.00 | |
| 004/9789 400 | | | | | | | |
| 2700 | BUILDING OPERATION/MAINT OF PLANT PUR | .00 | .00 | 120.55 | .00 | 120.55- | 0.0% |
| | Fund 004/9789 Obj 400 Totals | .00 | .00 | 120.55 | .00 | 120.55- | |

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 2018
 FINDLAY CITY SCHOOLS

| Func | Account Description | FYTD Appropriation | MTD Expended | FYTD Expended | Current Encumbered | Unencumbered Balance | FYTD %Exp |
|-------------------------|--|-----------------------|-----------------|------------------|-----------------------|-------------------------|--------------|
| Fund: 004/9789 Obj: 600 | | | | | | | |
| 004/9789 600 | 5500 BUILDING BLDG ACQUISITION/CONSTRUCT C | .00 | .00 | 239,454.72 | .00 | 239,454.72- | 0.0% |
| | Fund 004/9789 Obj 600 Totals | .00 | .00 | 239,454.72 | .00 | 239,454.72- | |
| | ** Fund 004 Scc 9789 Totals | .00 | .00 | 239,575.27 | .00 | 239,575.27- | |
| 006/9060 100 | 3100 FOOD SERVICES - SALARY | 654,652.00 | 36,076.96 | 611,354.00 | .00 | 43,298.00 | 93.4% |
| | Fund 006/9060 Obj 100 Totals | 654,652.00 | 36,076.96 | 611,354.00 | .00 | 43,298.00 | |
| 006/9060 200 | 3100 FOOD SERVICES - FRINGE BENEFITS | 288,017.17 | 19,284.63 | 266,449.33 | 600.00 | 20,967.84 | 92.5% |
| | Fund 006/9060 Obj 200 Totals | 288,017.17 | 19,284.63 | 266,449.33 | 600.00 | 20,967.84 | |
| 006/9060 400 | 3100 FOOD SERVICES - PURCHASED SERVICES | 52,869.00 | 98.87 | 38,667.19 | 12,502.08 | 1,699.73 | 73.1% |
| | Fund 006/9060 Obj 400 Totals | 52,869.00 | 98.87 | 38,667.19 | 12,502.08 | 1,699.73 | |
| 006/9060 500 | 3100 FOOD SERVICES - SUPPLIES | 811,763.10 | 3,283.84 | 585,059.34 | 157,494.63 | 69,209.13 | 72.1% |
| | Fund 006/9060 Obj 500 Totals | 811,763.10 | 3,283.84 | 585,059.34 | 157,494.63 | 69,209.13 | |
| 006/9060 600 | 3100 FOOD SERVICE FOOD SERV OPERATION CAPI | 24,069.00 | .00 | 17,838.24 | .00 | 6,230.76 | 74.1% |
| | Fund 006/9060 Obj 600 Totals | 24,069.00 | .00 | 17,838.24 | .00 | 6,230.76 | |
| 006/9060 800 | 3100 FOOD SERVICES - MISC OBJECTS | .00 | .00 | 4,517.00 | .00 | 4,517.00- | 0.0% |
| | Fund 006/9060 Obj 800 Totals | .00 | .00 | 4,517.00 | .00 | 4,517.00- | |
| 006/9060 900 | 7500 FOOD SERVICES - REFUND OF PRIOR YEARS | 284,982.00 | .00 | .00 | .00 | 284,982.00 | 0.0% |
| | Fund 006/9060 Obj 900 Totals | 284,982.00 | .00 | .00 | .00 | 284,982.00 | |
| | ** Fund 006 Scc 9060 Totals | 2,116,352.27 | 58,744.30 | 1,523,885.10 | 170,596.71 | 421,870.46 | |
| Grand Total All Funds | | 76,904,846.76 | 6,589,216.16 | 70,883,971.29 | 2,617,682.79 | 3,403,192.68 | |

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 2018
FINDLAY CITY SCHOOLS

| Fnd Rcpt | Sec | Subjct | OPU | Description | FYTD Receivable | FYTD Actual Receipts | MTD Actual Receipts | FYTD Balance Receivable | Pct. Rcvd |
|----------|------|--------|--------|---|--------------------|----------------------------|---------------------------|----------------------------|--------------|
| 001 | 1111 | 0000 | 000000 | 000 REAL ESTATE TAX | 26,953,412.00 | 26,849,654.15 | .00 | 103,757.85 | 99.6% |
| 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 | 70,000.00 | 278,763.11 | .00 | 208,763.11- | 398.2% |
| 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 | 8,824.66 | 2,699.71 | 6,175.34 | 58.8% |
| 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 | 465,000.00 | 592,391.50 | .00 | 127,391.50- | 127.4% |
| 001 | 1224 | 0000 | 000000 | 000 TUITION - OTHER DISTRICTS - VOCATIONAL | 50,000.00 | 114,551.76- | .00 | 164,551.76 - | 229.1% |
| 001 | 1224 | 0300 | 000000 | 000 VOCATIONAL REVENUE FROM FDA | .00 | 85,161.22 | .00 | 85,161.22- | 0.0% |
| 001 | 1227 | 0000 | 000000 | 000 FOUNDATION - OPEN ENROLLMENT | 1,600,000.00 | 1,525,871.66 | 123,491.49 | 74,128.34 | 95.4% |
| 001 | 1410 | 0000 | 000000 | 000 INTEREST ON INVESTMENTS | 175,000.00 | 207,926.48 | 32,258.26- | 32,926.48- | 118.8% |
| 001 | 1710 | 0000 | 000000 | 000 old | .00 | .00 | .00 | .00 | 0.0% |
| 001 | 1740 | 0000 | 000000 | 302 PARKING FEES - FHS | 9,000.00 | 7,216.20 | 8.00 | 1,783.80 | 80.2% |
| 001 | 1810 | 0000 | 000000 | 000 RENTAL SCHOOL PROPERTY | 25,000.00 | 10,461.14 | 150.00 | 14,538.86 | 41.8% |
| 001 | 1820 | 0000 | 000000 | 000 GIFTS & DONATIONS | 5,000.00 | 2,021.38 | 121.38 | 2,978.62 | 40.4% |
| 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 | .00 | 34,124.08 | .00 | 34,124.08- | 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 | 5.00 | .00 | 5.00- | 0.0% |
| 001 | 1880 | 0000 | 000000 | 000 TIF REFUNDS OR P.I.L.O.T. | .00 | 303,296.20 | .00 | 303,296.20- | 0.0% |
| 001 | 1890 | 0000 | 000000 | 000 MISC. REVENUE & FINES | 500,000.00 | 451,852.11 | 190,017.78 | 48,147.89 | 90.4% |
| 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 | 4,748.03 | .00 | 4,748.03- | 0.0% |
| 001 | 1890 | 0300 | 000000 | 000 MISC REVENUE-REIMBURSEMENTS FROM FDA | .00 | 519,630.49 | .00 | 519,630.49- | 0.0% |
| 001 | 1933 | 0000 | 000000 | 000 SALE AND LOSS OF ASSETS [SM1-02.060] | 9,000.00 | 30,396.00 | .00 | 21,396.00- | 337.7% |
| 001 | 3110 | 0000 | 000000 | 000 SCHOOL FOUNDATION - UNRESTRICTED AID | 22,395,000.00 | 18,420,173.91 | 1,484,494.91 | 3,974,826.09 | 82.3% |
| 001 | 3110 | 0002 | 000000 | 000 SPECIAL EDUCATION ALLOWANCE | .00 | 3,373,944.95 | 298,594.41 | 3,373,944.95- | 0.0% |
| 001 | 3110 | 0005 | 000000 | 000 TRANSPORTATION ALLOWANCE | 830,000.00 | 787,494.42 | 63,459.79 | 42,505.58 | 94.9% |
| 001 | 3110 | 0006 | 000000 | 000 DPIA ALLOWANCE | .00 | .00 | .00 | .00 | 0.0% |
| 001 | 3110 | 0008 | 000000 | 000 OTHER ADJUSTMENTS (VOC & SPEC. ED) | 1,600,000.00 | 1,561,033.68 | 158,232.36 | 38,966.32 | 97.6% |
| 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 | 2,248,591.87 | .00 | 1,408.13 | 99.9% |
| 001 | 3132 | 0000 | 000000 | 000 HOMESTEAD EXEMPTIONS | 700,000.00 | 653,774.39 | .00 | 46,225.61 | 93.4% |
| 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 | 1,943,280.00 | 2,160,190.40 | .00 | 216,910.40- | 111.2% |
| 001 | 3139 | 0000 | 000000 | 000 OTHER PROPERTY TAX ALLOCATIONS | .00 | .00 | .00 | .00 | 0.0% |
| 001 | 3190 | 0000 | 000000 | 000 CASINO REVENUE | 265,000.00 | 273,097.16 | .00 | 8,097.16- | 103.1% |
| 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% |

FINANCIAL REVENUE REPORT
Processing Month: June 2018
FINLAY CITY SCHOOLS

| Fnd Rcpt | Sec | Subject | OPU | Description | FYTD Receivable | FYTD Actual Receipts | MTD Actual Receipts | FYTD Balance Receivable | Pct. Rcvd |
|----------|------|----------|----------|--|--------------------|----------------------------|---------------------------|----------------------------|--------------|
| 001 | 3211 | 0000 | 000000 | 000 ECONOMIC DISADVANTAGED FUNDING | .00 | 350,493.91 | 29,027.46 | 350,493.91- | 0.0% |
| 001 | 3219 | 0000 | 000000 | 000 SPEC ED REIMBURSEMENT - FOUNDATION | 85,000.00 | 69,385.87 | 69,385.87 | 15,614.13 | 81.6% |
| 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 | 37,940.97 | 18,979.98 | 96.0% |
| 001 | 4120 | 1994 | 190000 | 000 FEDERAL MEDICAID (CAFS) [SM1-1.06] | 200,000.00 | 233,481.36 | 42,532.69 | 33,481.36- | 116.7% |
| 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 | .00 | .00 | .00 | 0.0% |
| 001 | 5220 | 0000 | 000000 | 000 RETURN ADV FROM FY17 524=10K & 572=60K | 70,000.00 | 70,000.00 | .00 | .00 | 100.0% |
| 001 | 5300 | 0000 | 000000 | 000 REFUND OF PRIOR YR EXPEND [SM1-02.060] | 150,000.00 | 814,181.02 | .00 | 664,181.02- | 542.8% |
| 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 | .00 | .00 | .00 | 0.0% |
| 001 | 5300 | 0057 | 000000 | 302 REFUND OF PRIOR YEAR EXPENDITURE | .00 | .00 | .00 | .00 | 0.0% |
| | ** | Fund 001 | Sec 0057 | Totals | 60,839,692.00 | 62,269,654.61 | 2,467,898.56 | 1,429,962.61- | 102.4% |
| 001 | 1410 | 9145 | 000000 | 000 MS FLOWER FUND | .00 | .00 | .00 | .00 | 0.0% |
| | ** | Fund 001 | Sec 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 | Sec 9194 | Totals | .00 | .00 | .00 | .00 | 0.0% |
| 001 | 1890 | 9195 | 000000 | 000 BWC REFUND | .00 | .00 | .00 | .00 | 0.0% |
| | ** | Fund 001 | Sec 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 | Sec 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 | Sec 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% |

FINANCIAL REVENUE REPORT
Processing Month: June 2018
FINDLAY CITY SCHOOLS

| End 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 | 3,432,532.00 | 3,118,473.40 | .00 | 314,058.60 | 90.9% |
| 002 | 1880 | 9123 | 000000 | 000 BOND SHARE OF T.I.F. OR P.I.L.O.T | .00 | 27,498.72 | .00 | 27,498.72- | 0.0% |
| 002 | 3131 | 9123 | 000000 | 000 10% & 2.5% ROLLBACKS | .00 | 305,274.59 | .00 | 305,274.59- | 0.0% |
| 002 | 3132 | 9123 | 000000 | 000 HOMESTEAD EXEMPTIONS | .00 | 88,740.59 | .00 | 88,740.59- | 0.0% |
| 002 | 4110 | 9123 | 000000 | 000 PART OF 35% INTEREST SUBSIDY FROM FEDS | 690,911.00 | 649,928.23 | .00 | 40,982.77 | 94.1% |
| | | ** Fund 002 | Sc 9123 | Totals | 4,123,443.00 | 4,189,915.53 | .00 | 66,472.53- | 101.6% |
| 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 | 1,981,705.00 | 1,802,058.01 | .00 | 179,646.99 | 90.9% |
| 003 | 1122 | 9030 | 000000 | 000 P.I. PERSONAL PROPERTY TAX | .00 | .00 | .00 | .00 | 0.0% |
| 003 | 1410 | 9030 | 000000 | 000 PERMANENT IMPROVEMENT - INTEREST | 10,000.00 | 25,326.98 | 11,542.95 | 15,326.98- | 253.3% |
| 003 | 1820 | 9030 | 000000 | 000 PERMANENT IMPROVEMENT - DONATIONS | 100,000.00 | 100,000.00 | .00 | .00 | 100.0% |
| 003 | 1880 | 9030 | 000000 | 000 PI SHARE OF T.I.F. OR P.I.L.O.T | .00 | 16,265.14 | .00 | 16,265.14- | 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 | 174,578.05 | .00 | 174,578.05- | 0.0% |
| 003 | 3132 | 9030 | 000000 | 000 HOMESTEAD REIMBURSEMENT FOR PI LEVY | .00 | 50,748.67 | .00 | 50,748.67- | 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 | 2,091,705.00 | 2,168,976.85 | 11,542.95 | 77,271.85- | 103.7% |
| 003 | 1410 | 9031 | 000000 | 000 PERMANENT IMPROVEMENT - INTEREST | .00 | 3,382.34 | 1,116.81 | 3,382.34- | 0.0% |
| 003 | 1820 | 9031 | 000000 | 000 PERMANENT IMPROVEMENT - DONATIONS | .00 | 9,824.00 | .00 | 9,824.00- | 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 | 184,500.00 | 225,000.00 | .00 | 40,500.00- | 122.0% |
| 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 | 184,500.00 | 238,206.34 | 1,116.81 | 53,706.34- | 129.1% |
| 003 | 1410 | 9032 | 000000 | 000 INTEREST ON MARATHON DONATION | .00 | 1,331.09 | 498.31 | 1,331.09- | 0.0% |

FINANCIAL REVENUE REPORT
Processing Month: June 2018
FINDLAY CITY SCHOOLS

| Fnd Rcpt | Sec | 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 | Sec 9032 | Totals | .00 | 1,331.09 | 498.31 | 1,331.09- | 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 | Sec 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 | Sec 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 | Sec 9123 | Totals | 10,000.00 | .00 | .00 | 10,000.00 | 0.0% |
| 004 | 1410 | 9789 | 000000 | 000 INTEREST ON BOND PROCEEDS OUTSIDE PROJ | .00 | 2,316.86 | 720.38 | 2,316.86- | 0.0% |
| 004 | 5100 | 9789 | 000000 | 000 TRANSFER IN FROM 004-9123 OR 010-9123 | .00 | .00 | .00 | .00 | 0.0% |
| | | ** Fund 004 | Sec 9789 | Totals | .00 | 2,316.86 | 720.38 | 2,316.86- | 0.0% |
| 006 | 1410 | 9060 | 000000 | 000 FOOD SERVICE - INTEREST | .00 | 3,083.17 | 1,233.46 | 3,083.17- | 0.0% |
| 006 | 1511 | 9060 | 000000 | 000 FOOD SERVICE - BREAKFAST | .00 | 20,018.17 | .00 | 20,018.17- | 0.0% |
| 006 | 1512 | 9060 | 000000 | 000 FOOD SERVICE - LUNCHES | .00 | 293,533.79 | 1,023.15 | 293,533.79- | 0.0% |
| 006 | 1522 | 9060 | 000000 | 000 FOOD SERVICE - ADULT LUNCHES | .00 | 8,432.38 | 61.60 | 8,432.38- | 0.0% |
| 006 | 1559 | 9060 | 000000 | 000 FOOD SERVICE - SPECIAL FUNCTIONS | .00 | 98,273.79 | 14,046.65 | 98,273.79- | 0.0% |
| 006 | 1590 | 9060 | 000000 | 000 FOOD SERVICE - ALA CARTE AND MILK | .00 | 150,071.52 | .00 | 150,071.52- | 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 | 4,274.66 | .00 | 4,274.66- | 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 | 819,066.01 | 78,576.97 | 819,066.01- | 0.0% |
| 006 | 4120 | 9060 | 000000 | 001 FOOD SERVICE - FEDERAL BREAKFAST SUBSI | .00 | 157,094.06 | 16,840.84 | 157,094.06- | 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 | Sec 9060 | Totals | 2,000,000.00 | 1,554,347.55 | 111,782.67 | 445,652.45 | 77.7% |
| Grand Total All Funds | | | | | 69,249,340.00 | 70,424,748.83 | 2593,559.68 | 1,175,408.83- | 101.7% |

REVENUE

General Fund

| | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Revenue | |
|---|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|---|
| Receipts From Local Sources | | | | | | | |
| 1111 Real Estate Tax | 25,275,862 | 26,272,788 | 99.64% | 26,947,433 | 26,849,654 | - | Real Estate Tax |
| 1120 Personal Property Tax | - | - | N/A | - | - | - | Personal Property Tax |
| Total Receipts From Local Sources | 25,275,862 | 26,272,788 | 99.64% | 26,947,433 | 26,849,654 | - | Total Receipts From Local Sources |
| Receipts From State and Federal Sources | | | | | | | |
| 3110 Basic Aid & Special Ed | 21,256,110 | 22,348,776 | 98.88% | 22,395,000 | 22,144,613 | 1,812,117 | Basic Aid & Special Ed |
| 3219-0004 Vocational Allowance | 354,233 | 475,078 | 96.00% | 475,000 | 456,020 | 37,941 | Vocational Allowance |
| 3110-0005 Transportation Allowance | 823,571 | 829,593 | 94.88% | 830,000 | 787,494 | 63,460 | Transportation Allowance |
| <i>Sub-Total SF3</i> | 22,433,914 | 23,653,447 | 98.68% | 23,700,000 | 23,388,127 | 1,913,518 | <i>Sub-Total SF3</i> |
| 3110-0008 Other Adjustments (Voc & Spec. Ed) | 1,568,242 | 1,670,016 | 97.56% | 1,600,000 | 1,561,034 | 158,232 | Other Adjustments (Voc & Spec. Ed) |
| 3130 Rollback and Homestead | 6,353,530 | 5,566,873 | 103.46% | 4,893,280 | 5,062,557 | - | Rollback and Homestead |
| 3134 Utility Reimbursement SB3/287 | - | - | N/A | - | - | - | Utility Reimbursement SB3/287 |
| 3190 Casino Revenue | 276,085 | 266,639 | 103.06% | 265,000 | 273,097 | - | Casino Revenue |
| 3219 State Reimbursement Spec Ed | 84,001 | 91,472 | 81.63% | 85,000 | 69,386 | 69,386 | State Reimbursement Spec Ed |
| 4120/4139 Federal Medicaid/ Stu Intervention | 265,860 | 248,419 | 116.74% | 200,000 | 233,481 | 42,533 | Federal Medicaid/ Stu Intervention |
| 4130 E-rate (formerly fund 588) | - | - | N/A | - | - | - | E-rate (formerly fund 588) |
| 3212-9194 Bus Purchase Allowance | - | - | N/A | - | - | - | Bus Purchase Allowance |
| Total Receipts From State and Federal Sources | 30,981,631 | 31,496,866 | 99.49% | 30,743,280 | 30,587,682 | 2,183,668 | Total Receipts From State and Federal Sources |
| Miscellaneous Receipts From Local Sources | | | | | | | |
| 1211 Tuition Parents | 1,252 | - | N/A | - | - | - | Tuition Parents |
| 1221 Tuition From Other Districts | 101,801 | 69,889 | 398.23% | 70,000 | 278,763 | - | Tuition From Other Districts |
| 1222 Summer School | 19,466 | 7,201 | 58.83% | 15,000 | 8,825 | 2,700 | Summer School |
| 1223 Tuition Special Education | 221,952 | 902,179 | 127.40% | 465,000 | 592,392 | - | Tuition Special Education |
| 1224 Tuition Vocational Education | 236,521 | (16,235) | -58.78% | 50,000 | (29,391) | - | Tuition Vocational Education |
| 1227 Open Enrollment | 1,341,287 | 1,565,859 | 95.37% | 1,600,000 | 1,525,872 | 123,491 | Open Enrollment |
| 1410 Interest on Investments | 201,957 | 184,660 | 118.82% | 175,000 | 207,926 | (32,258) | Interest on Investments |
| 1740 Class Fees/Parking Fees | 7,883 | 8,112 | 80.18% | 9,000 | 7,216 | 8 | Class Fees/Parking Fees |
| 1810 Rental School Property | 38,714 | 22,823 | 41.84% | 25,000 | 10,461 | 150 | Rental School Property |
| 1820 Donations | - | 2,750 | 40.43% | 5,000 | 2,021 | 121 | Donations |
| 1831 Sponsor Fee from FDA | - | - | N/A | - | 34,124 | - | Sponsor Fee from FDA |
| 1880/1890 Miscellaneous Fines, Etc. | 1,032,994 | 628,012 | 255.91% | 500,000 | 1,279,532 | 190,018 | Miscellaneous Fines, Etc. |
| 1933 Sale Non-Real Property | 60 | 1,834 | 337.73% | 9,000 | 30,396 | - | Sale Non-Real Property |
| 5300 Prior Years Adjust and Refunds | 496,948 | 87,347 | 542.79% | 150,000 | 814,181 | - | Prior Years Adjust and Refunds |
| Total Miscellaneous Receipts From Local Source | 3,700,834 | 3,464,431 | 154.97% | 3,073,000 | 4,762,319 | 284,230 | Total Miscellaneous Receipts From Local Source |
| Sub-Total Estimated Revenue | 59,958,328 | 61,234,085 | 102.36% | 60,763,713 | 62,199,655 | 2,467,899 | Sub-Total Estimated Revenue |
| 5100 Transfer Into General Fund | - | - | N/A | - | - | - | Transfer Into General Fund |
| 5100-9194 Transfer-In Bus Funds | - | - | N/A | - | - | - | Transfer-In Bus Funds |
| 5220-9194 Advances-In Return | - | - | N/A | - | - | - | Advances-In Return |
| 5220 Advances-In Return | 15,000 | - | 100.00% | 70,000 | 70,000 | - | Advances-In Return |
| Total All Estimated Revenue | 59,973,328 | 61,234,085 | 102.36% | 60,833,713 | 62,269,655 | 2,467,899 | |

**GENERAL FUND COMPARISON OF EXPENDITURES
BY OBJECT**

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---------------------------|-------------------------------|----------------------|----------------------|--------------------|----------------------|----------------------------|---------------------|-------------------------------|
| 100 | Salaries | \$ 31,891,466 | \$ 33,373,839 | 99.59% | \$ 35,287,000 | \$ 35,140,672 | \$ 2,948,829 | Salaries |
| 200 | Fringe Benefits | \$ 11,277,411 | 13,080,082 | 95.85% | 14,175,800 | 13,586,892 | 1,143,022 | Fringe Benefits |
| 400 | Contracted Services | \$ 12,535,982 | 11,730,419 | 94.81% | 10,745,800 | 10,188,552 | 952,385 | Contracted Services |
| 500 | Materials and Supplies | \$ 2,308,583 | 2,261,318 | 93.67% | 2,123,368 | 1,989,023 | 128,780 | Materials and Supplies |
| 600/700 | Capital Outlay | \$ 1,341,713 | 1,880,068 | 49.33% | 712,500 | 351,443 | 9,153 | Capital Outlay |
| 800 | Other | \$ 785,176 | 768,924 | 89.68% | 859,250 | 770,534 | 6,131 | Other |
| 900 | Transfers, Advances & Refunds | \$ - | 70,000 | 85.94% | 1,164,500 | 1,000,760 | 1,000,000 | Transfers, Advances & Refunds |
| Total Expenditures | | \$ 60,140,332 | \$ 63,164,649 | 96.86% | \$ 65,068,218 | \$ 63,027,878 | \$ 6,188,300 | Total Expenditures |

**GENERAL FUND COMPARISON OF EXPENDITURES
BY FUNCTION**

| Funct | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---------------------------|----------------------------------|----------------------|----------------------|--------------------|----------------------|----------------------------|---------------------|----------------------------------|
| 1100 | Instruction | \$ 23,969,000 | \$ 25,398,120 | 97.33% | \$ 25,936,965 | \$ 25,243,434 | \$ 2,270,822 | Instruction |
| 1200 | Special Instruction | 6,613,265 | 7,339,001 | 100.12% | 8,014,200 | 8,023,525 | 548,092 | Special Instruction |
| 1300 | Vocational Instruction | 2,911,941 | 3,193,555 | 95.94% | 3,088,500 | 2,963,187 | 206,106 | Vocational Instruction |
| 1900 | Other Instruction | 5,900,488 | 6,449,457 | 92.71% | 6,511,000 | 6,036,328 | 579,224 | Other Instruction |
| 2100 | Support Services - Pupil | 2,540,476 | 2,709,161 | 100.13% | 2,983,800 | 2,987,705 | 143,853 | Support Services - Pupil |
| 2200 | Support Services - Instructional | 1,891,230 | 2,171,825 | 95.11% | 2,204,500 | 2,096,661 | 102,570 | Support Services - Instructional |
| 2300 | Board of Education | 174,145 | 192,177 | 98.79% | 200,500 | 198,067 | 14,325 | Board of Education |
| 2400 | Administration | 4,266,717 | 4,154,685 | 98.68% | 4,301,800 | 4,244,844 | 347,055 | Administration |
| 2500 | Fiscal Services | 1,275,525 | 1,317,231 | 94.28% | 1,444,350 | 1,361,783 | 45,833 | Fiscal Services |
| 2700 | Operation and Maintenance | 7,448,910 | 6,261,335 | 98.44% | 5,401,903 | 5,317,623 | 569,328 | Operation and Maintenance |
| 2800 | Transportation | 2,161,893 | 2,793,742 | 92.61% | 2,616,800 | 2,423,373 | 205,958 | Transportation |
| 2900 | Informational Services | 48,802 | 152,113 | 88.80% | 183,000 | 162,506 | 12,343 | Informational Services |
| 4100 | Extra-Curr. Act.-Academic | 169,701 | 146,346 | 88.34% | 173,600 | 153,355 | 42,866 | Extra-Curr. Act.-Academic |
| 4500 | Extra-Curr. Act.-Sports | 685,028 | 709,402 | 100.00% | 741,400 | 741,387 | 81,189 | Extra-Curr. Act.-Sports |
| 4600 | Extra-Curr. Act.-School/Public | 72,065 | 79,395 | 90.10% | 81,400 | 73,339 | 18,737 | Extra-Curr. Act.-School/Public |
| 5300 | Architect Services | 11,146 | 27,106 | 0.00% | 20,000 | - | - | Architect Services |
| 6100 | Debt Service | - | - | N/A | - | - | - | Debt Service |
| 7200 | Transfers | - | - | 95.24% | 1,050,000 | 1,000,000 | 1,000,000 | Transfers |
| 7400 | Advances | - | 70,000 | 0.00% | 90,000 | - | - | Advances |
| 7500 | Refund of Prior Year | - | - | 3.10% | 24,500 | 760 | - | Refund of Prior Year |
| Total Expenditures | | \$ 60,140,332 | \$ 63,164,649 | 96.86% | \$ 65,068,218 | \$ 63,027,878 | \$ 6,188,300 | Total Expenditures |

GENERAL FUND

Instruction

Regular Instruction - 1100

Instructional activities designed primarily to prepare pupils for the activities as citizens, family members, and workers.

| Object | Description | 2015/16 | 2016/17 | Percent | 2017/18 | 2017/18 | June | |
|---|---|----------------------|----------------------|---------------|----------------------|----------------------|---------------------|---|
| | | Actual | Actual | to date | Budget | as of June 30th | Expense | |
| 100 | Salaries | \$ 15,761,394 | \$ 16,071,098 | 100.03% | \$ 16,993,000 | \$ 16,998,782 | \$ 1,581,846 | Salaries |
| 211/221 | Retirement | 2,251,750 | 2,379,590 | 98.74% | 2,549,000 | 2,516,933 | 238,151 | Retirement |
| 232 | Bring Your Own Device Payments to Employees | N/A | 54,000 | 20.00% | 150,000 | 30,000 | 10,000 | Bring Your Own Device Payments to Employees |
| 240-259 | Insurance Benefits | 2,939,553 | 3,740,488 | 88.58% | 4,075,000 | 3,609,574 | 311,696 | Insurance Benefits |
| 260 | Worker's Compensation | 73,605 | 147,819 | 202.99% | 60,000 | 121,792 | (1,792) | Worker's Compensation |
| 281 | Unemployment | 298 | 5,138 | 0.00% | 20,000 | - | - | Unemployment |
| 410 | District Copiers/Substitutes/Other Contracts | 790,217 | 973,111 | 95.66% | 820,000 | 784,377 | 66,644 | District Copiers/Substitutes/Other Contracts |
| 423 | District Educational Repairs | 20,668 | 33,302 | 59.17% | 75,000 | 44,374 | 4,029 | District Educational Repairs |
| 430/431 | Mileage /Travel | 14,536 | 13,553 | 17.04% | 15,000 | 2,557 | 248 | Mileage /Travel |
| 432 | Districtwide/Bldg Professional Development | 39,083 | 38,670 | 72.91% | 60,000 | 43,744 | 552 | Districtwide/Bldg Professional Development |
| 441/449 | Telephones | 95,199 | 106,188 | 185.38% | 50,000 | 92,690 | 4,782 | Telephones |
| 472 | Credit Recovery @ FHS | 2,774 | 535 | 0.00% | 35,000 | - | - | Credit Recovery @ FHS |
| 510/511 | Educational Supplies | 287,614 | 272,807 | 91.92% | 336,579 | 309,380 | 20,288 | Educational Supplies |
| 510 | Technology Supplies (formerly e-rate fund 588) | 27,172 | 19,421 | 85.24% | 43,000 | 36,655 | 4,887 | Technology Supplies (formerly e-rate fund 588) |
| 516 | Computer Software & Licenses | 345,886 | 302,875 | 285.00% | 98,000 | 279,302 | 2,929 | Computer Software & Licenses |
| 520 | Textbooks (Curriculum Dept.) | 434,645 | 334,474 | 145.84% | 65,386 | 95,358 | 17,817 | Textbooks (Curriculum Dept.) |
| 521/525 | FCS Online & Findlay Learning Center Curriculum | 81,315 | 64,097 | 36.86% | 112,000 | 41,288 | - | FCS Online & Findlay Learning Center Curriculum |
| 551 | Educational Supplies - Waived Fees | 94,150 | 90,505 | 79.98% | 95,000 | 75,985 | - | Educational Supplies - Waived Fees |
| 640 | Enhance Classroom Technology | 709,140 | 750,451 | 56.37% | 285,000 | 160,642 | 8,745 | Enhance Classroom Technology |
| Total Regular Instruction - 1100 | | \$ 23,969,000 | \$ 25,398,120 | 97.33% | \$ 25,936,965 | \$ 25,243,434 | \$ 2,270,822 | Total Regular Instruction - 1100 |

Special Instruction - 1200

Instructional activities designed primarily to deal with pupil exceptionalities. The special instruction service areas include pre-primary, elementary, and secondary services for the: (1) academically gifted; (2) handicapped; (3) culturally different; (4) disadvantaged; and (5) other special.

| Object | Description | 2015/16 | 2016/17 | Percent | 2017/18 | 2017/18 | June | |
|---|------------------------------|---------------------|---------------------|----------------|---------------------|---------------------|-------------------|---|
| | | Actual | Actual | to date | Budget | as of June 30th | Expense | |
| 100 | Salaries | \$ 4,760,505 | \$ 5,096,542 | 99.49% | \$ 5,643,000 | \$ 5,614,099 | \$ 366,173 | Salaries |
| 211/221 | Retirement | 680,785 | 766,393 | 96.25% | 872,000 | 839,302 | 57,649 | Retirement |
| 240-259 | Insurance Benefits | 820,043 | 1,041,095 | 110.21% | 1,085,000 | 1,195,795 | 103,269 | Insurance Benefits |
| 260 | Worker's Compensation | 24,243 | - | 161.15% | 15,000 | 24,172 | - | Worker's Compensation |
| 410/413 | Contracted Services | 238,680 | 347,780 | 83.72% | 298,000 | 249,493 | 19,987 | Contracted Services |
| 423 | District Educational Repairs | 579 | 727 | 48.77% | 1,500 | 732 | - | District Educational Repairs |
| 425 | Rentals | 4,620 | 4,200 | 39.36% | 5,500 | 2,165 | - | Rentals |
| 432 | Professional Meetings | 6,117 | 10,857 | 131.43% | 6,000 | 7,886 | 118 | Professional Meetings |
| 431/439 | Mileage/Travel | 498 | 343 | 40.32% | 1,200 | 484 | - | Mileage/Travel |
| 441/449 | Telephones | 35,590 | 39,639 | 94.56% | 35,000 | 33,096 | - | Telephones |
| 510 | Educational Supplies | 38,311 | 31,425 | 140.75% | 40,000 | 56,302 | 896 | Educational Supplies |
| 640 | New Equipment | 3,294 | - | 0.00% | 12,000 | - | - | New Equipment |
| Total Special Instruction - 1200 | | \$ 6,613,265 | \$ 7,339,001 | 100.12% | \$ 8,014,200 | \$ 8,023,525 | \$ 548,092 | Total Special Instruction - 1200 |

**GENERAL FUND
Instruction**

Vocational Instruction - 1300

Instructional activities concerned with and designed for providing pupils with the opportunity to develop adequate knowledge, skills, and attitudes needed for employment in one or more semi-skilled, or technical occupational areas.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|--|---|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|---|
| 100 | Salaries | \$ 1,600,475 | \$ 1,744,251 | 99.44% | \$ 1,704,000 | \$ 1,694,491 | \$ 142,885 | Salaries |
| 211/221 | Retirement | 224,264 | 242,341 | 101.86% | 244,000 | 248,547 | 21,477 | Retirement |
| 240/249 | Insurance Benefits | 297,143 | 358,694 | 107.73% | 360,000 | 387,816 | 32,838 | Insurance Benefits |
| 260 | Worker's Compensation | 6,965 | - | 132.88% | 6,000 | 7,973 | - | Worker's Compensation |
| 410/418 | Contracted Services/Legal Services | 118,072 | 145,976 | 178.40% | 99,000 | 176,614 | 6,225 | Contracted Services/Legal Services |
| 423 | ⁽¹⁾ District Educational Repairs | 1,049 | 10,238 | 49.72% | 15,000 | 7,458 | - | ⁽¹⁾ District Educational Repairs |
| 426 | FCS Share of Millstream Rent for fund 034 | 120,600 | 117,075 | 90.84% | 125,500 | 114,000 | - | FCS Share of Millstream Rent for fund 034 |
| 439 | ⁽¹⁾ Professional Meeting/Travel | 41,103 | 41,975 | 101.80% | 40,000 | 40,719 | 112 | ⁽¹⁾ Professional Meeting/Travel |
| 441 | ⁽¹⁾ Telephones | 52,612 | 58,598 | 97.85% | 50,000 | 48,925 | - | ⁽¹⁾ Telephones |
| 510 | ⁽¹⁾ Educational Supplies | 152,498 | 183,402 | 73.07% | 190,000 | 138,830 | 2,161 | ⁽¹⁾ Educational Supplies |
| 520 | ⁽¹⁾ Textbooks | 32,838 | 75,215 | 78.68% | 105,000 | 82,617 | - | ⁽¹⁾ Textbooks |
| 640/740 | ⁽¹⁾ New Equipment | 264,321 | 215,789 | 10.13% | 150,000 | 15,198 | 408 | ⁽¹⁾ New Equipment |
| Total Vocational Instruction - 1300 | | \$ 2,911,941 | \$ 3,193,555 | 95.94% | \$ 3,088,500 | \$ 2,963,187 | \$ 206,106 | Total Vocational Instruction - 1300 |

⁽¹⁾ H.B. 282 - 3301-61-15 Rule Use of Vocational Education
Additional Weighted Costs Funds

Other Instruction - 1900

Includes instruction not defined previously.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---------------------------------------|--|------------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|--|
| 100 | Intervention Internal Block Grant Salaries | \$ 76,135 | \$ 135,704 | 41.95% | \$ 265,000 | \$ 111,173 | \$ 5,341 | Intervention Internal Block Grant Salaries |
| 200 | Intervention Internal Block Grant Benefits | 4,195 | 17,558 | 31.53% | 46,000 | 14,504 | 912 | Intervention Internal Block Grant Benefits |
| 500 | Intervention Internal Block Grant Supplies | 9,131 | 38,623 | 58.77% | 25,000 | 14,692 | | Intervention Internal Block Grant Supplies |
| 400 | Intervention Internal Block Grant Purch Srvc | 8,854 | - | 0.00% | 15,000 | - | | Intervention Internal Block Grant Purch Srvc |
| 471 | Tuition - Other Districts Within the State | 933,160 | 794,268 | 107.93% | 980,000 | 1,057,701 | 115,477 | Tuition - Other Districts Within the State |
| 474 | Tuition - Excess Cost for Special Ed. | 324,327 | 599,546 | 109.32% | 300,000 | 327,955 | 64,386 | Tuition - Excess Cost for Special Ed. |
| 475 | Payments - Special Education within District | 88,160 | 52,769 | 140.11% | 120,000 | 168,126 | 35,485 | Payments - Special Education within District |
| 477 | Payments - Open Enrollment Program | 2,452,929 | 2,680,518 | 96.76% | 2,800,000 | 2,709,205 | 246,260 | Payments - Open Enrollment Program |
| 478 | Payments - Community Schools | 1,942,018 | 1,925,391 | 86.99% | 1,750,000 | 1,522,292 | 96,435 | Payments - Community Schools |
| 479 | Payments - Post Secondary Option | 61,580 | 205,081 | 52.70% | 210,000 | 110,680 | 14,929 | Payments - Post Secondary Option |
| Total Other Instruction - 1900 | | \$ 5,900,488.09 | \$ 6,449,457 | 92.71% | \$ 6,511,000 | \$ 6,036,328 | \$ 579,224 | Total Other Instruction - 1900 |

SUPPORT SERVICES - PUPIL

Guidance Services - 2120

Those activities of counseling with pupils and parents, providing consultation with other staff members on learning problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance, & working with other staff members in planning & conducting guidance programs for pupils.

| Object | Description | 2015/16 | 2016/17 | Percent | 2017/18 | 2017/18 | June | |
|---------------------------------------|------------------------------|---------------------|---------------------|----------------|---------------------|---------------------|------------------|---------------------------------------|
| | | Actual | Actual | to date | Budget | as of June 30th | Expense | |
| 100 | Salaries | \$ 782,308 | \$ 810,423 | 106.15% | \$ 805,000 | \$ 854,472 | \$ 71,951 | Salaries |
| 211/221 | Retirement | 101,907 | 120,229 | 107.56% | 122,000 | 131,223 | 10,615 | Retirement |
| 240-259 | Insurance Benefits | 135,044 | 160,508 | 113.26% | 185,000 | 209,532 | 18,408 | Insurance Benefits |
| 260 | Worker's Compensation | 3,403 | - | 0.00% | 3,800 | - | - | Worker's Compensation |
| 416 | Scheduling (A-site Services) | 54,428 | 76,403 | 136.54% | 80,000 | 109,229 | (23,400) | Scheduling (A-site Services) |
| 431 | Travel | 337 | 425 | 36.37% | 700 | 255 | - | Travel |
| 432 | Professional Meetings | - | - | 0.00% | 500 | - | - | Professional Meetings |
| 441 | Telephone | 24,758 | 27,575 | 85.27% | 27,000 | 23,023 | - | Telephone |
| 510 | Supplies | 3,193 | 2,496 | 84.37% | 3,000 | 2,531 | 168 | Supplies |
| Total Guidance Services - 2120 | | \$ 1,105,378 | \$ 1,198,058 | 108.42% | \$ 1,227,000 | \$ 1,330,265 | \$ 77,743 | Total Guidance Services - 2120 |

Health Services - 2130

Physical and mental health services which are not direct instruction. Included are activities that provide pupils with appropriate medical, dental, and nursing services.

| Object | Description | 2015/16 | 2016/17 | Percent | 2017/18 | 2017/18 | June | |
|-------------------------------------|------------------------------------|-------------------|-------------------|---------------|-------------------|-------------------|------------------|-------------------------------------|
| | | Actual | Actual | to date | Budget | as of June 30th | Expense | |
| 100 | Salaries | \$ 206,219 | \$ 231,210 | 96.22% | \$ 279,000 | \$ 268,459 | \$ 13,282 | Salaries |
| 211/221 | Retirement | 28,868 | 27,333 | 105.92% | 30,000 | 31,775 | 2,191 | Retirement |
| 240-259 | Insurance Benefits | 3,103 | 3,486 | 59.02% | 6,800 | 4,013 | 209 | Insurance Benefits |
| 260 | Worker's Compensation | 886 | - | 0.00% | 1,000 | - | - | Worker's Compensation |
| 430/441 | Professional Development/Telephone | 7,936 | 8,617 | 102.78% | 7,000 | 7,195 | - | Professional Development/Telephone |
| 514 | Supplies | 2,408 | 2,588 | 100.89% | 2,600 | 2,623 | 223 | Supplies |
| Total Health Services - 2130 | | \$ 249,420 | \$ 273,235 | 96.22% | \$ 326,400 | \$ 314,065 | \$ 15,905 | Total Health Services - 2130 |

Psychological Services - 2140

Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about pupil behavior, working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests, and behavioral evaluation, planning and managing a program of psychological services, including psychological counseling for pupils, and the staff and parents (when necessary for pupil's benefit).

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 is of June 30th | June Expense | |
|--|---------------------------|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|--|
| 100 | Salaries | \$ 209,330 | \$ 219,176 | 102.38% | \$ 293,000 | \$ 299,977 | \$ 25,174 | Salaries |
| 211/221 | Retirement | 38,512 | 30,831 | 106.88% | 40,000 | 42,751 | 3,753 | Retirement |
| 240-259 | Insurance Benefits | 68,604 | 67,445 | 94.23% | 93,000 | 87,634 | 7,513 | Insurance Benefits |
| 260 | Worker's Compensation | 1,201 | (127) | 0.00% | 1,200 | - | - | Worker's Compensation |
| 410 | Contracted Services | 77,065 | 79,916 | 101.50% | 83,000 | 84,248 | 7,065 | Contracted Services |
| 431 | Travel | 1,254 | 1,290 | 44.48% | 2,200 | 979 | 660 | Travel |
| 432 | Professional Meetings | 1,368 | 1,071 | 0.00% | 1,500 | - | - | Professional Meetings |
| 441/449 | Telephone/Cellular phones | 15,474 | 17,234 | 119.91% | 12,000 | 14,390 | - | Telephone/Cellular phones |
| 510 | Supplies | 50,330 | 39,402 | 62.34% | 45,000 | 28,053 | - | Supplies |
| 640 | New Equipment | - | - | N/A | - | - | - | New Equipment |
| Total Psychological Services - 2140 | | \$ 463,138 | \$ 456,237 | 97.75% | \$ 570,900 | \$ 558,030 | \$ 44,165 | Total Psychological Services - 2140 |

Speech and Hearing Services - 2150

Those activities which have as their purpose the identification, assessment, and treatment of children with impairments in speech, hearing, and language.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 is of June 30th | June Expense | |
|---|--------------------------------------|-------------------|-------------------|--------------------|-------------------|----------------------------|-------------------|---|
| 100 | Salaries | \$ 391,089 | \$ 426,922 | 86.91% | \$ 460,000 | \$ 399,780 | \$ (18,610) | Salaries |
| 211 | Retirement | 50,939 | 60,752 | 96.27% | 60,000 | 57,761 | (2,363) | Retirement |
| 240-249 | Insurance Benefits | 68,786 | 104,510 | 103.44% | 128,000 | 132,408 | 11,464 | Insurance Benefits |
| 260 | Worker's Compensation | 1,723 | - | 0.00% | 1,800 | - | - | Worker's Compensation |
| 410/413 | Audiologist Services (non-residents) | 20,162 | 22,877 | 114.06% | 25,000 | 28,516 | 3,017 | Audiologist Services (non-residents) |
| 431/432 | Travel/Professional Meetings | 3,023 | 2,249 | 0.90% | 3,000 | 27 | - | Travel/Professional Meetings |
| 510 | Supplies | 4,898 | 3,523 | 84.42% | 3,000 | 2,533 | 983 | Supplies |
| 640 | New Equipment | - | - | N/A | - | - | - | New Equipment |
| Total Speech and Hearing Services - 2150 | | \$ 540,620 | \$ 620,835 | 91.22% | \$ 680,800 | \$ 621,024 | \$ (5,510) | Total Speech and Hearing Services - 2150 |

Attendance/Substance Abuse/Disability Services - 2170 & 2180

Those activities which have as their purpose the improvement of the attendance of pupils at school and the performance of school social work activities dealing with the problems of pupils which involve the home, school, and community.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 is of June 30th | June Expense | |
|---|---------------------------------|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|---|
| 100 | Salaries | \$ 104,043 | \$ 124,863 | 102.94% | \$ 123,000 | \$ 126,614 | \$ 8,303 | Salaries |
| 221 | Retirement | 14,634 | 15,168 | 77.72% | 20,000 | 15,544 | 1,370 | Retirement |
| 250-259 | Insurance Benefits | 16,489 | 19,881 | 76.70% | 28,000 | 21,475 | 1,846 | Insurance Benefits |
| 260 | Worker's Compensation | 408 | - | 0.00% | 500 | - | - | Worker's Compensation |
| 415/439/449 | Contracted Services/Cell phones | 46,240 | 885 | 9.82% | 7,000 | 687 | 31 | Contracted Services/Cell phones |
| 510 | Supplies | 107 | - | 0.00% | 200 | - | - | Supplies |
| Total Attend./Substance Abuse Services - 2170/2180 | | \$ 181,920 | \$ 160,796 | 91.95% | \$ 178,700 | \$ 164,320 | \$ 11,550 | Total Attend./Substance Abuse Services - 2170/2180 |
| TOTAL SUPPORT SERVICES - PUPIL - 2100's | | \$ 2,540,476 | \$ 2,709,161 | 100.13% | \$ 2,983,800 | \$ 2,987,705 | \$ 143,853 | TOTAL SUPPORT SERVICES - PUPIL - 2100's |

SUPPORT SERVICES - INSTRUCTIONAL

Instructional Staff Services - 2210

Those activities which are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging & learning experiences for pupils. These activities include curriculum development, techniques of instruction, child development & understanding, staff training, etc.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|--|--------------------------------------|-------------------|---------------------|--------------------|---------------------|----------------------------|------------------|--|
| 111/141 | Supervisors/Aides Salary | \$ 335,936 | \$ 455,169 | 85.15% | \$ 444,000 | \$ 378,075 | \$ 14,499 | Supervisors/Aides Salary |
| 211/221 | Retirement | 79,242 | 84,324 | 62.18% | 95,000 | 59,072 | 2,308 | Retirement |
| 231/239 | FEA Tuition/Professional Dues | 211,920 | 212,278 | 95.99% | 219,000 | 210,219 | - | FEA Tuition/Professional Dues |
| 240-259 | Insurance Benefits | 42,835 | 59,766 | 64.88% | 62,000 | 40,226 | 2,663 | Insurance Benefits |
| 260 | Worker's Compensation | 1,963 | - | 0.00% | 2,200 | - | - | Worker's Compensation |
| 410 | Millstream Contract/ESC Excess Costs | 225,874 | 294,708 | 112.16% | 250,000 | 280,404 | - | Millstream Contract/ESC Excess Costs |
| 412 | District In-Service | 6,681 | 11,317 | 46.64% | 19,600 | 9,142 | - | District In-Service |
| 431 | Travel | 1,974 | 1,629 | 33.33% | 3,500 | 1,167 | 210 | Travel |
| 432/439 | Professional Meeting | 493 | 474 | 114.48% | 2,000 | 2,290 | - | Professional Meeting |
| 441/449 | Telephones/Cellular phones | 4,300 | 8,617 | 102.78% | 7,000 | 7,195 | - | Telephones/Cellular phones |
| 510 | Supplies | 1,980 | 1,798 | 28.97% | 3,000 | 869 | 90 | Supplies |
| Total Instructional Staff Services - 2210 | | \$ 913,197 | \$ 1,130,081 | 89.29% | \$ 1,107,300 | \$ 988,658 | \$ 19,770 | Total Instructional Staff Services - 2210 |

Educational Media Services - 2220

Those activities concerned with the use of all teaching and learning resources, including hardware, and content materials. Educational media are defined as any devices, content materials, or experiences used for teaching and learning purposes. These include preprinted and non-printed sensory materials.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---------------------------------------|----------------------------|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|---------------------------------------|
| 100 | Salaries | \$ 284,879 | \$ 317,057 | 99.63% | \$ 327,000 | \$ 325,794 | \$ 20,405 | Salaries |
| 211/221 | Retirement | 39,911 | 39,209 | 96.79% | 42,000 | 40,654 | 3,252 | Retirement |
| 240-259 | Insurance Benefits | 55,766 | 69,260 | 114.70% | 75,000 | 86,024 | 6,820 | Insurance Benefits |
| 260 | Worker's Compensation | 1,404 | - | 0.00% | 1,800 | - | - | Worker's Compensation |
| 432 | Professional Meetings | - | - | 0.00% | 400 | - | - | Professional Meetings |
| 441 | Telephones | 7,737 | 8,617 | 102.78% | 7,000 | 7,195 | - | Telephones |
| 530 | Supplies | 32,691 | 29,178 | 87.60% | 36,000 | 31,535 | 1,074 | Supplies |
| 640 | Audio Visual/New Equipment | 9,494 | 8,294 | 84.74% | 9,500 | 8,050 | - | Audio Visual/New Equipment |
| Total Educational Media - 2220 | | \$ 431,883 | \$ 471,616 | 100.11% | \$ 498,700 | \$ 499,252 | \$ 31,551 | Total Educational Media - 2220 |

Technology & Other Support Services - 2240 & 2290

Those activities, such as Technology other than Support Services-Instructional Staff, not classified above.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---|----------------------------------|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|---|
| 100 | Salaries | \$ 378,564 | \$ 397,180 | 102.85% | \$ 405,000 | \$ 416,545 | \$ 34,408 | Salaries |
| 211/221 | Retirement | 83,048 | 88,235 | 99.36% | 99,000 | 98,369 | 7,719 | Retirement |
| 240-260 | Insurance Benefits/Worker's Comp | 72,428 | 77,775 | 91.32% | 89,000 | 81,279 | 6,932 | Insurance Benefits/Worker's Comp |
| 439 | Tech Dept. Prof Development | 12,110 | 6,939 | 228.36% | 5,500 | 12,560 | 2,190 | Tech Dept. Prof Development |
| Total Other Support Services - 2240 & 2290 | | \$ 546,150 | \$ 570,128 | 101.71% | \$ 598,500 | \$ 608,752 | \$ 51,249 | Total Other Support Services - 2240 & 2290 |
| TOTAL SUPPORT SERVICES - INSTR. - 2200's | | \$ 1,891,230 | \$ 2,171,825 | 95.11% | \$ 2,204,500 | \$ 2,096,661 | \$ 102,570 | TOTAL SUPPORT SERVICES - INSTR. - 2200's |

Board of Education - 2310

The activities of the elected or appointed body which have been created according to state law in a given administrative unit.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Expense | 2017/18 as of June 30th | June Expense | |
|--|--|-------------------|-------------------|--------------------|--------------------|----------------------------|------------------|--|
| 418 | Legal Service | \$ 61,858 | \$ 101,701 | 145.60% | \$ 65,000 | \$ 94,641 | \$ 12,540 | Legal Service |
| 439 | Service Fund | 4,136 | 2,223 | 11.47% | 18,500 | 2,123 | - | Service Fund |
| 446 | Advertising | 13,076 | 11,576 | 92.87% | 17,500 | 16,252 | - | Advertising |
| 460 | Printing | 3,010 | 1,987 | 29.58% | 2,500 | 740 | - | Printing |
| 510 | Supplies (formerly Goal 2/Virtues) | 807 | 329 | 33.95% | 1,000 | 340 | - | Supplies (formerly Goal 2/Virtues) |
| 841 | Memberships and Fees/Civil Service Fee | 41,346 | 39,507 | 84.61% | 50,000 | 42,305 | 1,785 | Memberships and Fees/Civil Service Fee |
| 846 | Election Expense | 14,503 | - | 74.65% | 15,000 | 11,198 | - | Election Expense |
| 847 | Advertising Delinquent Taxes | 1,606 | 1,026 | 83.11% | 2,500 | 2,078 | - | Advertising Delinquent Taxes |
| 851/864 | Liability Insurance | 25,900 | 25,997 | 101.40% | 28,000 | 28,391 | - | Liability Insurance |
| 870 | Taxes and Assessments (HS project) | 7,903 | 7,831 | 0.00% | 500 | - | - | Taxes and Assessments (HS project) |
| Total Board of Education - 2300 | | \$ 174,145 | \$ 192,177 | 98.79% | \$ 200,500 | \$ 198,067 | \$ 14,325 | Total Board of Education - 2300 |

Executive Administrative Services - 2410

Those activities associated with overall administrative responsibility for the entire school district (e.g. Supt, Asst Supt, Special Ed)

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Expense | 2017/18 as of June 30th | June Expense | |
|---|--|-------------------|-------------------|--------------------|--------------------|----------------------------|------------------|---|
| 100 | Salaries | \$ 466,766 | \$ 399,011 | 105.20% | \$ 437,000 | \$ 459,704 | \$ 42,486 | Salaries |
| 211/221 | Retirement | 100,691 | 99,174 | 113.69% | 105,000 | 119,376 | 11,471 | Retirement |
| 239-259 | Insurance & Other Benefits | 66,247 | 71,310 | 89.57% | 80,000 | 71,655 | 6,398 | Insurance & Other Benefits |
| 260 | Worker's Compensation | 1,933 | - | 0.00% | 2,000 | - | - | Worker's Compensation |
| 410 | Copiers/Postage Meter/UPS | 155,313 | 38,306 | 48.13% | 70,000 | 33,692 | 3,246 | Copiers/Postage Meter/UPS |
| 415 | Consultants (includes BWC Coordinator) | 72,759 | 58,704 | 60.66% | 30,000 | 18,197 | 1,674 | Consultants (includes BWC Coordinator) |
| 431 | Mileage/Travel | 3,602 | 2,642 | 68.23% | 3,500 | 2,388 | - | Mileage/Travel |
| 432 | Professional Meetings | 6,614 | 10,668 | 111.54% | 7,800 | 8,700 | 444 | Professional Meetings |
| 441/443/449 | Telephone/Postage/Cellular phones | 18,380 | 23,443 | 98.75% | 20,000 | 19,750 | 2,000 | Telephone/Postage/Cellular phones |
| 512 | Supplies and Materials | 7,868 | 3,057 | 53.82% | 8,000 | 4,305 | - | Supplies and Materials |
| 640/740 | Replacement Equipment | 3,950 | (95) | 0.00% | 2,000 | - | - | Replacement Equipment |
| 850 | Bond | - | - | N/A | - | - | - | Bond |
| Total Executive Administrative Services - 2410 | | \$ 904,123 | \$ 706,220 | 96.40% | \$ 765,300 | \$ 737,767 | \$ 67,719 | Total Executive Administrative Services - 2410 |

Administrative Principals and Offices - 2420

Activities concerned with administration for a single school or group of schools, said group not comprising the entire district.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---|------------------------------|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|---|
| 111/131 | Principal/Secretary Salaries | \$ 1,911,154 | \$ 2,013,988 | 100.11% | \$ 2,230,000 | \$ 2,232,414 | \$ 184,800 | Principal/Secretary Salaries |
| 211/221 | Retirement | 468,178 | 507,075 | 106.24% | 545,500 | 579,564 | 49,326 | Retirement |
| 231/239 | Tuition/Professional Dues | 9,699 | 8,261 | 52.75% | 9,000 | 4,747 | - | Tuition/Professional Dues |
| 240-259 | Insurance Benefits | 421,598 | 483,980 | 95.58% | 535,000 | 511,339 | 39,988 | Insurance Benefits |
| 260 | Worker's Compensation | 9,163 | - | 0.00% | 9,500 | - | - | Worker's Compensation |
| 410 | Contracted Services | 332,012 | 272,187 | 70.49% | 55,000 | 38,771 | - | Contracted Services |
| 431 | Mileage/Travel | 118 | 651 | 0.00% | 500 | - | - | Mileage/Travel |
| 432 | Professional Meetings | 2,751 | 6,522 | 40.91% | 14,000 | 5,727 | 547 | Professional Meetings |
| 441/449 | Telephones/Cellular phones | 90,945 | 97,999 | 129.51% | 60,000 | 77,706 | - | Telephones/Cellular phones |
| 443 | Postage | 9,972 | 14,663 | 39.76% | 20,000 | 7,953 | 1,540 | Postage |
| 512 | Supplies | 51,471 | 40,138 | 99.71% | 49,000 | 48,856 | 3,136 | Supplies |
| 640 | New Equipment | 55,532 | 3,000 | 0.00% | 9,000 | - | - | New Equipment |
| Total Administrative Principals and Offices - 2420 | | \$ 3,362,594 | \$ 3,448,465 | 99.17% | \$ 3,536,500 | \$ 3,507,077 | \$ 279,337 | Total Administrative Principals and Offices - 2420 |
| TOTAL ADMINISTRATION - 2400's | | \$ 4,266,717 | \$ 4,154,685 | 98.68% | \$ 4,301,800 | \$ 4,244,844 | \$ 347,055 | TOTAL ADMINISTRATION - 2400's |

Fiscal Services - 2500

Those activities concerned with the fiscal operations of the school district. This function includes budgeting, receiving and disbursing, financial accounting, payroll, inventory control, auditing, and fiscal services rendered by persons in the treasurer's stead, e.g., those collecting and depositing funds. This is normally related to the treasurer's operational unit.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|-------------------------------------|--|---------------------|---------------------|--------------------|---------------------|----------------------------|------------------|--|
| 141 | Salaries | \$ 362,079 | \$ 372,752 | 97.33% | \$ 426,000 | \$ 414,642 | \$ 33,286 | Salaries |
| 221 | Retirement | 78,296 | 74,151 | 82.52% | 95,000 | 78,395 | 6,993 | Retirement |
| 250-259 | Insurance Benefits | 77,144 | 89,438 | 91.05% | 107,000 | 97,428 | 8,204 | Insurance Benefits |
| 260 | Worker's Compensation | 1,646 | - | 0.00% | 1,800 | - | - | Worker's Compensation |
| 410/418 | Contracted Services/Audit/Fixed Assets | 73,103 | 96,428 | 98.01% | 86,000 | 84,292 | (7,820) | Contracted Services/Audit/Fixed Assets |
| 433/434 | Mileage/Travel | 2,689 | 3,440 | 82.78% | 2,800 | 2,318 | 20 | Mileage/Travel |
| 441 | Telephones | 3,451 | 7,131 | 125.91% | 8,000 | 10,073 | - | Telephones |
| 510 | Office Supplies | 6,374 | 4,629 | 85.12% | 7,000 | 5,958 | 1,388 | Office Supplies |
| 640 | New Equipment | 3,592 | - | 76.48% | 5,000 | 3,824 | - | New Equipment |
| 844 | County Bd of Ed (SF3 offset) | 45,044 | 42,565 | 83.09% | 50,000 | 41,543 | 3,762 | County Bd of Ed (SF3 offset) |
| 845 | Auditor and Treasurer Fee | 621,357 | 626,697 | 95.16% | 655,000 | 623,311 | - | Auditor and Treasurer Fee |
| 853 | Fiscal Services Bond | 750 | - | 0.00% | 750 | - | - | Fiscal Services Bond |
| Total Fiscal Services - 2500 | | \$ 1,275,525 | \$ 1,317,231 | 94.28% | \$ 1,444,350 | \$ 1,361,783 | \$ 45,833 | Total Fiscal Services - 2500 |

Operations and Maintenance - 2700

Those activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings & equipment in an effective working condition and state of repair. This includes activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|--|--|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|--|
| BOARD ACCOUNTS: | | | | | | | | |
| 141 | Salaries | \$ 2,214,979 | \$ 2,331,770 | 106.74% | \$ 2,119,000 | \$ 2,261,743 | \$ 184,888 | Salaries |
| 221 | Retirement | 371,349 | 351,124 | 103.96% | 350,000 | 363,873 | 32,116 | Retirement |
| 250-259 | Insurance Benefits | 565,531 | 650,033 | 107.47% | 620,000 | 666,309 | 56,970 | Insurance Benefits |
| 260 | Worker's Compensation | 21,865 | - | 0.00% | 25,000 | - | - | Worker's Compensation |
| 282 | Unemployment Comp. | - | 164 | 2.70% | 20,000 | 539 | 77 | Unemployment Comp. |
| 424 | Property Insurance | 92,257 | 92,457 | 89.84% | 105,000 | 94,327 | - | Property Insurance |
| 426 | Lease of FHS Addition (through 2014) | - | - | N/A | - | - | - | Lease of FHS Addition (through 2014) |
| 441/449 | Telephone/Cellular phones | 31,208 | 35,551 | 110.33% | 25,000 | 27,581 | - | Telephone/Cellular phones |
| 451 | Electricity | 799,058 | 778,128 | 120.98% | 695,000 | 840,789 | 71,632 | Electricity |
| 452 | Water and Sewage | 97,507 | 103,480 | 89.23% | 107,000 | 95,481 | 8,937 | Water and Sewage |
| 453 | Fuel - Natural Gas | 120,796 | 112,485 | 98.74% | 150,000 | 148,116 | 7,553 | Fuel - Natural Gas |
| 853/890 | Bond/District Safety Program | 9,246 | 2,948 | 7.22% | 30,000 | 2,167 | - | Bond/District Safety Program |
| Sub-Total Board Accounts | | 4,323,796 | 4,458,139 | 106.00% | 4,246,000 | 4,500,925 | 362,173 | |
| OPERATION ACCOUNTS: | | | | | | | | |
| 410 | Maintenance & District Project Contracts | 2,250,361 | 559,186 | 88.18% | 175,000 | 154,319 | (4,069) | Maintenance & District Project Contracts |
| 415 | Maint. Suprvsr thru ESC & Cenergistic | 210,354 | 222,298 | 100.64% | 222,800 | 224,222 | 18,404 | Maint. Suprvsr thru ESC & Cenergistic |
| 420 | Laundry/Mats | 12,926 | 14,563 | 101.21% | 15,000 | 15,182 | 1,449 | Laundry/Mats |
| 422 | Trash | 31,942 | 32,614 | 96.62% | 34,000 | 32,851 | 1,242 | Trash |
| 423 | Building/Equipment Repair | 19,340 | 27,742 | -633.17% | 30,000 | (189,952) | 84,530 | Building/Equipment Repair |
| 425 | Rentals | 19,635 | 17,662 | 97.25% | 20,000 | 19,450 | 4,891 | Rentals |
| 426 | Lease of part of Admin Offices | - | 88,125 | 100.00% | 67,500 | 67,500 | 67,500 | Lease of part of Admin Offices |
| 431 | Mileage | 7,298 | 6,944 | 83.94% | 8,000 | 6,715 | 578 | Mileage |
| 434 | Professional Meetings | 2,387 | 582 | 43.75% | 2,000 | 875 | | Professional Meetings |
| 510 | FHS Security & Parking Supplies | 1,189 | 1,415 | 73.74% | 1,310 | 966 | | FHS Security & Parking Supplies |
| 511 | Office Supplies | 1,179 | 3,754 | 97.52% | 2,200 | 2,145 | | Office Supplies |
| 516 | Cenergistics Software | 6,650 | 6,650 | 100.00% | 2,593 | 2,593 | | Cenergistics Software |
| 570 | Custodial Supplies | 88,567 | 75,794 | 83.04% | 93,000 | 77,232 | 12,112 | Custodial Supplies |
| 571 | Grounds Supplies | 43,956 | 53,795 | 60.17% | 65,000 | 39,113 | 8,485 | Grounds Supplies |
| 572 | Building Supplies | 119,198 | 161,315 | 81.88% | 175,000 | 143,296 | 6,758 | Building Supplies |
| 573 | Equipment Supplies | 9,531 | 10,609 | 231.37% | 7,500 | 17,353 | 1,109 | Equipment Supplies |
| 580 | Vehicle Supplies/Fuel | 41,212 | 45,915 | 48.89% | 80,000 | 39,108 | 4,166 | Vehicle Supplies/Fuel |
| 620 | District Building Projects | 114,923 | 457,758 | 105.63% | 150,000 | 158,440 | - | District Building Projects |
| 640/650 | New Equipment/Vehicles | 144,467 | 16,474 | 105.80% | 5,000 | 5,290 | - | New Equipment/Vehicles |
| Sub-Total Operation Accounts | | 3,125,114 | 1,803,196 | 70.65% | 1,155,903 | 816,699 | 207,155 | |
| Total Operations and Maintenance - 2700 | | \$ 7,448,910 | \$ 6,261,335 | 98.44% | \$ 5,401,903 | \$ 5,317,623 | \$ 569,328 | Total Operations and Maintenance - 2700 |

Transportation - 2800

Those activities concerned with the conveyance of individuals to and from school, as provided by state law. It includes trips between home and school, and trips to school activities.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|------------------------------------|---|---------------------|---------------------|--------------------|---------------------|----------------------------|-------------------|---|
| 141 | Salaries | \$ 1,293,173 | \$ 1,379,587 | 98.03% | \$ 1,440,000 | \$ 1,411,667 | \$ 108,850 | Salaries |
| 221 | Retirement | 207,262 | 213,880 | 101.10% | 225,000 | 227,480 | 19,877 | Retirement |
| 250-259 | Insurance Benefits | 282,540 | 351,971 | 92.22% | 350,000 | 322,757 | 27,016 | Insurance Benefits |
| 260 | Worker's Compensation | 5,951 | - | 0.00% | 9,000 | - | - | Worker's Compensation |
| 410 | Contract Services | 1,358 | 9,745 | 189.28% | 5,000 | 9,464 | 7,077 | Contract Services |
| 413 | Medical Inspections | 9,493 | 10,880 | 67.04% | 12,000 | 8,044 | - | Medical Inspections |
| 423 | Repairs to Buses | (5,460) | (373) | 0.00% | 25,000 | - | - | Repairs to Buses |
| 424 | Insurance | 24,800 | 24,996 | 104.20% | 25,000 | 26,050 | - | Insurance |
| 425 | Lease Payment/Rental of Vans | - | - | N/A | - | - | - | Lease Payment/Rental of Vans |
| 431 | Mileage | - | 777 | 13.74% | 500 | 69 | - | Mileage |
| 439 | Professional Meetings | 3,398 | 2,954 | 82.24% | 4,000 | 3,290 | 2,795 | Professional Meetings |
| 440 | Van Certifications/License Renewal | 775 | 835 | 20.49% | 2,500 | 512 | 69 | Van Certifications/License Renewal |
| 441/449 | Telephones/Cellular phones | 1,445 | 2,257 | 121.64% | 4,000 | 4,865 | 166 | Telephones/Cellular phones |
| 481 | Contract Transportation | 5,744 | 5,825 | 0.00% | 8,800 | - | - | Contract Transportation |
| 511/581 | Materials for Buses | 192,425 | 202,938 | 105.53% | 195,000 | 205,791 | 18,161 | Materials for Buses |
| 582/583 | Fuel/Tires | 138,988 | 159,074 | 88.43% | 230,000 | 203,384 | 21,948 | Fuel/Tires |
| 640 | Capital Outlay (Van or Bus Replacement) | - | 189,900 | N/A | - | - | - | Capital Outlay (Van or Bus Replacement) |
| 660 (9194) | Bus Replacement | - | 238,497 | 0.00% | 80,000 | - | - | Bus Replacement |
| 890 | Bus Driver Abstract | - | - | 0.00% | 1,000 | - | - | Bus Driver Abstract |
| Total Transportation - 2800 | | \$ 2,161,893 | \$ 2,793,742 | 92.61% | \$ 2,616,800 | \$ 2,423,373 | \$ 205,958 | Total Transportation - 2800 |

Informational Services - 2900

Those activities, other than general administration, which support each of the other instructional and supporting services programs, including planning, research, development, evaluation, information staff, statistical, and data processing services.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|--|--|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|--|
| 141 | Salaries (Partial State Funds EMIS) | \$ 29,835 | \$ 92,144 | 93.42% | \$ 104,000 | \$ 97,152 | \$ 7,937 | Salaries (Partial State Funds EMIS) |
| 221 | Retirement | 9,992 | 26,531 | 113.63% | 26,000 | 29,544 | 2,555 | Retirement |
| 250-259 | Insurance Benefits | 4,146 | 20,173 | 120.54% | 18,000 | 21,698 | 1,850 | Insurance Benefits |
| 260 | Worker's Compensation | 390 | - | 0.00% | 1,000 | - | - | Worker's Compensation |
| 410 | Printing-Calendars & Brochures & Forms | - | 6,816 | 72.37% | 17,500 | 12,665 | - | Printing-Calendars & Brochures & Forms |
| 417 | Surveys (3 yr Board & Annual FHS/Alumni) | 4,439 | 4,669 | 0.00% | 10,500 | - | - | Surveys (3 yr Board & Annual FHS/Alumni) |
| 431 | Mileage/Professional Development | - | 1,705 | 70.85% | 2,000 | 1,417 | - | Mileage/Professional Development |
| 512 | Supplies for Publications | - | 75 | 0.75% | 4,000 | 30 | - | Supplies for Publications |
| 640 | Equipment | - | - | N/A | - | - | - | Equipment |
| Total Informational Services - 2900 | | \$ 48,802 | \$ 152,113 | 88.80% | \$ 183,000 | \$ 162,506 | \$ 12,343 | Total Informational Services - 2900 |

EXTRA CURRICULAR ACTIVITIES

Academic and Subject Oriented - 4100

A combination of subject matter and experiences, usually not provided in a regular class, designed for pupils who wish to pursue satisfying individual/group interest & study in specific aspects of the subject matter provided in a regular class. Frequently emphasized are opportunities for pupils which will enrich their regular classroom and personal lives. Included in this category are Academic and Subject Oriented Activities; Language Oriented Activities; Music Oriented Activities; and Honor Societies.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|---|---------------------------|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|---|
| 113 | Supplemental Salaries | \$ 103,014 | \$ 107,660 | 96.51% | \$ 120,000 | \$ 115,811 | \$ 36,412 | Supplemental Salaries |
| 211/221 | Retirement | 14,167 | 14,835 | 99.21% | 16,500 | 16,370 | 5,357 | Retirement |
| 240-259 | Insurance Benefits | 1,459 | 1,499 | 32.64% | 5,000 | 1,632 | 513 | Insurance Benefits |
| 260 | Worker's Compensation | 540 | - | 0.00% | 600 | - | - | Worker's Compensation |
| 640 | Equipment | 33,000 | - | 0.00% | 5,000 | - | - | Equipment |
| 891 | Student Activity Payments | 17,521 | 22,351 | 73.74% | 26,500 | 19,542 | 584 | Student Activity Payments |
| Total Academic and Subject Oriented - 4100 | | \$ 169,701 | \$ 146,346 | 88.34% | \$ 173,600 | \$ 153,355 | \$ 42,866 | Total Academic and Subject Oriented - 4100 |

Sports-Oriented - 4500

Athletics and sports are activities offered to students on a voluntary basis, that provide opportunities for developing physical and mental fitness in competitive situations. Students are offered opportunities to improve their knowledge, attitudes, and judgments useful to enjoyment, health, and safety, and citizenship. These activities are usually planned for enriching the regular classes and lives of the students.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|--|-------------------------------|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|--|
| 113 | Supplemental Salaries | \$ 567,795 | \$ 593,441 | 99.94% | \$ 610,000 | \$ 609,616 | \$ 68,389 | Supplemental Salaries |
| 211/221 | Retirement | 92,809 | 97,251 | 101.48% | 101,000 | 102,492 | 11,748 | Retirement |
| 240-259 | Insurance Benefits | 7,895 | 8,369 | 54.50% | 16,000 | 8,721 | 1,053 | Insurance Benefits |
| 260 | Worker's Compensation | 2,729 | - | 0.00% | 2,500 | - | - | Worker's Compensation |
| 282 | Unemployment | - | - | 14.07% | 900 | 127 | - | Unemployment |
| 410/441 | Contracted Services/Telephone | 13,799 | 10,341 | 185.74% | 11,000 | 20,432 | - | Contracted Services/Telephone |
| Total Sports Oriented Activities - 4500 | | \$ 685,028 | \$ 709,402 | 100.00% | \$ 741,400 | \$ 741,387 | \$ 81,189 | Total Sports Oriented Activities - 4500 |

School and Public Co-Curricular Activities - 4600

Included here are civic & social oriented activities organized primarily to provide for the participation of pupils in experiences which relate to the governmental bodies, citizen involvement, & school service.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense | |
|--|-------------------------------|-------------------|-------------------|--------------------|-------------------|----------------------------|------------------|--|
| 113 | Supplemental Salaries | \$ 51,794 | \$ 53,894 | 82.77% | \$ 60,000 | \$ 49,663 | \$ 16,125 | Supplemental Salaries |
| 211/221 | Retirement | 7,142 | 7,390 | 78.63% | 9,000 | 7,077 | 2,405 | Retirement |
| 240-259 | Insurance Benefits | 939 | 9,494 | 470.22% | 2,000 | 9,404 | 208 | Insurance Benefits |
| 260 | Worker's Compensation | 239 | - | 0.00% | 400 | - | - | Worker's Compensation |
| 410/441 | Contracted Services/Telephone | 11,951 | 8,617 | 71.95% | 10,000 | 7,195 | - | Contracted Services/Telephone |
| 853 | Miscellaneous Objects | - | - | N/A | - | - | - | Miscellaneous Objects |
| Total School and Public Activities - 4600 | | \$ 72,065 | \$ 79,395 | 90.10% | \$ 81,400 | \$ 73,339 | \$ 18,737 | Total School and Public Activities - 4600 |

Architect Services - 5300

The activities of architects & engineers related to acquiring and improving sites & improving buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the district's property.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense |
|--|-------------|------------------|------------------|-----------------|------------------|-------------------------|--------------|
| 423 | Fee | \$ 11,146 | \$ 27,106 | 0.00% | \$ 20,000 | \$ - | Fee |
| Total Site and Architect - 5300 | | <u>\$ 11,146</u> | <u>\$ 27,106</u> | 0.00% | <u>\$ 20,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Debt Service - 6100

Transactions primarily for the purpose of discharging the school district's commitment for interest and principal on debt. The debt below is for a 2005 House Bill 264 energy conservation loan. Savings on utility costs from the energy conservation improvements are used to payoff the debt and interest. 4.297% debt due through Nov 2010 was paid off early in 2008.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense |
|----------------------------------|--|----------------|----------------|-----------------|----------------|-------------------------|--------------|
| 814 | HB264 Loan Principal through Nov. 2010 | \$ - | \$ - | N/A | \$ - | \$ - | \$ - |
| 824 | HB264 Loan Interest at 4.297% | - | - | N/A | - | - | - |
| Total Debt Service - 6100 | | <u>\$ -</u> | <u>\$ -</u> | N/A | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

Transfers, Advances, and Refund of Prior Year - 7200, 7400

Transactions not properly classified as expenditures but still requiring budgetary control.

| Object | Description | 2015/16 Actual | 2016/17 Actual | Percent to date | 2017/18 Budget | 2017/18 as of June 30th | June Expense |
|--|-----------------------------------|----------------------|----------------------|-----------------|----------------------|-------------------------|---------------------|
| 910 | Transfers (Press Box 007-9130) | \$ - | \$ - | N/A | \$ - | \$ - | \$ - |
| | Transfers (PI 003-9031) | - | - | N/A | - | - | - |
| | Transfers (EMIS 432-9004) | - | - | N/A | - | - | - |
| | Transfers (Misc) | - | - | 95.24% | 1,050,000 | 1,000,000 | 1,000,000 |
| | <i>Sub-Total Transfers</i> | <u>-</u> | <u>-</u> | 95.24% | <u>1,050,000</u> | <u>1,000,000</u> | <u>1,000,000</u> |
| 920 | Advances (PI 003-9031 or 9030) | - | - | N/A | - | - | - |
| | Advances (Donnell Field 007-9080) | - | - | N/A | - | - | - |
| | Advances (Food Service 006-9060) | - | - | 0.00% | 30,000 | - | - |
| | Advances (Millstream 014) | - | - | N/A | - | - | - |
| | Advances (Flood Fund 014-9140) | - | - | N/A | - | - | - |
| | Advances (State & Federal Funds) | - | 70,000 | 0.00% | 60,000 | - | - |
| | <i>Sub-Total Advances</i> | <u>-</u> | <u>70,000</u> | 0.00% | <u>90,000</u> | <u>-</u> | <u>-</u> |
| 930 | Refund of Prior Year Receipt | - | - | 3.10% | 24,500 | 760 | - |
| Total Transfers, Advances & Refund - 7000 | | <u>\$ -</u> | <u>\$ 70,000</u> | 85.94% | <u>\$ 1,164,500</u> | <u>\$ 1,000,760</u> | <u>\$ 1,000,000</u> |
| GRAND TOTAL GENERAL FUND | | <u>\$ 60,140,332</u> | <u>\$ 63,164,649</u> | 96.86% | <u>\$ 65,068,218</u> | <u>\$ 63,027,878</u> | <u>\$ 6,188,300</u> |

FINDLAY CITY SCHOOL DISTRICT STUDENT ACTIVITY BUDGET

Activity Code 300-9493 Date 6/22/2018

Activity Name Findlay High School 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.

Activity source of income with estimated amounts in dollars:

| | | |
|--------------------------------------|--------------------------------------|----------------|
| | Fund Raiser Beginning Balance | <u>\$ 0</u> |
| a. Uniform & Accessories Fees | <u>\$ 1400</u> | |
| b. Choreography & Music License Fees | <u>\$ 800</u> | |
| c. Competition Fees | <u>\$ 200</u> | |
| d. Campwear Fees | <u>\$ 250</u> | |
| e. Fundraising | <u>\$ 1000</u> | |
| | Revenue Anticipated | <u>\$</u> |
| | Total Balance & Revenue | <u>\$ 3650</u> |

Activity Estimated Expenditures

| | | |
|---|---|----------------|
| | Varsity Spirit - Uniforms and | |
| a. Accessories | <u>\$ 1400</u> | |
| b. Trisha Hart - Choreography and Music | <u>\$ 800</u> | |
| c. Competition Fees | <u>\$ 200</u> | |
| d. Jim's Trophies - Campwear | <u>\$ 250</u> | |
| e. Fundraising | <u>\$ 800</u> | |
| | Total Estimated Expenditures | <u>\$ 3450</u> |
| | Anticipated Balance at End of Year | <u>\$ 200</u> |

Activity Advisor (Please Print) Misty Phillips

Building Principal _____

Superintendent _____



FINDLAY LEARNING CENTER K12 BLENDED LEARNING SCHOOL

2018-2019 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-paced 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, and 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, application, mastery test, assessment, 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 achievement 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 on-line 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. Student progress reports will be mailed to the parent on a quarterly basis.
6. Staff will meet with the students they coach at least every other week to progress, set and review goals, and provide mentoring assistance. In addition, the staff will email copies of this information to parents when an active email address is provided.
7. 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

1. 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 in order to ensure that the student understands how to use the online program, understands how to get assistance, and can establish a learning routine that will ensure they are successful using this blended learning option.

2. Students must participate in coaching/lab time at the Findlay Learning Center for a minimum of 3 hours each week with an educational coach (unless approved documented medical condition prohibits such participation). Students on an IEP will need additional lab time in order to meet the goal progress time requirements for Specially Designed Instruction (SDI). Coaching & lab time may include the following activities: review of student's overall progress, establishing weekly goals, tutoring, test taking, etc. The student 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 which may include: review of student's overall progress, establishing weekly goals, tutoring, test taking, etc.
3. 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. The note must be submitted within 2 days after returning from the absence in order to be considered for excusal.
 - 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 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.
4. Students who do not maintain adequate progress **will be** required to attend more frequently (see #10 below regarding sleeping and disruptive behavior).
5. A student's enrollment and successful participation in the Findlay Learning Center 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.
6. 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 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.
7. Parents and guardians agree to attend at least two parent conferences throughout the school year in order to receive updates on student progress.

8. 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.
9. 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.
10. 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.
11. Students will be required to follow all rules and regulations of the Findlay City School District whenever they are on Findlay City School property.
12. 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. A student’s time at the lab can be reduced by the director or principal, up to the state minimum of three hours of attendance at the lab per week, and/or the student can be dismissed from the Learning Lab.
13. Students will be required to work on off-line activities, according to the course syllabus. This work is counted as homework and not a part of their weekly required online hours of time-on-task.
14. Student attendance is calculated beginning at midnight on Monday through 11:59 PM Sunday evening. Students who do not work on their online work for their minimum hours of time-on-task weekly (Monday-Sunday) will be marked unexcused absent.
15. 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 required online activity hours due to an FCS approved absence reason. The note must be submitted within 2 days after returning from the absence in order to be considered for excusal.
16. Students are required to complete their weekly hours, including times when school is delayed or cancelled.
17. Students who are absent from the FLC lab are expected to continue working on their online course work during their absence, except when the absence is due to an FCS approved absence reason. Students who do not complete their weekly online coursework will be marked absent. An absence may be recorded on the student’s attendance for any day of the week from Monday through Friday. 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.

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.

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:

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 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.

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 mentor 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).

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 mark indicating the student is absent for 5 hours on Friday. Students' time at the Findlay Learning Center is also tracked, however, it is does not count against the students' online time. Example: A student is required to attend the Findlay Learning Center lab for at least 3 hours a week. The student and parent has requested that the student attend the lab for Monday-Thursday 7:30-2:30. The student does not come to the lab on Monday, but still gets their required 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.

Attendance Reporting 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 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 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 2 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.

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 truancy attendance meeting after two unexcused absences. After ten days of unexcused non-attendance, truancy charges may be filed and the student may be withdrawn from the Findlay Learning Center in accordance with ORC Section 3314.03(A)(6)(b). The district of residence will be notified of the withdrawal.

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.

Absence Types

There are two types of absences that are reported according to Ohio law, excused and unexcused.

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.

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.
1. 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

2. 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.

3. 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 provide assistance to 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. *All students may also be excused from school by the school nurse.*

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.). It is usually reported on a particular learning path.

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 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 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.

- Discipline for unauthorized use of cell phones and other personal electronic device usage:
 - If a student is found to be using a cell phone or other electronic devices during instructional times without the express permission from a teacher, coach, or administrator, the device will be confiscated and secured in the cell phone locker and a parent/guardian will be notified.
 - A second offense will result in a parent/guardian.
 - A third offense will result in a reduction of the student's time at the lab.
 - A fourth offense will 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.

1. Students must complete an assessment exam and be determined "eligible" for CCP.
2. Students may apply to any public college or participating private college.
3. Students may apply to multiple institutions.
4. Students must be Ohio residents.
5. Students must be admitted to the college in order to participate.
6. 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
7. Students must successfully complete the courses in order to earn the credit.
8. Students may take classes in the summer, fall, and spring semesters.
9. Students may take courses at the high school¹, college campus, or online.
10. 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.

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:
3. ACT, SAT, Accuplacer, ALEKS, PlaceU, MapleSoft (see Appendix D)
4. Each college/university has different exam requirements
5. Students’ scores must indicate that they are ready for “college-level” courses in at least one subject area
6. Colleges and universities will review students’ scores using statewide standards
7. If a student’s scores are not “college-level,” other conditions may be considered depending on the exam scores and if the student has:
8. Overall GPA (3.0) or
9. Recommendation form/letter

Step 2:

1. Students must apply for admission
2. Contact the 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 courses they can take based on assessment scores and on course prerequisites. 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. If a high school uses a weighted grading scale for Advanced Placement, International Baccalaureate, or Honors courses in a subject area, then College Credit Plus courses in the subject area will be weighted using the same scale. 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:

- a. The maximum number of credits allowable during the program is 120

- 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 are on the college transcript forever.

Cost:

- a. At public colleges or universities, 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 and transportation

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.

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 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 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. *See the above section regarding

unauthorized use of cell phones and other electronic devices.

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 mentor, teacher, guidance counselor or the director. Students may report incidents of bullying to any school employee. Students may also call 419-425-8289 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. **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.
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 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, guns, knives, smoke bombs, martial arts instruments, 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.
7. **Tobacco** - A student shall not smoke, use tobacco, possess, or display any substance containing tobacco 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 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, 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, 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 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 Board of Education Policy 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, or disgrace teachers, students or other persons 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.
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. (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. 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 shall 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 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 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 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** - 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 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.

23. **Cheating** - A student shall not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and 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.
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 and school visitors.
26. **Failure to Serve Disciplinary Assignments** - A student shall 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 Learning Center 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 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 (see 20.)
29. **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.
30. **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, 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.

31. **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.

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. 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 whose participation in such programs is not in their best interest.

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.**

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 2019 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 (.5 World History; 1.5 American History; .5 Government; .5 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 | REMEDATION 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.

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.

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.

LUNCH

The Findlay City Schools Food Service provides a school lunch for students daily. Students must pay for their lunch at the time of purchase. Parents are encouraged to participate in our pre-payment system. School personnel are not permitted to loan money to students. Make checks payable to: Findlay City Schools.

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. Student are also not permitted to have food delivered to the school. A parent may bring lunch for a student if the student forgot their lunch. However, this should not be used to circumvent the school policy prohibiting food deliveries from outside restaurants.

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.

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
1100 Broad Avenue
Findlay, Ohio 45840
419-427-5436

Title VI (race, color and national origin)

Mr. Troy Roth
1100 Broad Avenue
Findlay, Ohio 45840
419-425-2569

Title IX (gender)

Mr. Troy Roth
1100 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)
- b. 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.
 - c. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. 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.
 - h. 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.
 - i. 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

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.

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.

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.

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APPENDIX A: FLC 2018/2018 SCHOOL CALENDAR

| | |
|---|--|
| Convocation/Building & Dept. Meetings | Tuesday, August 14, 2018 |
| First Day for Students | Wednesday, August 15, 2018 |
| Open House | Thursday, August 30, 2018 |
| Teacher In-Service – Students work online from home | Friday, August 31, 2018 |
| Labor Day – NO SCHOOL | Monday, September 3, 2018 |
| Interim Grades Close | Midnight Thursday, September 13, 2018 |
| Student Led Parent Conferences | Thursday, September 20, 2018 |
| Teacher-in-Service – Students work online from home | Friday, September 28, 2018 |
| OACAC College Fair (at FHS main gym) | Tuesday, October 2, 2018 |
| Interim Grades Close – (will be mailed home) | Midnight Thursday, November 15, 2018 |
| Fall Break | Mon., Tues., Wed., Thurs. & Fri., Nov. 19-23, 2018 |
| Student Led Parent Conferences | Tuesday, November 27, 2018 |
| Two-Hour Delay Teacher In-Service- Lab Opens at 9:00 | Thursday, December 6, 2018 |
| Winter Break | Thursday, December 20, 2018 – Wednesday, January 2, 2019 |
| Students First Day Back to School | Thursday, January 3, 2019 |
| Two-Hour Delay Teacher In-Service- Lab Opens at 9:00 | Monday, January 7, 2019 |
| Martin Luther King Day – NO SCHOOL | Monday, January 21, 2019 |
| Interim Grades Close | Midnight Thursday, February 7, 2019 |
| Student Led Parent Conferences | Wednesday, February 13, 2019 |
| In-Service Day – Students work online from home | Monday, February 18, 2019 |
| Spring Break – NO SCHOOL | Monday, April 15 - Friday, April 19, 2019 |
| Interim Grades Close | Midnight Thursday, April 25, 2019 |
| Student Led Parent Conferences | Thursday May 2, 2019 |
| Last Day for Students (177 Days) | Thursday, May 23, 2019 |
| Clerical Day for Teachers | Friday, May 24, 2019 |

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

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 | | |

ALL FLC students are required to get their minimum online activity hours regardless of school delays or cancellations!

Adopted: 1/11/16

Revised 6/26/17

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 ***

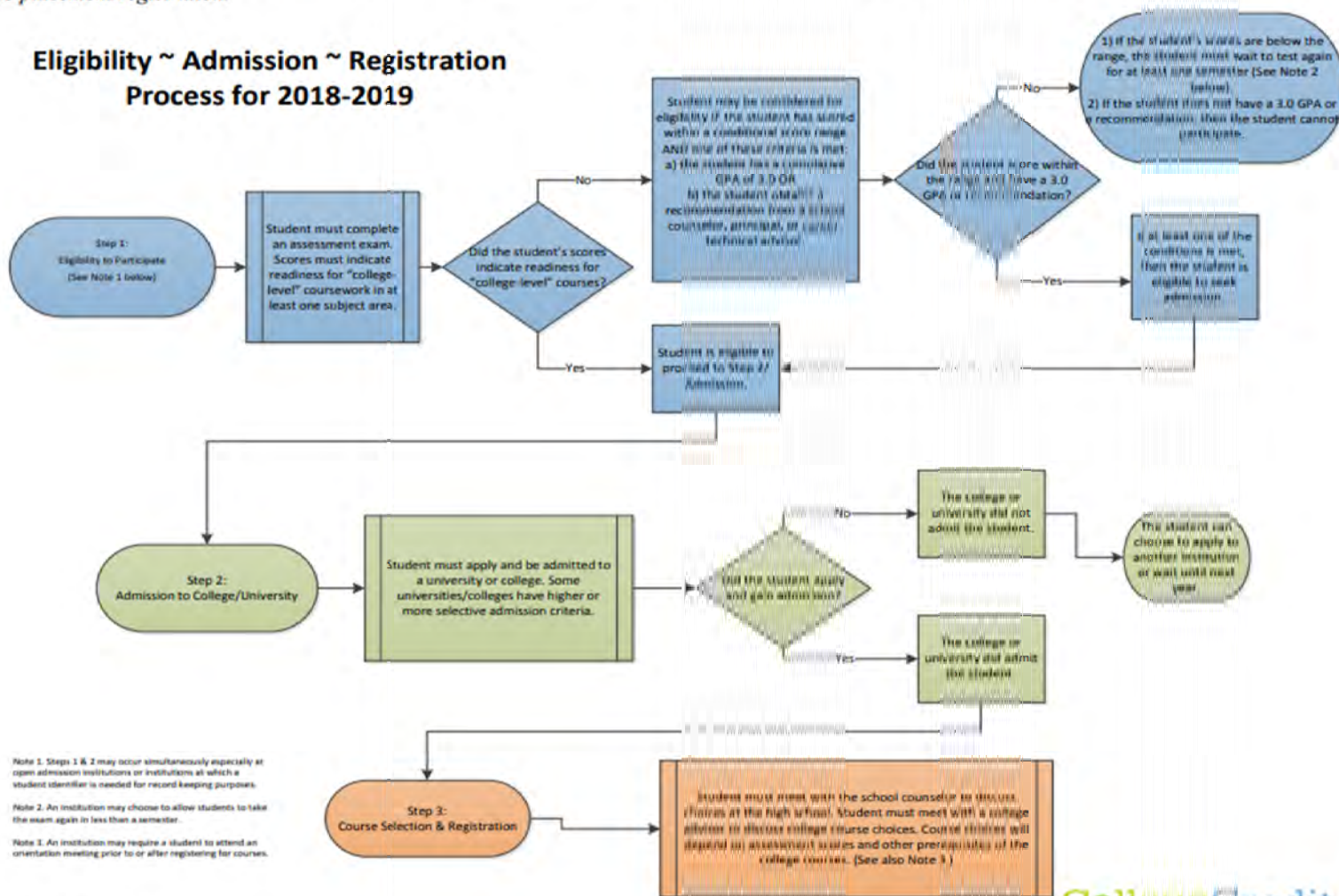
7. **Today's Date ***

Example: December 15, 2012

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.

October 2017

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) | 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/ucsp.

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

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
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 (_____) _____

32. 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 2017-2018 ACTIVITIES

| EXTRA-CURRICULAR ACTIVIES (NON- CREDIT) | ADVISOR(S) |
|---|---|
| Academic Quiz Bowl | Mr. David Barkey |
| Art Club | Mr. Jon Gaberdiel and Mr. Jason Wagner |
| Books n' Brownies | Mrs. Amanda Brasfield |
| C.A.R.E. Club | Mrs. Kim Blake |
| Chamber Orchestra | Mr. Ken Pressel |
| Chess Club | Mr. David Barkey |
| Dance Team | Miss Alexandria Jones |
| Fall Play | Mr. Andy Cantrell |
| Findlay First Edition Show Choir (FFE) | Mr. Kevin Manley |
| Hockeyettes | Miss Catherine Longo |
| Indoor Track Club | Mr. Brian Rosendale |
| International Club | Mrs. Elizabeth Schank |
| Junior Statesmen of America (JSA) | Mr. David Barkey and Mrs. Judy Withrow |
| Key Club | Mrs. Kim Blake |
| 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 |
| Ski Club | Mr. Jason Wagner |
| Sign Language Club | Ms. Kelli Kiesler |
| S.T.A.N.D. (FCA) | Mrs. Kendra Grubinski |
| Trojan Jazz Band | Mr. Michael Springer and Mr. Dan Wilson |
| V.I.P. (Voices in Perfection) Show Choir | Ms. Krista Bigger |
| Wrestlerettes | Mrs. Amy Warren |
| CURRICULAR ACTIVITIES (In-Class for Credit) | ADVISOR(S) |
| Blue & Gold Newspaper (Grades 10, 11, & 12) | Mr. Andy Cantrell |
| Color Guard & Majorettes | Mr. Jack Smolenski |
| Concert Band | Mr. Dan Wilson |
| Concert Choir (Grade 10) | Mr. Kevin Manley |
| F.E.A. (Future Educators of America) | Mrs. Barbara Tardibuono |
| 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 Jenny Coulter and Mr. Tyler Smith |
| 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 LEARNING CENTER K12 BLENDED LEARNING SCHOOL

2018-2019 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-paced 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, and 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, application, mastery test, assessment, 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 achievement 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 on-line 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. Student progress reports will be mailed to the parent on a quarterly basis.
6. Staff will meet with the students they coach at least every other week to progress, set and review goals, and provide mentoring assistance. In addition, the staff will email copies of this information to parents when an active email address is provided.
7. 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

1. 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 in order to ensure that the student understands how to use the online program, understands how to get assistance, and can establish a learning routine that will ensure they are successful using this blended learning option.

2. Students must participate in coaching/lab time at the Findlay Learning Center for a minimum of 3 hours each week with an educational coach (unless approved documented medical condition prohibits such participation). Students on an IEP will need additional lab time in order to meet the goal progress time requirements for Specially Designed Instruction (SDI). Coaching & lab time may include the following activities: review of student's overall progress, establishing weekly goals, tutoring, test taking, etc.

The student 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 which may include: review of student's overall progress, establishing weekly goals, tutoring, test taking, etc.

3. 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. The note must be submitted within 2 days after returning from the absence in order to be considered for excusal.
 - 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 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.
4. Students who do not maintain adequate progress **will be** required to attend more frequently (see #10 below regarding sleeping and disruptive behavior).
5. A student's enrollment and successful participation in the Findlay Learning Center 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.
6. 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 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.

7. Parents and guardians agree to attend at least two parent conferences throughout the school year in order to receive updates on student progress.
8. 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.
9. 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.
10. 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.
11. Students will be required to follow all rules and regulations of the Findlay City School District whenever they are on Findlay City School property.
12. 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. A student's time at the lab can be reduced by the director or principal, up to the state minimum of three hours of attendance at the lab per week, and/or the student can be dismissed from the Learning Lab.
13. Students will be required to work on off-line activities, according to the course syllabus. This work is counted as homework and not a part of their weekly required online hours of time-on-task.
14. Student attendance is calculated beginning at midnight on Monday through 11:59 PM Sunday evening. Students who do not work on their online work for their minimum hours of time-on-task weekly (Monday-Sunday) will be marked unexcused absent.
15. 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 required online activity hours due to an FCS approved absence reason. The note must be submitted within 2 days after returning from the absence in order to be considered for excusal.
16. Students are required to complete their weekly hours, including times when school is delayed or cancelled.
17. Students who are absent from the FLC lab are expected to continue working on their online course work during their absence, except when the absence is due to an FCS approved absence reason. Students who do not complete their weekly online coursework will be marked absent. An absence may be recorded on the student's attendance for any day of the week from Monday through Friday. 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.

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. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
5. Facilitate instruction appropriate to the subject matter being taught as well as the age and maturity of the students.
6. Conduct ongoing assessment of student learning and progress, and modifies instructional methods to fit individual student's needs, including students with special needs.
7. Analyze students' assessment results and other data; make adjustment in instruction as needed to ensure student academic growth.
8. Maintain familiarity with district and State of Ohio standardized tests for the purpose of adapting curriculum to maximize student achievement on such tests.
9. Acquire professional knowledge of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
10. Maintain a professional appearance and attitude in the performance of all duties.
11. 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.
12. Encourage parental involvement in their student's education and ensures effective communication with students and parents.
13. Make provision 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.
14. Ensure that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
15. Collaborate with other professional staff members, especially within the Findlay Learning Center.
16. Select instructional resources to meet the individual needs of students.
17. Track student growth through various assessments, some scoring of assessment or activities, monitoring student behavior and notification of parents area necessary functions of the position.
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 so as 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.

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:

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.

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* only due to an illness the night before the expected day of absence due to illness (Illness is usually the night before or sudden onset day of) – Log into Renhill or call Renhill (no follow-up paperwork necessary)

2. Sudden Illnesses only due to an illness at work the day of absence due to illness (Illness at work) – the director to obtain a sub.
3. 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 me directly at 419-427-5424 weekdays 7:00-4:00 or 419-348-5935 (after hours) if you have questions.
4. 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 form to the director in advance of the date requested.
5. Planned Sick day – Must submit appropriate Absence Request form to director in advance of date requested.
6. Personal Day – Must submit appropriate Absence Request form 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 form and Professional Leave form 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 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.

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 mentor 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).

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 mark indicating the student is absent for 5 hours on Friday. Students' time at the Findlay Learning Center is also tracked, however, it is does not count against the students' online time. Example: A student is required to attend the Findlay Learning Center lab for at least 3 hours a week. The student and parent has requested that the student attend the lab for Monday-Thursday 7:30-2:30. The student does not come to the lab on Monday, but still gets their required 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.

Attendance Reporting 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 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 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 2 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.

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 truancy attendance meeting after two unexcused absences. After ten days of unexcused non-attendance, truancy charges may be filed and the student may be withdrawn from the Findlay Learning Center in accordance with ORC Section 3314.03(A)(6)(b). The district of residence will be notified of the withdrawal.

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.

Absence Types

There are two types of absences that are reported according to Ohio law, excused and unexcused.

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.

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.
3. 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

4. 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.

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.

5. 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 provide assistance to 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. *Ill students may also be excused from school by the school nurse.*

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.). It is usually reported on a particular learning path.

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 5 days of activity time. Students are still expected to turn in assignments according to the due date or the system will automatically issue 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.

- Discipline for unauthorized use of cell phones and other personal electronic device usage:
 - If a student is found to be using a cell phone or other electronic devices during instructional times without the express permission from a teacher, coach, or administrator, the device will be confiscated and secured in the cell phone locker and a parent/guardian will be notified.
 - A second offense will result in a parent/guardian.
 - A third offense will result in a reduction of the student's time at the lab.
 - A fourth offense will 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.

6. Students must complete an assessment exam and be determined "eligible" for CCP.
7. Students may apply to any public college or participating private college.
8. Students may apply to multiple institutions.
9. Students must be Ohio residents.
10. Students must be admitted to the college in order to participate.
11. 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
12. Students must successfully complete the courses in order to earn the credit.
13. Students may take classes in the summer, fall, and spring semesters.
14. Students may take courses at the high school¹, college campus, or online.
15. 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.

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:
3. ACT, SAT, Accuplacer, ALEKS, PlaceU, MapleSoft (see Appendix D)
4. Each college/university has different exam requirements
5. Students' scores must indicate that they are ready for "college-level" courses in at least one subject area
6. Colleges and universities will review students' scores using statewide standards

7. If a student's scores are not "college-level," other conditions may be considered depending on the exam scores and if the student has:
8. Overall GPA (3.0) or
9. Recommendation form/letter

Step 2:

1. Students must apply for admission
2. Contact the 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 courses they can take based on assessment scores and on course prerequisites. 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. If a high school uses a weighted grading scale for Advanced Placement, International Baccalaureate, or Honors courses in a subject area, then College Credit Plus courses in the subject area will be weighted using the same scale. 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:

- a. The maximum number of credits allowable during the program is 120
- 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 are on the college transcript forever.

Cost:

- a. At public colleges or universities, 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 and transportation

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.

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.

16. **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. *See the above section regarding unauthorized use of cell phones and other electronic devices.
17. **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.
18. **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.
19. **Bullying and Hazing** – A student shall not bully or haze students or other persons. Cyberbullying / 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 mentor, teacher, guidance counselor or the director. Students may report incidents of bullying to any school employee. Students may also call 419-425-8289 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.

- 20. 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.
- 21. 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 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, guns, knives, smoke bombs, martial arts instruments, 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.
- 22. Tobacco** - A student shall not smoke, use tobacco, possess, or display any substance containing tobacco 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.
- 23. 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, 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, 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 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 Board of Education Policy 9.11.

- 24. 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.
- 25. Frightening, Degrading, or Disgraceful Acts** - A student shall 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.
- 26. Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
- 27. School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
- 28. 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. (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. 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.
- 29. Truancy/Excessive Absence/Tardiness** –See section on attendance in this handbook. The adopted Board Policy applies.
- 30. 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.
- 31. 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).
- 32. Altered or Forged Passes/Documents** - A student shall not alter, forge, or use a fraudulent document.
- 33. 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 in the custody of the school, or in the course of a school-related activity.

- 34. 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.
- 35. 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.
- 36. 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.
- 37. 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 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.
- 38. Cheating** - A student shall not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and 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.
- 39. 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.
- 40. Disrespectful Behavior** - A student shall not be disrespectful toward a student, school personnel and school visitors.
- 41. Failure to Serve Disciplinary Assignments** - A student shall not fail to serve disciplinary assignments.
- 42. 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 Learning Center 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.

- 43. 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 (see 20.)
- 44. 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.
- 45. 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, 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.
- 46. 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.

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. 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 whose participation in such programs is not in their best interest.

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.**

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 2019 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 (.5 World History; 1.5 American History; .5 Government; .5 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 provides a school lunch for students daily. Students must pay for their lunch at the time of purchase. Parents are encouraged to participate in our pre-payment system. School personnel are not permitted to loan money to students. Make checks payable to: Findlay City Schools.

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. Student are also not permitted to have food delivered to the school. A parent may bring lunch for a student if the student forgot their lunch. However, this should not be used to circumvent the school policy prohibiting food deliveries from outside restaurants.

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
 1100 Broad Avenue
 Findlay, Ohio 45840
 419-427-5436

Title VI (race, color and national origin)
 Mr. Troy Roth
 1100 Broad Avenue
 Findlay, Ohio 45840
 419-425-2569

Title IX (gender)
Mr. Troy Roth
1100 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)
- b. 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.
- c. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents.
- d. 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.

- e. 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.
- f. 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.
- g. 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.
- h. 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.
- i. 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.

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.

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.

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.

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.

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APPENDIX A: FLC 2018/2018 SCHOOL CALENDAR

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|---|--|
| Convocation/Building & Dept. Meetings | Tuesday, August 14, 2018 |
| First Day for Students | Wednesday, August 15, 2018 |
| Open House | Thursday, August 30, 2018 |
| Teacher In-Service – Students work online from home | Friday, August 31, 2018 |
| Labor Day – NO SCHOOL | Monday, September 3, 2018 |
| Interim Grades Close | Midnight Thursday, September 13, 2018 |
| Student Led Parent Conferences | Thursday, September 20, 2018 |
| Teacher-in-Service – Students work online from home | Friday, September 28, 2018 |
| OACAC College Fair (at FHS main gym) | Tuesday, October 2, 2018 |
| Interim Grades Close – (will be mailed home) | Midnight Thursday, November 15, 2018 |
| Fall Break | Mon., Tues., Wed., Thurs. & Fri., Nov. 19-23, 2018 |
| Student Led Parent Conferences | Tuesday, November 27, 2018 |
| Two-Hour Delay Teacher In-Service- Lab Opens at 9:00 | Thursday, December 6, 2018 |
| Winter Break | Thursday, December 20, 2018 – Wednesday, January 2, 2019 |
| Students First Day Back to School | Thursday, January 3, 2019 |
| Two-Hour Delay Teacher In-Service- Lab Opens at 9:00 | Monday, January 7, 2019 |
| Martin Luther King Day – NO SCHOOL | Monday, January 21, 2019 |
| Interim Grades Close | Midnight Thursday, February 7, 2019 |
| Student Led Parent Conferences | Wednesday, February 13, 2019 |
| In-Service Day – Students work online from home | Monday, February 18, 2019 |
| Spring Break – NO SCHOOL | Monday, April 15 - Friday, April 19, 2019 |
| Interim Grades Close | Midnight Thursday, April 25, 2019 |
| Student Led Parent Conferences | Thursday May 2, 2019 |
| Last Day for Students (177 Days) | Thursday, May 23, 2019 |
| Clerical Day for Teachers | Friday, May 24, 2019 |

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

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 | | |

ALL FLC students are required to get their minimum online activity hours regardless of school delays or cancellations!

Adopted: 1/11/16

Revised 6/26/17

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 ***

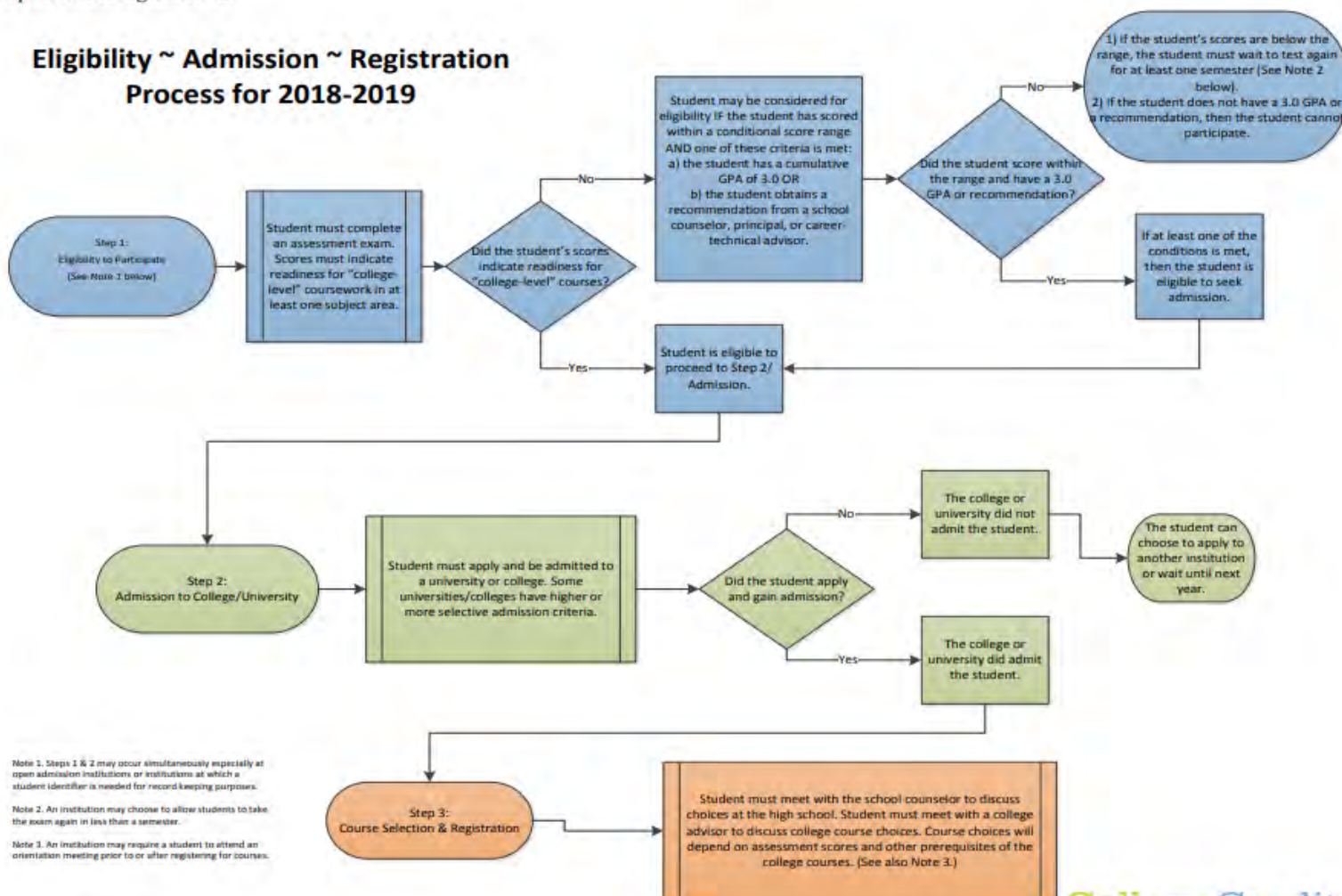
7. **Today's Date ***

Example: December 15, 2012

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.

October 2017

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) | 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.

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

**OHIO HIGH SCHOOL ATHLETIC ASSOCIATION
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 (____) _____

47. 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 2017-2018 ACTIVITIES

| EXTRA CURRICULAR ACTIVIES (NON CREDIT) | ADVISOR(S) |
|---|---|
| Academic Quiz Bowl | Mr. David Barkey |
| Art Club | Mr. Jon Gaberdiel and Mr. Jason Wagner |
| Books n' Brownies | Mrs. Amanda Brasfield |
| C.A.R.E. Club | Mrs. Kim Blake |
| Chamber Orchestra | Mr. Ken Pressel |
| Chess Club | Mr. David Barkey |
| Dance Team | Miss Alexandria Jones |
| Fall Play | Mr. Andy Cantrell |
| Findlay First Edition Show Choir (FFE) | Mr. Kevin Manley |
| Hockeyettes | Miss Catherine Longo |
| Indoor Track Club | Mr. Brian Rosendale |
| International Club | Mrs. Elizabeth Schank |
| Junior Statesmen of America (JSA) | Mr. David Barkey and Mrs. Judy Withrow |
| Key Club | Mrs. Kim Blake |
| 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 |
| Ski Club | Mr. Jason Wagner |
| Sign Language Club | Ms. Kelli Kiesler |
| S.T.A.N.D. (FCA) | Mrs. Kendra Grubinski |
| Trojan Jazz Band | Mr. Michael Springer and Mr. Dan Wilson |
| V.I.P. (Voices in Perfection) Show Choir | Ms. Krista Bigger |
| Wrestlerettes | Mrs. Amy Warren |
| CURRICULAR ACTIVITIES (In Class for Credit) | ADVISOR(S) |
| Blue & Gold Newspaper (Grades 10, 11, & 12) | Mr. Andy Cantrell |
| Color Guard & Majorettes | Mr. Jack Smolenski |
| Concert Band | Mr. Dan Wilson |
| Concert Choir (Grade 10) | Mr. Kevin Manley |
| F.E.A. (Future Educators of America) | Mrs. Barbara Tardibuono |
| 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 Jenny Coulter and Mr. Tyler Smith |
| 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**

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.

This fall we will begin our implementation of the 1:1 program by issuing Chromebooks to students in grades 3, 6, and 9.

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)

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:

- Students must comply with the district's [Acceptable Use Policy](#)* and this 1:1 Device Handbook for Students and Parents when using their Chromebooks.
- 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.
- Students must treat their Chromebook with care and never leave it in an unsecured location.
- Students must report any problems with their Chromebook to the building library, or other designated location, as soon as possible.
- Students may not remove or obscure the device serial number or other identification tags.
- 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.)*
- 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

- 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.)*
- 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

- 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 (\$250). 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 for the 2018-2019 school year will be assessed as part of each student's school fees.

- 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 \$250 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.*

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.



Northview Primary

Handbook

2018-2019



A large, bright yellow graphic element, possibly a stylized letter 'N' or a similar shape, is positioned in the upper left corner of the page. It has a slightly irregular, hand-drawn appearance.

ans

ndlay City Scho

Our Mission:



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. Kelly Glick
1100 Broad Avenue
Findlay, Ohio 45840
(419) 427-5424

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 |
| • 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 |

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 |
| Intervention Specialist | Mrs. Fran Lundy | 5 |
| Intervention Specialist | Mrs. Angela Geiser | 15 |
| Title I | Mrs. Michelle Franks | 14 |
| Title I | Mrs. Stephanie Brant | 14 |
| Title I | Mrs. Robyn Kryling | |
| Music | Ms Erin Clegg | On Cart |
| Art | Mrs. Jeanette Tate | 20 |
| Physical Education | Ms Erin Hemmelgarn | Gymnasium |
| Computer/Tech | Mrs. Rochelle Manley | Lab |
| Librarian | Mrs. Jennifer Hoadley | Library |
| Nurse | Mrs. Charmaine Ajala | Clinic |

Northview Primary School Personnel (Continued)

| | | | |
|------------------------|----------------------|------|-----------|
| Cook | Mrs. Kris Hepperly | Mrs. | Cafeteria |
| Cashier | Debroah Kirian | | Cafeteria |
| Monitor | Mrs. Joetta Carles | Mrs. | Cafeteria |
| Monitor | Linda Hagerman | | Cafeteria |
| Monitor | Mrs. Mary Lou McCann | | Cafeteria |
| Monitor | Mrs. Kim Ray | | Cafeteria |
| Monitor | Mrs. Sharon Simko | | 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
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

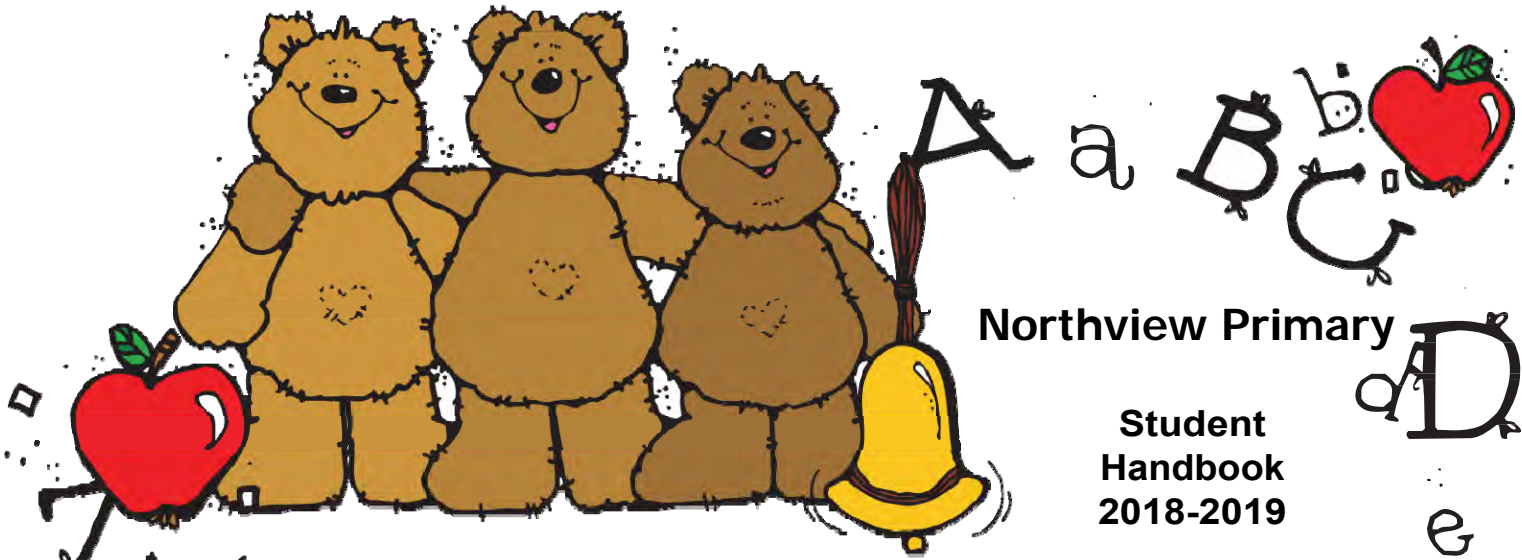
- New Teacher Orientation: 8/9 and 8/10
- Convocation 8/14

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
Revised 6/25/18



Northview Primary

Student Handbook 2018-2019

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,

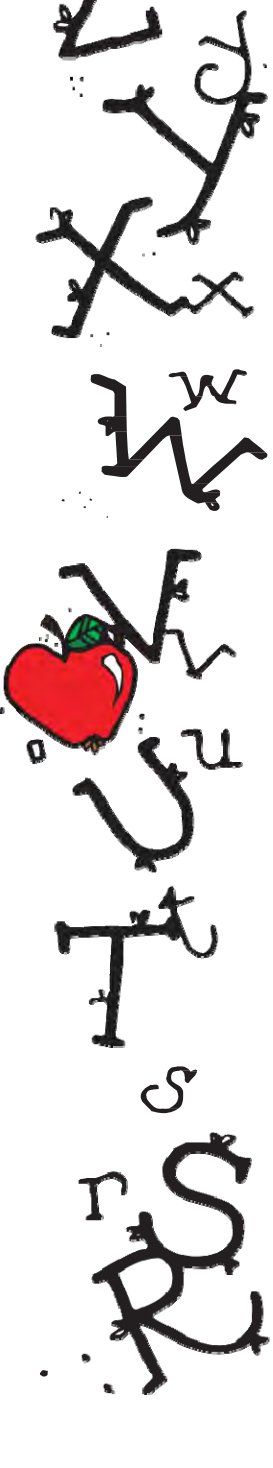
Eric Payne, Principal

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

2018-2019

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.

Bulletin Boards, Hallway

Each classroom has a designated area of hallway bulletin board space. Examples of student work should be displayed by the teacher. Displaying student work develops pride and causes them to strive.

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.** 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 daily of their child's behavior for the day.

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.

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.

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 suspect

Special Education Continued

that a student in your class is a candidate for a special education class, your first step is to advise the principal who will discuss the case with you and supply you with the necessary referral forms. 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: _____

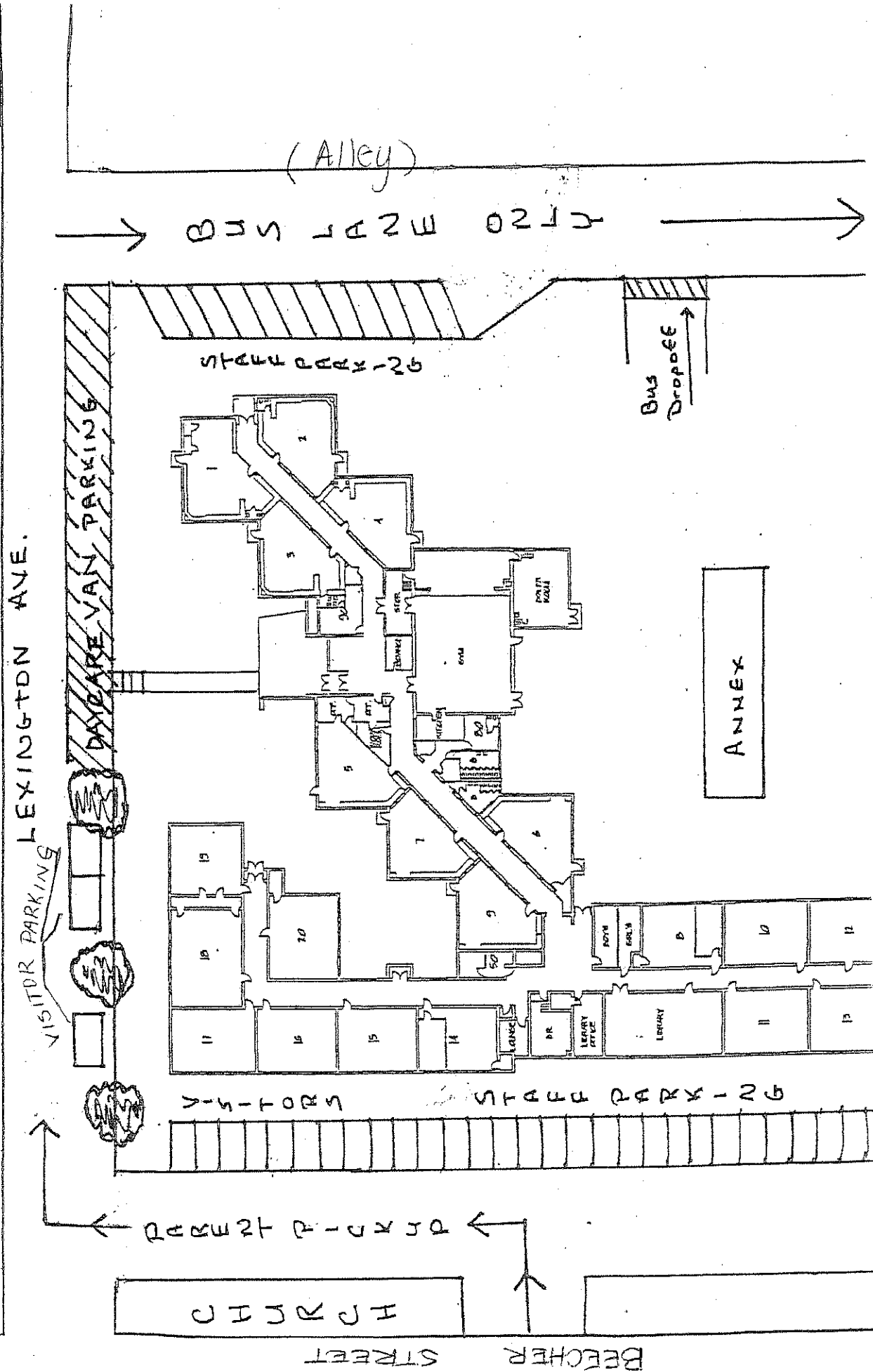
cc: Originator, Principal, Supervisor, Administration Office (Safety Team)

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



**BIGELOW HILL
INTERMEDIATE SCHOOL**

300 Hillcrest
Findlay, Ohio 45840
419-425-8317

Student/ Parent Handbook

2018 - 2019



The mission statement of the Findlay City Schools

Educating and empowering for life

The mission statement of Bigelow Hill Intermediate

Inspiring Leaders of Tomorrow

A
Leader in Me™
School

Bigelow Hill Staff 2018-2019

| | | |
|----------------------|------------------------------|------------------|
| Theis, Jennifer | Principal | Room 117 Office |
| Baker, Jeanine | 4th Grade Teacher | Room 114 |
| Bennett, Toni | Instructional Aide | |
| 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 | 4th Grade Teacher | Room 107 |
| Burchnell, Cori | Flexible Inst. Asst. | Room 210 |
| Castle, Jordan | Custodian, Night | Room 208 |
| Cavitt, Laura | Cashier | Kitchen |
| Clegg, Erin | Music Teacher | Room 202 Stage |
| Czarnecki, Brenda | Secretary | Room 118 Office |
| DeVaul, Joe | Intervention 5th | Room 133 |
| Douglas, Stacey | Gifted Teacher | Lincoln |
| Dyer, Laura | Guidance Counselor | Room 115 |
| Earl, Jennifer | Speech | Room 120 |
| Evan, Tyrone | Lunch Monitor | |
| Fleming, Catherine | School Psychologist | |
| Gray, Jacqueline | Instructional Aide | |
| Haws, Holly | Instructional Aide | |
| Hemmelgarn, Erin | Physical Education | Room 204 Gym |
| Jurkiewicz, Vicki | Lunch Monitor | |
| Kin, Katherine | 4th Grade Teacher | Room 108 |
| Lammers, Julie | Intervention 5th | Room 105 |
| Launder, Brittany | 4th Grade Teacher | Room 112 |
| Lloyd, Bridgette | Librarian | Room 131 Library |
| Luedeker-Hazen, Lisa | 4th Grade Teacher | Room 109 |
| Manley, Rochelle | Technology Aide | Cart |
| Mathews, Marcia | Cook | Kitchen |
| Miller, Julie | Title I Teacher | Room 121 |
| Phillips, Jodi | 5th Grade Teacher | Room 103 |
| Roach, Nicole | Intervention 4 th | Room 110B |
| Rozman, Kurt | Custodian, Day | Room 208 |
| Schaefer, Deb | Instructional Aide | |
| Stallings, Cilia | Lunch Monitor | |
| Stillings, Jennifer | 5th Grade Teacher | Room 111 |
| Tate, Jeanette | Art Teacher | Cart |
| 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 15th year with Findlay City Schools and 4th 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. Lindsey Boes - 5th Grade

Mr. Joe DuVaul - Intervention Specialist

Mrs. Lisa Luedeker-Hazen - 4th Grade

Mrs. Katie Kin - 4th Grade

Ms. Erin Clegg - Music

Ms. Erin Hemmelgarn - Physical Education

Ms. Jackie Gray - Instructional Aide

Ms. Christy Fleming - School Psychologist

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

Bigelow Hill is in its third 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 two years were a huge success and it was 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 begin the process of transforming the culture of our building and we are looking forward to entering our third year.

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 | 8:40 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 8:40 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 8:40 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 9:45 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 4th, Tuesday, October 9th, and Thursday, October 18th**. A spring conference is scheduled for **Thursday, February 21st** if needed.

PTO Officers

Bigelow Hill, Northview, Jacobs

2018 – 2019

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 October 19th, January 4th and March 15th, and May 23rd. 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

**BIGELOW HILL INTERMEDIATE
SCHOOL**



**TEACHER
HANDBOOK**

2018-2019

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 resulting in at least a “B” on the overall ranking on the state report card.

All students will demonstrate the ability to establish and achieve personally challenging goals.

All students will demonstrate the virtues characterized by a responsible citizen.

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

All students will benefit from expanded 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.

MASTER SCHEDULE

Bigelow Hill

| | |
|-------------------------|---|
| 8:00 a.m. | Teacher Day Begins |
| 8:40 a.m. | Breakfast Begins |
| 8:40 a.m. | Students Arrive on Grounds and Enter Building |
| 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 **8:40 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 money in the classroom.**
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 - 8:40 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 should be no less than 60 minutes and language arts- 90 minutes.* 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.

Study Island, 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, Brenda Czarnecki at 567-208-9872. 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.

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

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. 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.

USE OF VIDEOS IN ELEMENTARY CLASSROOMS

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.

FIELD TRIP GUIDELINES

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 permission slip 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. A signed slip must be obtained for every child for each trip taken. For safety purposes, you must leave a roster of the students taken with you on the field trip in the office and give one copy to the bus driver. Emergency Medical Authorization forms for each pupil must be taken on every field trip. **Field trip requisitions must be submitted for financial approval by the September PTO meeting.**

Substitute teachers are not to be utilized in place of the classroom teacher on field trips.

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 are prepared.**

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. Barricade the door using The Boot.
6. Students stay in the classroom unless an administrative personnel or Police Officer come to your door to get them.
7. Ignore class changes.
8. Keep students in the classroom until the Level 2 has been cancelled.
9. No restroom breaks.
10. Students eating lunch or at recess will go to the music room.

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

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

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 substitute 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.

Nice but not necessary: Use colored pencils to underline the major areas of your plan --subject, topic, objective, procedure, etc. so that it immediately catches the eye as soon as the lesson plan book is opened.

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, and creativity) to align with the district's goal of implementing 21st Century Skills.

PROCEDURES TO FOLLOW

1. Plans are to be in evidence during the day.
2. At the end of each day, the plans are to be open, on your desk, with manual and substitute folder on top of plan book.
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.

RULES

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

GENERAL SCHOOL RULES AND PROCEDURES FOR STUDENTS

1. Students will quietly enter the building in an orderly fashion and go directly to the gymnasium if prior to 8:50 a.m. After 8:50 a.m. students are to go directly to their classrooms.
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 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 a token 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. Theis 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. However, it should be noted on the pupil's homework chart. Homework concerns should be communicated and discussed with parents and/or guardians.
6. Teachers may use their discretion for individual pupils as to when to issue a formal warning. 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

A. Preparation:

1. Have a sign for your door to indicate conference in session to insure privacy/free from interruptions.
2. Attach conference schedule to your door.
3. Provide a waiting place for parents outside the room. (i.e. chairs)
4. Make notes of things you want to discuss.
5. 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, 2018

Re: Teacher Handbook

Attached is the **Bigelow Hill** Intermediate School Teacher Handbook for 2018-2019 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.

Findlay **C**ity **S**chool **D**istrict

4th Quarter Reports

**Fiscal Year Ending
June 30, 2018**

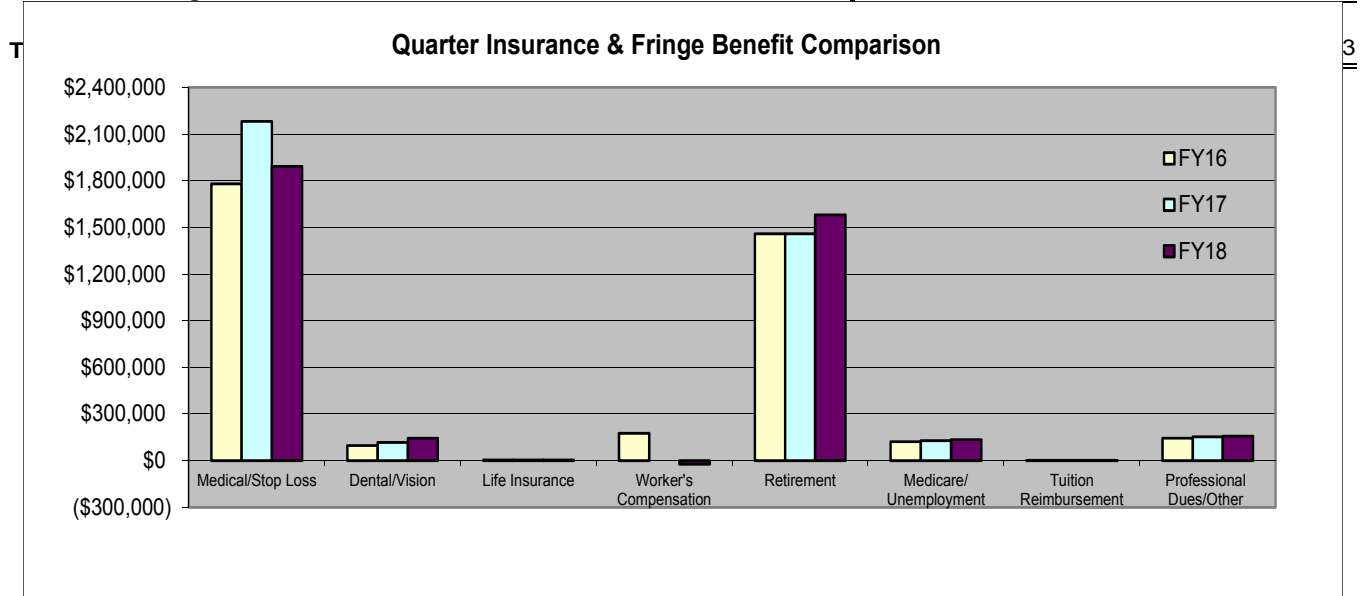
**Submitted to Findlay Board of Education
By Mike Barnhart, Treasurer
July 2018**

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| Insurance & Fringe Benefits Report – Annual | 2 |
| Investments by Category and Interest Earnings Charts | 3 |
| General Fund FY18 Appropriations..... | 4 |
| Treasurer’s Report – June 2018 | 5 |

Insurance & Fringe Benefits Report
4th Quarter

| | 4th Quarter Ended June 30 | | | Fiscal Year Ended June 30 | | |
|------------------------------------|------------------------------|------------------|------------------|------------------------------|------------------|------------------|
| | FY16 | FY17 | FY18 | FY16 | FY17 | FY18 |
| Administrative Costs | | | | | | |
| Dental/Vision | \$ 5,277 | \$ 5,507 | \$ 5,418 | \$ 22,509 | \$ 23,281 | \$ 23,280 |
| Medical | 88,659 | 90,966 | 93,488 | 416,181 | 427,422 | 379,405 |
| Board H S A Contributions | 42,378 | 45,129 | 47,004 | 169,713 | 180,539 | 190,965 |
| Total Administrative Costs | 136,315 | 141,601 | 145,909 | 608,403 | 631,242 | 593,649 |
| Stop Loss Insurance | | | | | | |
| Specific and Aggregate | 227,749 | 198,433 | 194,845 | 887,463 | 805,404 | 785,479 |
| Total Stop Loss Insurance | 227,749 | 198,433 | 194,845 | 887,463 | 805,404 | 785,479 |
| Insurance Costs | | | | | | |
| Dental/Vision Claims | 92,069 | 112,607 | 140,069 | 451,741 | 507,908 | 520,600 |
| Medical Claims | 1,420,395 | 1,847,331 | 1,557,331 | 5,476,771 | 6,686,296 | 7,389,353 |
| Total Insurance Costs | 1,512,464 | 1,959,938 | 1,697,400 | 5,928,512 | 7,194,204 | 7,909,953 |
| Life Insurance | 4,380 | 4,567 | 4,617 | 17,587 | 18,141 | 18,484 |
| Total Insurance Costs | 1,880,907 | 2,304,539 | 2,042,771 | 7,441,964 | 8,648,991 | 9,307,565 |
| Other Fringe Benefits | | | | | | |
| Worker's Compensation | 176,364 | - | (21,827) | 176,364 | 164,881 | 160,996 |
| Retirement Costs | 1,459,204 | 1,459,417 | 1,580,127 | 5,549,894 | 5,892,309 | 6,084,990 |
| Medicare Costs | 120,724 | 128,120 | 136,268 | 475,234 | 504,412 | 531,330 |
| Unemployment Claims | 2,010 | 389 | 339 | 2,235 | 6,469 | 666 |
| Tuition Reimbursement | 2,806 | 1,200 | 1,040 | 76,825 | 66,547 | 55,975 |
| Professional Dues /Other | 144,793 | 153,925 | 158,991 | 144,793 | 153,992 | 158,991 |
| Total Other Fringe Benefits | 1,905,901 | 1,743,052 | 1,854,938 | 6,425,345 | 6,788,612 | 6,992,948 |

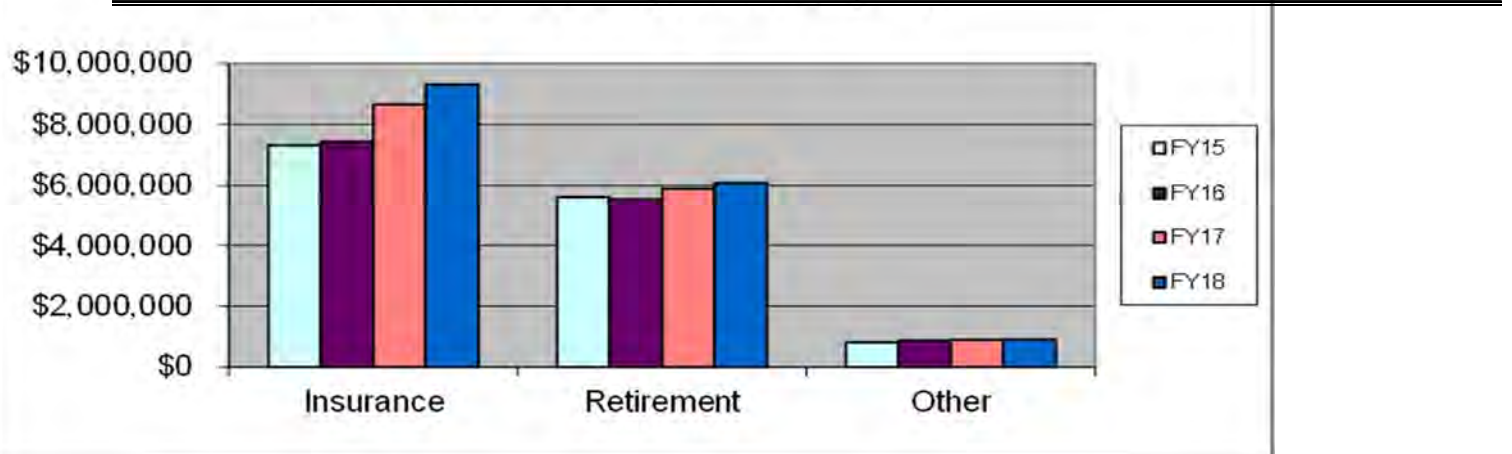


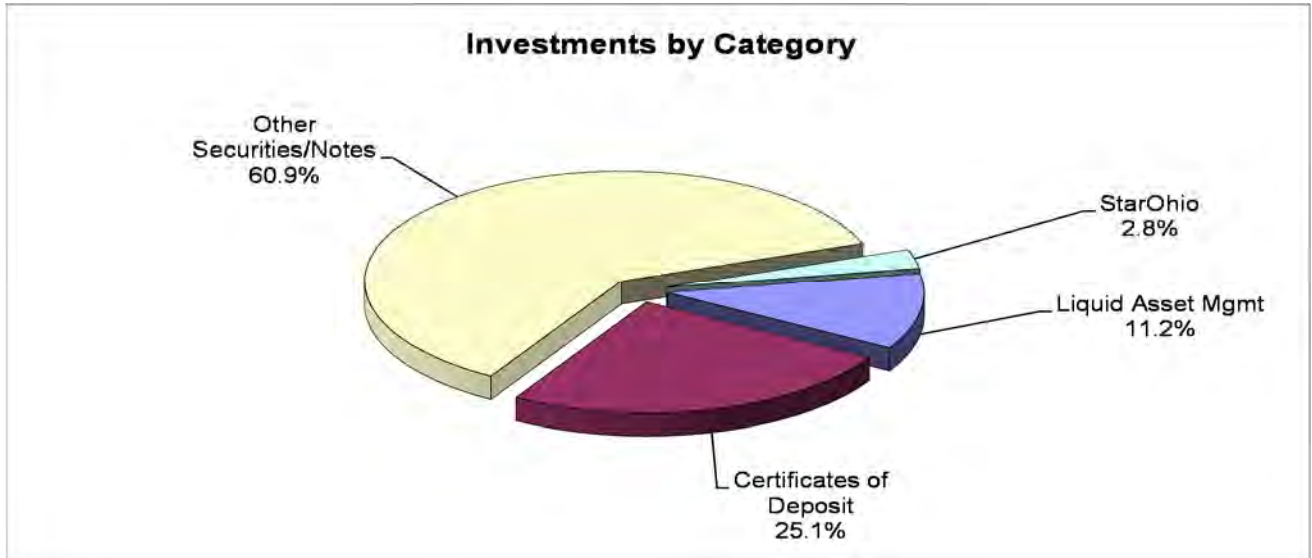
Insurance & Fringe Benefits Report
Annual
Fiscal Years 2015-2018

| | <u>2014/15</u> | <u>2015/16</u> | <u>2016/17</u> | <u>FYTD</u> <u>2017/18</u> |
|------------------------------------|--------------------|--------------------|--------------------|-------------------------------|
| <u>Administrative Costs</u> | | | | |
| Dental / Vision | \$22,167 | \$22,509 | \$23,281 | \$23,280 |
| Medical | 439,251 | 416,181 | 427,422 | 379,405 |
| Board H S A Contribution | 177,039 | 169,713 | 180,539 | 190,965 |
| Total Administrative Costs | \$638,456 | \$608,403 | \$631,242 | \$593,649 |
| <u>Stop Loss Insurance</u> | | | | |
| Specific and Aggregate | \$768,943 | \$887,463 | \$805,404 | \$785,479 |
| <u>Insurance Costs</u> | | | | |
| Dental / Vision Claims | \$417,245 | \$451,741 | \$507,908 | \$520,600 |
| Medical Claims | 5,470,195 | 5,476,771 | 6,686,296 | 7,389,353 |
| Total Insurance Costs | \$5,887,440 | \$5,928,512 | \$7,194,204 | \$7,909,953 |
| <u>Life Insurance</u> | \$16,879 | \$17,587 | \$18,141 | \$18,484 |
| Total Insurance Costs | \$7,311,718 | \$7,441,964 | \$8,648,991 | \$9,307,565 |
| <u>Retirement</u> | | | | |
| Retirement - Sch. Found. | \$5,141,340 | \$5,043,108 | \$5,203,572 | \$5,493,132 |
| Retirement - Pick-up | 485,215 | 506,786 | 688,737 | 591,858 |
| Total Retirement | \$5,626,555 | \$5,549,894 | \$5,892,309 | \$6,084,990 |
| <u>Other Fringe Benefits</u> | | | | |
| Worker's Comp | \$136,981 | \$176,364 | \$164,881 | \$160,996 |
| Medicare | \$452,664 | \$475,234 | \$504,412 | \$531,330 |
| Unemployment | \$2,541 | \$2,235 | \$6,469 | \$666 |
| Tuition Reimbursement | \$66,166 | \$76,825 | \$66,547 | \$55,975 |
| Professional Dues/Other | \$146,431 | \$144,793 | \$153,992 | \$158,991 |
| Total Other Fringe Benefits | \$804,783 | \$875,451 | \$896,302 | \$907,958 |

Total Cost **Annual Insurance & Fringe Benefits Comparison**

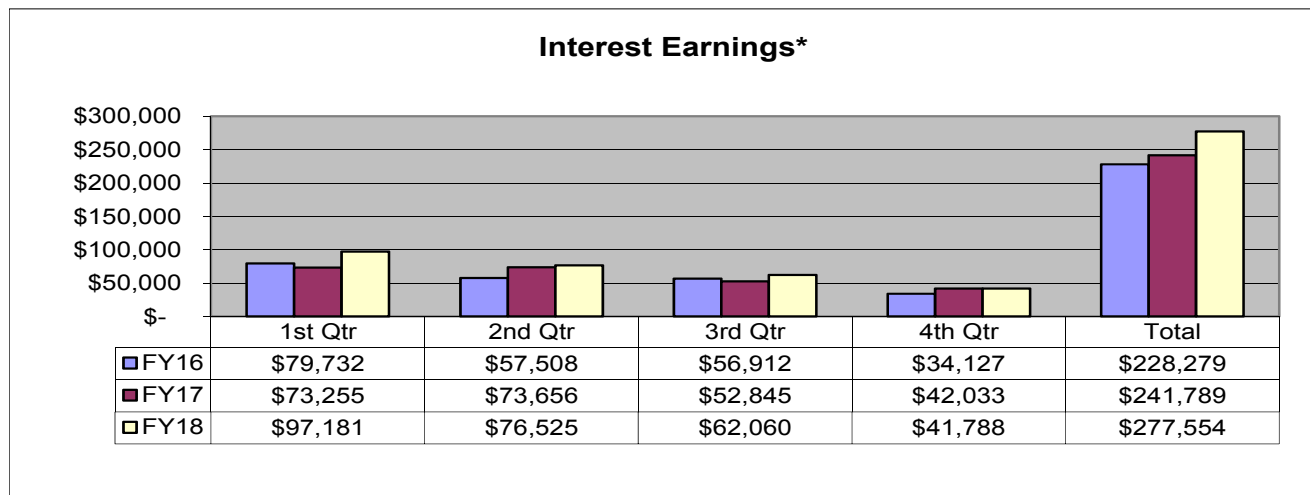
| | | | |
|--------------|--------------|--------------|--------------|
| \$13,743,055 | \$13,867,309 | \$15,437,602 | \$16,300,513 |
|--------------|--------------|--------------|--------------|





| <u>Amount</u> | <u>Category</u> | <u>Financial Institution</u> |
|---------------|----------------------------|-------------------------------------|
| \$ 2,467,620 | Liquid Asset Management | Fifth Third Bank |
| \$ 5,553,792 | Certificates of Deposit | Miscellaneous Banks |
| \$13,487,930 | Other Securities/Notes | Multibank Securities/Morgan Stanley |
| \$ 622,274 | 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 FY18 Appropriations

| Funct | General Fund Descriptions | FYTD Appropriations as of 6/30/18 | Prior FY Carryover Encumbrances | FYTD Expendable as of 6/30/18 | Expenditures FYTD as of 6/30/18 | Percentage FYTD as of 6/30/18 |
|--------------|-----------------------------------|--|--|--|--|--|
| 1100 | Regular Instruction | \$25,936,965 | \$ 398,302 | \$26,335,267 | \$ 25,243,434 | 95.85% |
| 1200 | Special Instruction | 8,014,200 | 41,702 | \$ 8,055,902 | 8,023,525 | 99.60% |
| 1300 | Vocational Instruction | 3,088,500 | 22,276 | \$ 3,110,776 | 2,963,187 | 95.26% |
| 1900 | Other Instruction | 6,511,000 | 39,381 | \$ 6,550,381 | 6,036,328 | 92.15% |
| 2100 | Support Services - Pupils | 2,983,800 | 18,962 | \$ 3,002,762 | 2,987,705 | 99.50% |
| 2200 | Support Services - Instructional | 2,204,500 | 18,592 | \$ 2,223,092 | 2,096,661 | 94.31% |
| 2300 | Board of Education | 200,500 | 44,444 | \$ 244,944 | 198,067 | 80.86% |
| 2400 | Executive Administrative Services | 4,301,800 | 192,223 | \$ 4,494,023 | 4,244,844 | 94.46% |
| 2500 | Fiscal Services | 1,444,350 | 92,809 | \$ 1,537,159 | 1,361,783 | 88.59% |
| 2700 | Operations and Maintenance | 5,401,903 | 828,072 | \$ 6,229,975 | 5,317,623 | 85.36% |
| 2800 | Transportation | 2,616,800 | 100,335 | \$ 2,717,135 | 2,423,373 | 89.19% |
| 2900 | Informational Services | 183,000 | 82 | \$ 183,082 | 162,506 | 88.76% |
| 4100 | Academic and Subject Oriented | 173,600 | 175 | \$ 173,775 | 153,355 | 88.25% |
| 4500 | Sport Oriented Activities | 741,400 | 250 | \$ 741,650 | 741,387 | 99.96% |
| 4600 | School and Public | 81,400 | 2,307 | \$ 83,707 | 73,339 | 87.61% |
| 5300 | Architect Services | 20,000 | - | \$ 20,000 | - | 0.00% |
| 7200 | Transfers | 1,050,000 | - | \$ 1,050,000 | 1,000,000 | 95.24% |
| 7400 | Advances | 90,000 | - | \$ 90,000 | - | 0.00% |
| 7500 | Refund of Prior Year | 24,500 | - | \$ 24,500 | 760 | 3.10% |
| | General Fund Total | <u>\$65,068,218</u> | <u>\$ 1,799,913</u> | <u>\$66,868,131</u> | <u>\$ 63,027,878</u> | <u>94.26%</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:

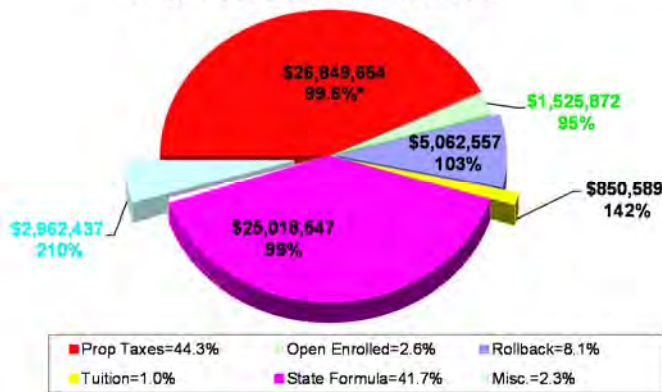
1. All actions of the Superintendent or duly delegated employees of the District in executing the programs and/or activities, as set forth in the adopted appropriation measure, are authorized to implement said programs and/or activities, subject, however, to continuous review by the Board and further 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 2018

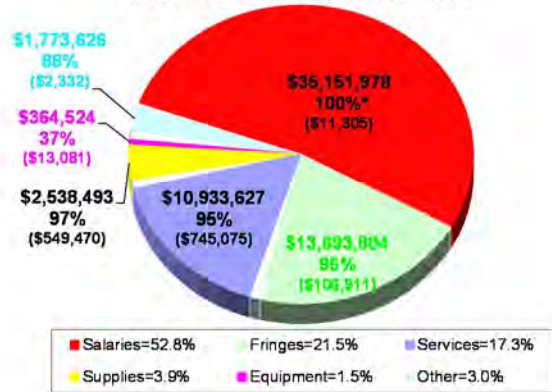
| FUND | June 30, 2017 | JUL-JUN RECEIPTS | YTD % OF BUDGET | JUL-JUN EXPENSES | YTD % OF BUDGET | June 30, 2018 | OUTSTANDING ENCUMBRANCES | UNENCUMBERED | UNENCUMBERED | UNENCUMBERED |
|------------------------|----------------------|----------------------|--------------------|----------------------|--------------------|----------------------|-----------------------------|----------------------|----------------------|----------------------|
| | CASH BALANCE | | | | | CASH BALANCE | | BAL. June 30, 2018 | bal. June 30, 2017 | bal. June 30, 2018 |
| GENERAL | \$ 11,666,476 | \$ 62,269,655 | 102.4% | \$ 63,027,878 | 94.3% | \$ 10,908,253 | \$ 1,428,173 | \$ 9,480,079 + | \$ 9,866,563 | \$ 11,466,324 |
| 27-YEAR 2010 BOND DEBT | 976,103 | 4,189,916 | 101.6% | 4,111,440 | 100.0% | 1,054,579 | - | 1,054,579 | 976,103 | 874,483 |
| PERMANENT IMPRVMT | 2,551,692 | 2,408,514 | 105.8% | 1,981,193 | 60.8% | 2,979,014 | 1,018,913 | 1,960,101 | 1,544,290 | 899,688 |
| 2010 BOND PROCEEDS | 624,649 | 2,317 | 23.2% | 239,575 | 43.6% | 387,391 | - | 387,391 | 624,649 | 607,458 |
| FOOD SERVICE | 362,550 | 1,554,348 | 77.7% | 1,523,885 | 72.0% | 393,012 | 170,597 | 222,416 | 246,198 | 320,228 |
| ENDOWMENTS & TRUSTS | 1,009,803 | 438,503 | 101.0% | 226,885 | 37.4% | 1,221,421 | 68,154 | 1,153,267 | 878,462 | 702,428 |
| OSFC BLDG PROJECT | - | - | 0.0% | - | 0.0% | - | - | - | - | - |
| NEW BLDG MAINTENANCE | 1,887,968 | 414,021 | 100.0% | 413,171 | 46.5% | 1,888,818 | 245,508 | 1,643,310 | 1,597,572 | 2,085,950 |
| MILLSTREAM | 426,567 | 790,489 | 98.2% | 1,058,502 | 93.9% | 158,554 | 5,479 | 153,075 | 425,721 | 375,798 |
| PUBLIC SUPPORT | 134,708 | 204,782 | 136.5% | 202,343 | 93.2% | 137,147 | 11,084 | 126,064 | 127,535 | 113,714 |
| FABSS | 150,991 | 153,974 | 90.6% | 193,601 | 94.3% | 111,364 | - | 111,364 | 150,704 | 145,403 |
| HEALTH INSURANCE | 1,280,730 | 9,820,484 | 110.3% | 9,289,081 | 96.3% | 1,812,133 | - | 1,812,133 | 1,280,730 | 1,485,941 |
| STUDENT ACTIVITIES | 137,520 | 106,871 | 50.9% | 117,633 | 58.5% | 126,758 | 4,900 | 121,858 | 126,605 | 107,372 |
| DISTRICT ACTIVITIES | 379,480 | 756,670 | 151.3% | 639,693 | 86.3% | 496,456 | 71,920 | 424,536 | 337,411 | 348,588 |
| AUXILIARY SRVCS | 56,542 | 361,198 | 92.6% | 388,689 | 87.5% | 29,051 | 27,238 | 1,813 | 11,262 | 53,606 |
| STATE GRANTS | 10,387 | 78,517 | 60.9% | 75,400 | 57.8% | 13,505 | 2,696 | 10,808 | 9,875 | 13,426 |
| FEDERAL GRANTS | 6,597 | 3,404,881 | 90.5% | 3,331,988 | 90.7% | 79,490 | 49,209 | 30,281 | 1,741 | (126,067) |
| OTHER MISC FUNDS | 790,778 | 843,445 | 84.5% | 813,217 | 69.6% | 821,006 | 94,939 | 726,067 | 728,485 | 613,157 |
| TOTALS | \$ 22,453,541 | \$ 87,798,586 | 102.0% | \$ 87,634,175 | 91.3% | \$ 22,617,952 | \$ 3,198,810 | \$ 19,419,142 | \$ 18,933,907 | \$ 20,087,498 |

+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 psych intern grant (30K), connectivity grants (23K) and parent mentor grant (25K).

FY 2018 GENERAL FUND REVENUE



FY 2018 GENERAL FUND EXPENSE



*Pie percentages indicate estimated revenue received or budgeted expense spent/encumbered from each category. For example, 99.6% of FY18 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 2018 fiscal year having spent 758K more than it received. Receipts totaled \$62,269,655 while expenditures totaled \$63,027,878. General fund revenues were up \$1.04 million from last year while expenditures actually dropped by 137K. The District's true days cash dropped from last year's 57 days to 55 days. A larger drop to 45 days was forecast in October but action was taken throughout the year to minimize that drop such that it only fell to 55 true days cash as of June 30, 2018.

The District is expected to receive the same state revenue unless enrollment drops by more than 5%, in which case the District would receive less state funding. The District continues to aggressively pursue education options to attract K-12 students from failing charter schools and help those students succeed. The District will continue to focus its efforts on improving and building upon student achievement, which is one of the many reasons Findlay City Schools is the right choice over failing charter and online schools. One such effort is the issuance of Chromebooks to all students entering 3rd, 6th, and 9th grades. This will be an ongoing effort until all FCS students above 2nd grade eventually have their own Chromebooks.

Safety and security are of the utmost importance to schools. District leadership is considering a plan to increase school safety and security in collaboration with the City police department. Such a plan will be at a reasonable cost but will require additional funds that will need voter approval. A levy could appear on the ballot as early as November 2018 such that the plan could be implemented in January 2019.

Findlay City School District
2019 Broad Ave
Findlay, Ohio 45840

www.findlaycityschools.org

Published July 2018

EVALUATION OF ADMINISTRATORS

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code. Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of the District management.

The purpose of administrator evaluations will be to assess the performance of administrators and to provide information upon which to base employment and personnel decisions and to comply with State law. All administrators are evaluated annually. Evaluations should also assist administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation process for principals and assistant principals is set forth by Ohio Revised Code Section 3319.02(D). Evaluation procedures for principals and assistant principals include the components set forth for administrative personnel, but include some additional requirements. Principal and assistant principal evaluations must be based on principles comparable to the teacher evaluation policies adopted under Ohio Revised Code Section (RC) 3319.111, but must be tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Therefore, principals and assistant principals are evaluated like other administrators, but with the addition of the State Board of Education's evaluation framework requirements.

The phrase "other administrator" as used in the statute is defined as being comprised of three basic types: (1) licensed administrators; (2) non-licensed supervisors and management-level employees and (3) business managers.

Evaluations will be conducted at least once a year, according to the following guidelines:

- In the year an administrator's contract does not expire, the evaluation is completed by June 10th and a copy is given to the administrator.
- In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time.
- The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or non-renew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
- Evaluations will be made by the person to whom the administrator is immediately responsible.
- Results of the evaluation will be put in writing and discussed with the administrator by the person who makes the valuation.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation the with Superintendent/designee.

Evaluation criteria for each position are in written form and are made available to the administrator. Results of the evaluations will be kept in personnel files maintained in the central office. The administrator being evaluated will have the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/his/her representative.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of an administrator's contract.

This policy is adopted pursuant to ORC Section 3319.02 and is not intended to create any legal rights independent of the requirements of that statute.

Adopted 1/10/96
Revised 1/24/05
Revised 3/19/2012
Revised 2/20/2013
Revised 3/11/2013
Revised 9/03/2014
Revised 8/6/18

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.

Adopted 8/24/87
Revised 12/16/92
Adopted 1/10/96
Adopted 9/10/01
Revised 3/14/05
Reviewed 4/10/12
Revised 8/6/18

ANIMALS IN SCHOOLS

Recognizing there are many tools that can be used to provide a variety of productive learning experiences for students, the Board supports the concept of using animals as an educational tool.

Prior to any use of animals in the schools, the administration should contact appropriate organizations or authorities regarding resource materials and suggested learning activities that may be available to help students increase their understanding of the animal world.

All animal use in school buildings is consistent with health and safety policies established by the District. The administration is responsible for developing regulations for the care and control of the animals.

Service Animals

In compliance with Federal Law, the Board permits the use of service animals in the schools for those individuals with qualified disabilities.

Adopted: 8-6-18

DRAFT

Student Teaching and Internships

The board recognizes the contributions student teachers and/or interns can make to the District and its responsibility to ensure high quality teacher training. Therefore, the Board authorizes the Superintendent/designee to arrange for the annual supervision and training of student teachers and interns.

The importance of the teacher training function to the future of education and the need to ensure high quality performance in our schools require student teachers to be placed with experienced teachers of demonstrated competence. While no staff members are required to supervise student teachers, it is expected that interested teachers volunteer for such duties.

The teacher training institutions should provide liaison personnel who discuss with the building principal and supervising teacher the broad objectives that the institution believes should be pursued. Liaison personnel, subject to all school visitor rules and regulations, are free to visit the classrooms to observe the student teacher at work.

It is expected that the teacher training institution arranges the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the student teacher and the District students is ensured.

Adopted: 8/6/18

Professional Staff Hiring

The Superintendent determines the District's personnel needs and recommends to the Board highly qualified candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certifications/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must meet the Ohio Department of Education's standards of highly qualified teacher (HQT).

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining highly qualified administrative personnel has become increasingly difficult with Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For the purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then a public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15-30 days prior to employment

Adopted: 8/6/18

Recruiters in the Schools

All recruiters, military, employment, charitable and educational, are treated uniformly in the conduct of on-campus student recruitment. Scheduling of recruiting visits to the District is announced to the student body in advance. The District provides at least two opportunities per school year for recruiters to present information in person to all students in grades 9 through 12, individually or in a group setting.

All group meetings are scheduled through the principal's office. Classroom teachers who schedule recruiters as a career awareness activity should coordinate these activities through the principal's office.

In order to maintain the privacy of students, the Board prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a Board-approved directory of information. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial purpose" is defined as any activity that is an attempt to solicit business for profit.

Name and addresses of students in grades 10 through 12 must be released to a recruiting officer of the armed forces unless a parent or student (age 18 or older) submits a written request not to release the information.

All recruiters are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

Adopted: 8/6/18

Guidance for College Credit Plus Underperforming Students

Definitions:

Beginning in the summer of 2018 an **underperforming student** is defined as a student who meets at least one of these conditions:

1. Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
2. Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census data and the secondary school is financially responsible for the tuition associated with the course.

An **ineligible student** is defined as a student who meets the definition of an underperforming student for two consecutive terms of enrollment.

CCP Probation:

- A secondary school must place an underperforming student on CCP Probation. The school must promptly notify the student, the student's parent, and each college in which the student is enrolled. The school must advise the student and the student's parent on requirements for continuing in the program.
- A student on CCP Probation may enroll in no more than one college course and the student may not enroll in a college course in the same subject in which the student earned a grade of D or F for which the student received no credit.
- If the student had already registered for more than one course prior to being placed on CCP Probation, the student must request each college or university to dis-enroll the student from courses as necessary. The student, as noted above, may continue to be enrolled in one course. The student must notify that college of which course the student would like to remain enrolled.
- The college will confirm the course enrollment and all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school is responsible for dismissing the student from the program.

CCP Dismissal:

- A secondary school is responsible for dismissing an ineligible student from the CCP program. The school must promptly notify the student, the student's parent, and each college or university in which the student is enrolled.
- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, the student will request each college to dis-enroll the student from the courses.
- The college will confirm all course dis-enrollments in the Pre-Term Notice of Admission (14 days prior to the semester start).

- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

Appeals Process Summary

1. A student may appeal to the district superintendent or school governing entity the CCP Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.

The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

- (a) Allow the student to participate in the program without restrictions.
 - (b) Allow the student to take a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.
 - (c) Allow the student to participate in the program on CCP Probation.
 - (d) Maintain the student's status on CCP Dismissal from the program.
2. The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
 - The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
 - The district superintendent or school governing entity will issue a decision on the student's appeal within ten business days after the date the appeal is made.
 - The decision of the superintendent or governing entity is final.
 - The secondary school will promptly notify any college or university in which the student is enrolled of the decision.
 - * If the decision is to continue the CCP Dismissal, the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
 - * If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. If the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.
 3. Secondary schools must include information about CCP Probation and CCP Dismissal including procedures for appeals in the Information Session and counseling services.

College or University Academic Policies

Nothing in the CCP Probation and CCP Dismissal rule alters, supersedes, or affects any colleges or university's policies or procedures on academic probation or dismissal. CCP students are subject to the institution's policy.

Adopted: 8-6-18

Student's Name: _____

Parent's (or Parents') Name(s): _____

Notification Meeting Date: _____

Name of Secondary School Representative: _____

Instructions: Choose either the CCP Probation or CCP Dismissal section for this student

CCP Probation (check if this status applies to this student):

Students in the College Credit Plus program who are deemed "underperforming" and are placed on CCP Probation are due to the following conditions (check one or both, as applicable):

- Has a cumulative GPA of lower than a 2.0 in the college courses taken through the CCP program.
- Withdraws from, or receives no credit for, two or more courses in the same term. (Withdrawing from a course occurs when the student dis-enrolls from a course after the census date and the secondary school is financially responsible for the tuition associated with the course.)

Action:

- A student on CCP Probation may enroll in no more than one college course and the student will not enroll in a college course in the same subject in which the student earned a grade of D or F for which the student received no credit.
- If the student had already registered for more than one course prior to being placed on CCP Probation, the student must request each college or university to dis-enroll the student from courses as necessary.
- The student, as noted above, may continue to be enrolled in one course. The student must notify that college in which course the student would like to remain enrolled.
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. That student is also then considered an ineligible student and is dismissed from the CCP program in the next term.
- If the student on CCP Probation takes one course and the grade raises the student's cumulative GPA to a 2.0 or higher, the student is removed from CCP Probation and may participate in the program without restrictions.
- If the grade does not raise the cumulative GPA to a 2.0 or higher, the secondary school is responsible for dismissing the student from the program.

CCP Dismissal (check if this status applies to this student):

Students in the College Credit Plus program who are deemed "ineligible" and are placed on CCP Dismissal when the student meets the definition of an underperforming student for two consecutive terms of enrollment.

Action:

- Any student on CCP Dismissal may not take any college courses through the program.
- If the student had already registered for college courses prior to being dismissed, the student will request each college to dis-enroll the student from the courses.
- If the student fails to dis-enroll, the secondary school will promptly notify the student and the student's parent that the student will be responsible for paying all tuition, fees, and textbooks costs. The student will continue to be on CCP Dismissal for an additional term.

Instructions: Review the Appeals Process and School Policy with the Student/Parent:

Appeals Process

- A student may appeal to the district superintendent or school governing entity the CCP Dismissal or prohibition from taking a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received not credit.

The governing entity or superintendent will consider any extenuating circumstances separate from academic performance that may have affected the student's CCP status and may do any of the following:

- Allow the student to participate in the program without restrictions.
- Allow the student to take a course in the same subject in which the student earned a grade of "D" or "F" or for which the student received no credit.
- Allow the student to participate in the program on CCP Probation.
- Maintain the student's status on CCP Dismissal from the program.

The secondary school's policy (developed prior to the start of summer term 2018) must be attached to this document.

- The student must request an appeal within five business days after being notified of the CCP Dismissal or the CCP Probation that prohibits the student from taking a course in the same subject.
- The secondary school will promptly notify any college or university in which the student is enrolled that the student has requested an appeal.
- The district superintendent or school governing entity will issue a decision on the student's appeal within ten business days after the date the appeal is made.

Complete these dates to inform the student of dates that must be met if an appeal is requested:

Notification Meeting Date (same as date on page 1): _____

Student Request for Appeal by this date (five business days after the notification date): _____

Secondary School Decision by this date (ten business days after the student requests the appeal): _____

- The decision of the superintendent or governing entity is final.
- The secondary school will promptly notify any college or university in which the student is enrolled of the decision.
 - * If the decision is to continue the CCP Dismissal , the college or university will permit the student to withdraw from all courses without penalty and the secondary school will not be required to pay for those courses.
 - * If the superintendent or governing entity fails to issue a decision within ten business days, the college or university will permit the student to withdraw from all courses for which the student is not eligible without penalty. Lf the decision on the appeal is made after the college/university's no-fault withdrawal date, the secondary school will pay for those courses.

Signatures of the student and parent acknowledge receipt and explanation of the CCP Probation or CCP Dismissal status:

Student Signature: _____

Parent Signature: _____

School Representative Signature: _____

Date:



CAREER-TECHNICAL EDUCATION

The schools should provide education that is pertinent to the practical aspects of life and prepares students to make the transition from school setting to the world of work. Therefore, the Board supports the inclusion of career-technical education in the basic curriculum.

Career-technical education is a program that enables each student to gain career awareness and to explore career opportunities in all fields so that he/she can make informed decisions about his/her future occupations.

The Board charges the administration with the responsibility for implementation of the career-technical education program in the schools.

Career-technical education is a concept that can be taught in the classroom at all grade levels. In grades seven through 12, it specifically incorporates career exploration, career guidance and career-technical education opportunities. The latter are designed to equip students to enter postsecondary occupational education programs and/or specific occupations directly from high school.

Career-technical education is available as an integral part of the curriculum at the secondary level. It is geared to technological and economic conditions and changes, and, as a core component of comprehensive education, shares with other aspects of the high school curriculum the purpose of development of character, attitudes and skills. Guidance and counseling services are provided to each student throughout his/her program.

In an effort to meet the changing needs of the global, high-tech workforce, educational programs offered to secondary school students, adults, postgraduates and others desiring to obtain necessary workforce skills are established in accordance with State law and Ohio Administrative Code.

The educational program is administered by the Superintendent/designee.

Fees may be charged to students, as established by the Board, to pay for materials they use in these courses and programs.

Adopted: 7/12/2012

Revised: 8/6/2018



**EXTRA-CURRICULAR ACTIVITIES
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 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 9.06b. Though 'hazing' falls under the guidelines of ORC 2903.31 and Board Policy 9.06b, 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.

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, tobacco, 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 for the remainder of his/her career.

Rule 2 – Possession/Use

The possession or use of drugs and/or drug paraphernalia (except as medically required) or a positive drug test, tobacco, 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.

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. **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 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.

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 in the extra-curricular program for the remainder of his/her career.

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, 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 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.

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, drug, or drug paraphernalia 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 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.

Adopted 7/15/91

Revised 5/15/97

Revised 7/21/97

Revised 4/1/98

Revised 5/11/98

Revised 4/11/00

Revised 5/11/01

Revised 5/28/02

Revised 5/29/2007

Revised 4/11/2011

Readopted 6/20/2011

Reviewed 6/18/2012

Reviewed 9/9/2013

Revised 8/8/2016

Revised 8/6/2018

DRAFT

Service Entity Protocol for Naloxone Administration

| | |
|------------------------|--|
| Name of Service Entity | Findlay City Schools including Findlay Learning Center and Findlay Digital Academy |
| Date Created | 12/5/2017 |
| Date Last Revised | 12/5/17 |
| Review Frequency | Annually |

Clinical Pharmacology of Naloxone

Naloxone hydrochloride (naloxone) prevents or reverses the effects of opioids, including respiratory depression, sedation and hypotension.

Naloxone is an essentially pure opioid antagonist, i.e., it does not possess the "agonistic" or morphine-like properties characteristic of other opioid antagonists. When administered in usual doses and in the absence of opioids or agonistic effects of other opioid antagonists, it exhibits essentially no pharmacologic activity.

Naloxone has not been shown to produce tolerance or cause physical or psychological dependence. However, in the presence of opioid dependence, opioid withdrawal symptoms may appear within minutes of naloxone administration and subside in about 2 hours.

Naloxone may not reverse overdose in all cases, such as when high doses of opioids or particularly potent opioids (e.g., fentanyl or carfentanil) have been consumed.

Indications for Use of Naloxone

Naloxone is indicated for the complete or partial reversal of opioid depression, including respiratory depression, induced by natural and synthetic opioids.

Precautions, Contraindications, and Adverse Reactions

- Precautions
 - Use in Pregnancy:
 - Teratogenic Effects: no adequate or well controlled studies in pregnant women.
 - Non-teratogenic Effects: Pregnant women known or suspected to have opioid dependence often have associated fetal dependence. Naloxone crosses the placenta and may precipitate fetal withdrawal symptoms.
 - Nursing mothers: caution should be exercised when administering to nursing women due to transmission in human milk. Risks and benefits must be evaluated.
- Contraindications
 - Contraindicated in patients known to be hypersensitive to it or to any of the other ingredients in naloxone hydrochloride.

- Adverse reactions
 - Adverse reactions are related to reversing dependency and precipitating withdrawal and include fever, hypertension, tachycardia, agitation, restlessness, diarrhea, nausea/vomiting, myalgia, diaphoresis, abdominal cramping, yawning and sneezing.
 - These symptoms may appear within minutes of naloxone administration and subside in approximately 2 hours.
 - The severity and duration of the withdrawal syndrome is related to the dose of naloxone and the degree of opioid dependence.
 - Adverse effects beyond opioid withdrawal are rare.

Limitations on Administration of Naloxone to Certain Individuals (if applicable)

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| N/A |
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Variation in dosage and/or formulation are permissible under the following circumstances:

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| N/A |
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Labeling, storage, record-keeping, and administrative requirements

Labeling

No special labeling is required for a Service Entity authorized to administer naloxone.

Storage

Naloxone must be stored in a location accessible to authorized Service Entity personnel in accordance with the manufacturers or distributor's labeling.

All doses should be checked periodically to ensure that the naloxone is not adulterated. Naloxone shall be considered adulterated when it is beyond the manufacturer's or distributor's expiration date.

Adulterated naloxone shall be stored in a separate area apart from active drug stock to prevent its use.

If licensed by the Board of Pharmacy, the Service Entity shall comply with all applicable state laws and rules regarding the storage of prescription drugs.

Record-keeping

If licensed by the Board of Pharmacy, the Service Entity shall comply with rule 4729-9-22 of the Administrative Code.

If not licensed by the Board of Pharmacy, the Service Entity should maintain the following records:

- naloxone received by the entity;
- naloxone administration by entity personnel; and
- disposal of expired/adulterated naloxone.

Authorization to Administer Naloxone

Pursuant to section 4731.943 and 3707.562 of the Ohio Revised Code (ORC), the following Service Entity personnel are authorized to administer naloxone in accordance with this protocol:

Any individual who carries with them, or has access to, Naloxone must first be trained by Findlay City School (FCS) nurses. No Naloxone kit shall be retained once it reaches its expiration date and the Director of Secondary Instruction shall be informed by the FCS nurses within one (1) month of that expiration date to obtain replacement kits.

Upon completion of the required training, naloxone may be administered to an individual who there is reason to believe is experiencing an opioid-related overdose.

This protocol authorizes the individuals listed above to administer the following doses of intranasal formulations of naloxone:

- Two (2) naloxone 2 mg/2 mL prefilled syringes used with mucosal atomization devices;
- One (1) NARCAN® Nasal Spray 4mg/0.1 mL FDA-approved nasal spray device; or
- Any other formulation listed below:

N/A

Administrative Requirements (if applicable)

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| N/A |
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Training of Individuals Authorized to Administer Naloxone

The Service Entity shall provide training to authorized personnel that addresses, at a minimum, all of the following topics:

- Risk factors for opioid overdose
- Strategies to prevent opioid overdose
- Signs and symptoms of opioid overdose
- Response to opioid overdose, including calling 911 and administering rescue breathing
- Procedures for assembling and administering naloxone
- Information on naloxone, including possible adverse reactions
- Proper storage of naloxone

The initial training must include live demonstrations from experienced trainers to assess their understanding and ability to respond in an overdose situation. Trainings may be conducted in a variety of settings. The trainings may be in groups or conducted one-on-one.

All authorized personnel shall be instructed to summon emergency services (911) as soon as practicable.

Additional refresher trainings shall be conducted for all authorized personnel on an annual basis or as indicated in the "additional instructions or requirements" section of this protocol.

Any additional instructions or requirements

Prior to the administration of Naloxone, a call to 9-1-1 must be made by a Service Entity Employee or designee with a request for an ambulance and law enforcement and the explanation that an opiate/opioid overdose is suspected. The procedure to administer Naloxone must be in accordance with the training protocol. A second staff member shall be present whenever Naloxone is being dispensed to serve as a witness to the administration of Naloxone, as well as to serve as the eyes, ears and voice to the 9-1-1 operator. Any individual receiving Naloxone within the Service Entity shall be required to be transported to the nearest hospital by the responding Emergency Medical Technician/Paramedic.

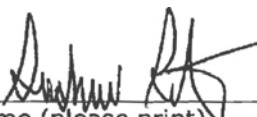
Each person present for the event must provide the responding Deputy with a witness statement detailing the incident.

At the earliest opportunity, the administration/dispensing of Naloxone MUST be reported to the Hancock Public Health Department and a replacement unit shall be obtained.

Physician Authorization

Physician Signature

License No.



Physician Name (please print)

35-054637

ANDREW RITZ

Date

1/17/2018

DRAFT**COLLEGE CREDIT PLUS**

State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating nonpublic college/university on a full- or part-time basis and complete **eligible** nonsectarian, nonremedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

District Obligations

The District is required to notify all 6th through 11th grade students and their parents about the College Credit Plus (CCP) program through multiple, easily accessible resources by February 1st of each school year. The notice includes all information required by State law. The District promotes the CCP program on the District website, including details of current agreements with partnering colleges.

Students and/or parent(s) are required to submit written notice of intent to participate to the principal by April 1st of the year in which the student wishes to enroll and may submit written notice as early as February 15th. Failure to inform the principal of intent to participate by the April 1st deadline shall result in the student having to secure written permission from the principal in order to participate in the program. If the principal denies a student's request for written permission, the student may appeal to the Superintendent. The Superintendent's decision is final.

The District holds an annual informational session between October 1st and February 15th to which partnering colleges located within 30 miles of the school (or the closest college if none are located within 30 miles) are invited. The informational session includes information on benefits and consequences of participation in CCP, and outlines any changes or additions to program requirements.

The District is required to provide counseling services to students prior to their participation in the program. Counseling services include but are not limited to:

- program eligibility;
- any necessary financial arrangements for tuition, textbooks and fees;
- process of granting academic credits;
- criteria for any transportation aid;
- available support services;
- scheduling;
- the effect of the grade attained in the course being included in the student's grade-point average, if applicable;
- consequences of failing or not completing a course under the program, including the effect on the student's ability to complete District graduation requirements;
- benefits to the student of successfully completing a course under the program, including the ability to reduce the overall cost of, and the amount of time required for, a college education;
- academic and social responsibilities of students and parents relative to this program;
- information about and encouraging the use of college counseling services;

- information about eligible courses;
- **information on CCP probation, dismissal and appeal procedures and**
- the standard program information packet developed by the Ohio Department of Higher Education (ODHE).

The District develops both a 15-credit hour and a 30-credit hour model course pathway for courses offered under CCP in consultation with a partnering college. Each pathway must include courses, which once completed, apply to at least one degree or professional certification offered at the college. The pathways may be organized by desired major or career path, or may include various core courses required for a degree or professional certification by the college. The pathways are published among the school's official list of course offerings for participant selection. No participant is required to enroll only in courses included in a model pathway.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses.

Student Enrollment

To participate in CCP, a student must apply to, and be accepted by, a participating college in accordance with the colleges established procedures for admission. The student also must meet the colleges and relevant academic program's established standards for admission, enrollment and course placement, including any course specific capacity limits. The student and his/her parent also must sign a form acknowledging receipt of the required counseling and understanding of their responsibilities under the program.

The student may opt to receive college credit only or both college and high school credit. The student must designate his/her choice at the time of enrollment.

Students may enroll only in eligible courses as defined in rules adopted by ODHE. Upon receipt of the notice of pre-term admission the student's secondary school verifies the student is enrolled in eligible courses. If the student is enrolled in ineligible courses the school notifies the student and their parent that they must withdraw from the ineligible course(s). Students failing to withdraw prior to the college's no-fault withdrawal date will be responsible for all tuition, fees and textbook costs for the course.

If a student completes an eligible college course, the Board shall award him/her appropriate credit toward high school graduation if, at the time of enrollment, he/she elects to receive credit for courses toward fulfilling the graduation requirements.

High school credit awarded for eligible courses successfully completed counts toward graduation requirements and subject area requirements.

- The Board awards comparable credit for the eligible course(s)/courses completed at the college.
- If no comparable course is offered, the Board grants an appropriate number of elective credits.

- Any disputes between the student and the Board regarding high school credits granted for a course may be appealed by the student to the Ohio Department of Education (ODE). ODE's decision on these matters is final.
- The student's records must show evidence of successful completion of each course and the high school credits awarded. The record must indicate that the credits were earned as a participant in CCP, and include the name of the college at which the credits were earned. The grades and credits for courses completed during summer term must be included on the student's high school transcript in the fall for that school year.
- Credits earned through CCP are included in the student's grade-point average. College credits count as the equivalent District grade. If the District has a weighted grading system CCP courses are treated in the same way as other advanced standing program or honors course.

High School/College Enrollment

A student who enrolls in CCP for the first time in:

- grades 7, 8 or 9 may receive credit toward high school graduation for up to the equivalent of four academic school years.
- 10th grade may receive credit toward high school graduation for up to the equivalent of three academic school years.
- 11th grade may receive credit toward high school graduation for up to the equivalent of two academic school years.
- 12th grade may receive credit for up to the equivalent of one academic school year.

Proportionate reductions are made for any student who enrolls in the program during the course of a school year.

For the purpose of this program, an academic year begins with the summer term. The maximum number of credits that may be earned during the academic year is the total of the high school courses and college courses. The total may not exceed 30 college credit hours per academic year.

College courses for which three semester hours are earned are awarded one credit toward high school graduation credit. Fractional credits are awarded proportionally.

Student Eligibility

Students wishing to participate in CCP must meet all statutory eligibility requirements. To be eligible, students must be considered remediation-free on one of the Ohio Revised Code 3345.061(F) assessments. A student scoring within one standard error of measurement below the remediation-free threshold on one of the assessments is considered to have met this eligibility requirement if he/she either has a cumulative high school grade point average (GPA) of at least 3.0 or receives a recommendation from a school counselor, principal or career-technical program advisor.

Underperforming Students/CCP Probation

A student meeting at least one of the following is considered an underperforming student for purposes of CCP:

- Cumulative GPA of less than 2.0 in college courses taken through CCP or
- Withdraw from or receive no credit for two or more courses in the same term.

A student meeting the definition of an underperforming student for two consecutive terms of enrollment is considered an ineligible student.

The student's secondary school will place an underperforming student on CCP probation within the program and notify the student, parent and the college they are enrolled in of their status. The student may enroll in no more than one college course in any term when on CCP probation and cannot enroll in a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Students enrolled in impermissible courses who fail to dis-enroll prior to the college's no-fault withdrawal date are responsible for all costs associated with the course(s) and dismissed from CCP as an ineligible student.

If a student taking a permissible college course after placement on CCP probation and the course grade raises the student's cumulative college course GPA to 2.0 or higher the student is removed from CCP probation and may participate in CCP without restrictions unless they again meet the definition of an underperforming student. A student on CCP probation who does not raise their GPA to the required minimum through the course grade, is dismissed from CCP by the student's secondary school.

Students dismissed from the program are prohibited from taking any college courses through CCP and must dis-enroll for any college courses they may be registered for in the next term prior to the no-fault withdrawal date.

Each secondary school establishes an academic progress policy defining the progress students must achieve to be reinstated in CCP on CCP probation. The policy must state that failure to make academic progress as defined in the policy will result in an extension of CCP dismissal. The policy also includes the procedures for a student to request an appeal of their CCP status.

A student may request the secondary school allow the student to participate in CCP after one term of CCP dismissal. Summer term is not counted as a term of dismissal unless the student is enrolled in one or more high school courses during the summer. Upon review of the student's academic progress through review of their full high school and college academic records the school will: continue the student's dismissal; place the student on CCP probation or allow the student to participate in CCP without restrictions in accordance with the school academic progress policy.

A student may appeal their status to the Superintendent within five business days of notification of CCP dismissal or prohibition from taking a college course in the same subject as a college course in which they received a grade of D or F or for which they received no credit. Upon consideration of any

extenuating circumstances separate from academic performance that may have affected the student's CCP status the Superintendent will issue a decision within 10 business days after the appeal is made and may:

- allow the student to participate in the program without restrictions;
- allow the student to take a course in the subject area in which they received a grade of D or F or for which they received no credit;
- allow the student to participate in CCP on CCP probation or
- maintain the student's dismissal from the program.

The Superintendent's decision is final.

If the decision is to continue the student's dismissal and the student is enrolled in a college, the student's college will allow the student to withdraw from all courses in which the student is enrolled without penalty and the student's secondary school shall not be required to pay for those courses. If the Superintendent fails to issue a decision on the appeal within the required timeframe and the student is enrolled in a college, the college will allow the student to withdraw from all impermissible courses without penalty and, if the decision on the appeal is made after the institution's prescribed no-fault withdrawal date, the student's secondary school shall pay for those courses.

Summer Term Eligibility

A student who is scheduled or anticipated to graduate from high school may not participate in CCP for any term beginning after the student's scheduled or anticipated graduation date or in any course offered at a college during a summer term that begins during the student's last quarter of high school.

Financial Responsibilities

1. If a student elects to enroll for college credit only (Option A), the student is responsible for all costs associated with the course.
2. If a student elects to enroll for the combination high school/college credit (Option B), the District is responsible for all costs associated with the eligible course at a public college/ university. Students participating in CCP under Option B at a private college may be charged tuition and/or fees unless they are economically disadvantaged.
3. If a student fails a CCP course, the student or parent(s) may be responsible for all costs associated with the course. The District may not seek reimbursement from a student who fails a course if he/she is economically disadvantaged, unless the student has been expelled.
4. Students enrolled for the combination of high school/college credit are not eligible for financial aid from the college.
5. Upon parental application and determination of need an eligible student, as defined by State law, enrolling for the combination of high school and college credit in the program may receive full or partial reimbursement for the necessary costs of transportation between the secondary school that he/she attends and the college/ university in which he/she is enrolled.

Other Considerations

1. A student enrolled in the program follows the District attendance policy, as well as the District code of conduct, for curricular and extracurricular activities. These policies and codes are applicable during the time the student is attending high school and is on school property for any class or activity.
2. If a student is expelled from the District, the Board will deny high school credit for college courses taken during the period of the student's expulsion.
3. The Superintendent must send written notice of a student's expulsion to the college where the student is taking courses to receive high school credit. The notice must state the date the expulsion is scheduled to expire and whether the Board has denied high school credit for postsecondary education courses taken during the expulsion. If the expulsion period is extended, the Superintendent must notify the college of the extension. The college may withdraw its acceptance of a student who has been expelled. Unless otherwise authorized by State law, the expelled student is ineligible to enroll in a college under CCP for subsequent college terms during the expulsion period.
4. The student enrolled in this program must recognize that the master schedule is not altered or adjusted in order to permit enrollment. Adjustments to individual schedules may be made by the school administration.
5. The District will not deny students the opportunity to participate in extracurricular activities because of their participation in CCP. The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, the student must have passed five courses that count toward graduation during the prior grading period. The five courses may be a combination of high school and college courses. Students also must meet any additional District eligibility requirements.

Adopted: 8/6/2018