

The Board of Education of the Findlay City Schools met in regular session at 5:30 PM in the TLB Corporate Center Building-Large Conference Room

Mrs. Dysinger called the meeting to order. Present were: Mrs. Lockard, Mr. Pochard, Mrs. Robertson, Dr. Siebenaler Wilson, Superintendent Wittwer, and Treasurer Barnhart.

CELEBRATIONS

Mrs. Dysinger celebrated the opening of the FHS front parking lot and College St. entrance. Dr. Wittwer gave an update on the opening of the new Millstream Career Center.

PUBLIC PARTICIPATION

Gary Kapostasy commended the teachers who took the summer training and have come in early to get classroom ready.

2012-08-008 Approval of Minutes

It was moved by Mrs. Robertson, seconded by Dr. Siebenaler Wilson to approve the minutes of the regular meeting on August 6, 2012.

Roll call: Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye; Mrs. Dysinger, aye; Mrs. Lockard, aye; Mr. Pochard, aye. President Lockard declared the motion carried.

CORRESPONDENCE

There was no correspondence.

2012-08-009 Consent Items A – H

It was moved by Mrs. Dysinger, seconded Mr. Pochard to approve consent items A-H.

CERTIFICATED PERSONNEL

A. Leave of Absence (will use paid sick time, if available)

The superintendent recommends a leave of absence be granted to the following certificated personnel:

Victoria Swartz (FHS, Principal)
Effective: 8/15/2012 – 9/3/2012
Reason: FMLA

B. Correction to the August 6, 2012 Minutes from the Board of Education Meeting

The superintendent recommends the following correction to the August 6, 2012 minutes from the Board of Education meeting be accepted:

Shawn Hirt, Certified Teacher

FROM: Six-Day AP Institute Stipend @ \$100/day (Acct# 001-1100-111-16)
TO: 6-Day AP Institute Stipend on 7/22-7/27-12 @ \$100/day for total of \$600.00 (Acct# 001-1100-111-16)

Sarah Dennis

FROM: Leader in Me Training on August 13, 2012 for 8 hours/day @ employee's current hourly rate of pay (Acct.# 536-1100-141-9012-320)
TO: Leader in Me Training Stipend @ \$100 on August 13, 2012 for 8 hrs/day (Acct.# 536-1100-111-9012-320)

C. Reclassifications

The Superintendent recommends the following reclassification be accepted:

Kim Plesec, Whittier

From: Half-Time (4hrs/day) Reading Intervention @ MA+30, Step 16 @ \$34,019.50

To: Full-Time (8hrs/day) Kindergarten @ MA+30, Step 16 @ \$68,039.00

Effective: August 21, 2012

D. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules; and contingent upon subsequent receipt by the Board of a report B.C.I. which is not inconsistent with the applicant's answers on the employment application:

1. Teachers

Nicole Hoover (Lincoln, Kindergarten)

Salary: BA, Step 0 @ \$32,968

Effective: August 21, 2012

Gregory Johnson (Millstream, Business Education)

Salary: MA, Step 2 @ \$39,901

Effective: August 21, 2012

Rebecca Kupferberg (High School, 1/6th Time English)

Salary: BA+15, Step 5 for 1/6th time @ \$6,972.17

Effective: 2012-13 school year for 184 days

2. AIMSWeb Training Stipend @ \$100/day on August 16 & 17 2012 (Acct.# 572-2290-111-9013)

Blake Blackburn	Brenda Boster	Kimberly Brown
Tonya Bruni	Kelly Cheney	Eric Dysert
Shelly Gilbert	Jackie Gleason	Cynthia Hunker
Lori Hunt	Jill Leatherman	Chad Mathewson
Lauren Parriott	Jenna Potteiger	Becky Riggs
Mark Shively	Vicki Smalley	Melanie Smith
April Taylor		

3. CCSS Standards Writing @ \$21.25/hour (Acct. # 506-1100-111-9013)

Robynn Drerup	Sheri Hindall	Denis Ryan
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4. CCSS Standards Committee on August 1 & 2, 2012 for 7 hrs @ \$21.25/hour (Acct. # 506-1100-111-9013)

Angi Goeller	Joy McCarthy	Lana Roth
Audrey Stoffel	Matt York	

5. RttT Transformation Team Meeting on July 31, 2012 for 7hrs @ \$21.25/hour (#506-1100-111-2013)

Janet Carey	Brooke Imke	Kathy Kapostasy
Karen Young		

6. Curriculum Assessment Writing on August 9, 2012 @ \$21.25/hour (Acct. # 001-1100-111-16)

Sue Beth Arnold	Kathy Conine	Melissa Feck
Lisa Rutter	Becky Wank	Matt York
Becky Wank		

7. BLT Meeting on August 16, 2012 for a whole day @ \$50 (RttT account: 506-1100-111-9013)

Lindsey Boes	Denise Bowsheer	Angela Dittman
Janine Gilts	Alison Schnipke	Tonya Thorban

8. BLT Meeting on August 15, 2012 for a half day @ \$25 (RttT account: 506-1100-111-9013)

Tony DeRose	Cheryl Drake	Arika Hatch
Rachel Hertel	Whittany Hirschy	Courtney Roush
Lisa Rutter	Becky Solomon	Sarah Strohscher
Stefanie Taylor		

9. Data Team Meeting on August 16, 2012 for a half day @ \$25 (RttT account: 506-1100-111-9013)

Jennifer Belza	Kim Betts	Joseph DeVaul
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10. Freshman Orientation on August 8, 2012 @ \$85.00/day (Acct.# 001-4110-113-0000-000000-302)

Bill Barberree	Rick Briggie	Leslie Cocensparger
Laura Davis	Amber Elliott	Kimberly Hord
Mark Laux	Jessica Loomis	Michelle Lucas
Anthony Nugeness	Teresa Simons	Joyce Pippert
Cortney Rapp	Carrie Soellner	

11. Attended Freshman Retreat on August 6, 2012 (\$100.00 stipend each) (Acct.# 001-4100-113-0000-000000-302)

Bill Barberree	Leslie Cochensparger	Laura Davis
Joe Gogolin	Amber Elliott	Kimberly Hord
Mark Laux	Jessica Loomis	Michelle Lucas
Aaron Moyer	Anthony Nugeness	Becky Pfaltzgraf
Joyce Pippert	Cortney Rapp	Carrie Soellner

12. Homework Club for 2011/12 school year @ \$625.00 (001-1100-113)

Deb Wickerham

13. PlatoTraining Stipend @ \$50 on August 13 or 14, 2012 (RttT funds 506-1100-111-9013)

Linda Dangelo

14. Standards Committee Meeting on August 1 & 2, 2012 @ \$21.25/hour for 7 hours each day (RttT Fund 506-1100-111-9013)

Lani Sapp

15. Half Day 6-Trait Writing PD Stipend @ \$25 on August 9, 2012 (RttT funds 506-1100-111-9013)

Danielle Apple	Angi Goeller	Kathy Kapostasy
Julie Kiss	Danielle LaFountain	Joy McCarthy
Teresa Rasmussen	Madeline Ritz	Courtney Roush
Rachel Topel	Matt York	Renee Zimmerly

16. Whole Day 6-Trait Writing PD Stipend @ \$50 on August 10, 2012 (RttT funds 506-1100-111-9013)

Danielle Apple	Kathy Kapostasy	Julie Kiss
Danielle LaFountain	Joy McCarthy	Teresa Rasmussen
Madeline Ritz	Courtney Roush	Matt York
Renee Zimmerly		

17. Weeknight School (Glenwood Middle School) @ \$21.25/hour

Jason Callan

18. St. Michael's School Psychologist

Mark Froning (St. Michael, School Psychologist)
 Salary: \$31,244.82 (87 days of work – paid from Federal IDEA B Funds)
 Effective: 2012-2013 School Year

19. Pre-School Assessment @ \$21.25/hour for 2 hours

Sarah Distel

20. Supplemental Duty Assignments – Certificated Personnel for 2012-2013 School Year

Lisa Canterbury - Middle School Team Leader - Central/Donnell (6th grade) @ \$1,071.46
 Angie Eman - Middle School Team Leader - Central/Glenwood (6th grade) @ \$1,071.46
 Joshua Huber - Assistant 7th & 8th Grade Football Coach – Glenwood @ \$1,829.72
 Anthony Nugeness - Assistant 7th & 8th Grade Football Coach – Glenwood @ \$1,829.72
 Dan Pack - Middle School Team Leader - Glenwood/Donnell (8th grade) @ \$1,071.46
 Greg Philipp - Middle School Team Leader - Central/Glenwood (7th grade) @ \$1,730.82
 Nancy Sheaffer - Middle School Team Leader - Central/Donnell (7th grade) @ \$1,071.46
 Nancy Sheaffer - Middle School Publications Advisor - Central/Donnell @ \$989.04
 Marcus Tuttle - Middle School Team Leader - Glenwood (8th grade) @ \$1,730.82

21. Volunteer – 2012-2013 Certified Club Advisors/Helpers

Ben Kirian – Volunteer Van Driver/Golf Coach

CLASSIFIED PERSONNELE. Reclassifications

The superintendent recommends the following reclassifications be accepted:

Rick Lyon, High School
 From: Security/Crossing Guard @ \$15.00/hour
 To: Study Hall Aide Step 1 @ \$12.23/hour

Janet Routzon
 From: Substitute Bus Driver @ \$12.64
 To: Bus Driver @ \$14.99/hour
 Effective: August 22, 2012

Catherine Weygandt
 From: Substitute School Nurse @ \$19.23/hour
 To: Bigelow Hill School Nurse @ \$21.07/hour
 Effective: August 21, 2012

F. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules, and contingent upon subsequent receipt by the Board of a report from B.C.I. which is not inconsistent with the applicant's answers on the employment application:

1. Unlicensed Interpreter

Melissa Vaughn (Unlicensed Interpreter, High School)
 Rate of pay: \$12.23/hour
 Effective: August 22, 2012

2. Noon hour Monitors

EXHIBIT A reflects the noon hour monitors for the 2012-2013 school year to be paid @ \$9.90/hr or \$9.64/hr based on experience.

3. Summer Library (Early Literacy) Acct # 019-1910-141-9811-246 (no more than 32 hours)

Carol Wells, Library Aide
Salary: \$15.17 per hour

Linda Meuser, Library Aide
Salary: \$15.62 per hour

4. Summer Library (Early Literacy) Acct # 019-1910-141-9811-248

Dawn Rose, Library Aide
Salary: \$14.31/hr. until June 30, 2012 and \$14.72 beginning July 1, 2012

5. Summer Library (Early Literacy) Acct #019-1910-141-9811-250 (no more than 50 hours)

Sheila Bloom
Salary: \$13.50/hr. until June 30, 2012 and \$13.90/hr. beginning July 1, 2012

6. FABSS Personnel – Effective 2012-2013 School Year

Brittany Fry - Aide
Salary: Step 2, Year 1 @ \$7.75/hour
Effective: August 21, 2012

Allison Jackal - Aide
Salary: Step 2, Year 1 @ \$7.75/hour
Effective: August 21, 2012

Deborah Kelly - Aide
Salary: Step 2, Year 1 @ \$7.75/hour
Effective: August 21, 2012

7. Substitute and/or Per Diem Employees

Jim Atchison – substitute bus driver @ \$12.64/hour effective 8/10/12

8. Supplemental Duty Assignments – Non-Certificated Personnel for 2012-2013 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):

Amy Clark - Freshman Girls' Volleyball Coach - FHS (50%) @ \$1,508.28
Darlie DeVaul - Freshman Girls' Volleyball Coach - FHS (50%) @ \$1,508.28
Tammy Rettig - Middle School Spirit Club Advisor – Glenwood @ \$972.56

9. Volunteer – 2012-2013 Classified Club Advisors/Helpers

Stacy Muehl – Volunteer Assistant Girls' Volleyball Coach

10. Parent Mentor for 2012-2013 School Year

Jayne Cruce Young @ \$18,713 (contingent on ODE funding of parent/mentor grant)

11. Approval of Salary Schedules for the 2012/13 School Year for Food Service Utility/Driver Steps

The Superintendent recommends approval of the Cafeteria Salary Schedule for 2012/13 as shown in **EXHIBIT B.**

NOTE: The only change is the addition of amounts in steps 2 through 10 for the food service drivers. Until now food service drivers were paid the same amount regardless of their experience. This change affects two (2) employees and now recognizes years of experience with the district in that position. It is funded through the food service fund.

G. Monthly Financial Report

The treasurer recommends the monthly financial report for July 2012 be accepted as presented by the treasurer as shown in **EXHIBIT C.**

H. Staff Handbooks

The Superintendent recommends that the 2012-2013 Faculty Handbooks for all of our school buildings be approved as:

<u>Bigelow Hill Intermediate School</u>	<u>EXHIBIT D</u>
<u>Chamberlin Hill Intermediate School</u>	<u>EXHIBIT D</u>
<u>Jacobs/Washington Schools</u>	<u>EXHIBIT D</u>
<u>Jefferson Primary School</u>	<u>EXHIBIT D</u>
<u>Lincoln Elementary School</u>	<u>EXHIBIT D</u>
<u>Northview Primary School</u>	<u>EXHIBIT D</u>
<u>Washington Intermediate School</u>	<u>EXHIBIT D</u>
<u>Wilson Vance Intermediate School</u>	<u>EXHIBIT D</u>
<u>Whittier Primary School</u>	<u>EXHIBIT D</u>
<u>Central Middle School</u>	<u>EXHIBIT E</u>
<u>Glenwood Middle School</u>	<u>EXHIBIT F</u>
<u>Findlay High School</u>	<u>EXHIBIT G</u>

Roll Call: Mrs. Dysinger, aye; Mrs. Lockard, aye; Mr. Pochard, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Lockard declared the motion carried.

REPORT FROM THE BOARD

A. Update of The Bridges out of Poverty Program

Mrs. Lockard gave a brief report on the Bridges Out of Poverty program that the Board participated in on August 15th. She thanked Carol Taylor for the presentation and hoped to continue the series.

REPORTS TO THE BOARD

A. Preparation for the upcoming 2012-2013 school year

Dr. Wittwer stated that convocation for teachers and the first day of school is an exciting time. He thanked Mr. McPheron and his staff for all their hard work this summer and was pleased to announce that Millstream would be opening on August 22nd. He also stated the second meeting in September would be the Board retreat.

B. BOE Retreat

Dr. Wittwer announced the Board retreat would be on September 24, 2012.

DISCUSSION ITEMSA. Budget for FY13 **EXHIBIT H**

Mr. Barnhart gave a brief update on the budget for the FY 13 and the Board discussed the budget.

B. Facilities Committee Meeting Dates

Dr. Wittwer asked the Board for potential dates for the Facilities Committee to meet.

C. Policy Committee Dates

Dr. Wittwer asked for potential dates for the Policy Committee to meet.

Dr. Siebenaler Wilson excused herself at 6:10 p.m. due to a prior commitment.

SUPERINTENDENT'S COMMENTS

No comments by Dr. Wittwer.

BOARD'S COMMENTS

Mrs. Dysinger updated everyone on the Board's self-evaluation.

2012-08-010 Adjournment

It was moved by Mr. Pochard, seconded by Mrs. Dysinger to adjourn at 6:36 p.m.

Roll call: Mr. Pochard, aye; Mrs. Dysinger, aye; Mrs. Lockard, aye; Mrs. Robertson, aye. President Lockard declared the motion carried.

President

Treasurer

Read and approved September 3, 2012.

**2012-2013
Monitor List**

EXHIBIT A

<i>Updated 8/20/12</i>							
<u>SUBSTITUTES</u>							
<u>Name</u>	<u>School</u>	<u>Phone Number</u>	<u>Days Available</u>	<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
Baker, Julia	All	419-420-5174		4/11/2011	3/24/2011	Oct-15	Oct-15
Blosser, Melissa	All 419-889-5899 or	419-421-5309		-----	9/13/2004	Oct-08	Oct-13
Coppus, Daniel	Bigelow Hill	-----		9/25/2006	1/14/2002	Apr-08	Apr-13
Greeno, Brittany	Whittier	-----		9/25/2006	9/6/2005	Apr-08	Aug-13
Krout, Lisa	Northview /Bigelow Hill	-----		2/21/2011	2/14/2011	Feb-11	Feb-16
Kutschbach, Roger	Wilson Vance	-----		8/22/2011	8/24/2011	Aug-11	Aug-16
McDonald, Shanna	Washington	-----		9/12/2011	8/24/2011	Aug-11	Aug-16
Miller, Doreen	All	419-306-0992		-----	9/11/2006	Oct-08	Oct-13
Paul, Susan	BH & WA 419-348-0336	or 419-423-2890		-----	-----	Nov-08	Nov-13
Sheffel, Cynthia	Lincoln	-----		9/13/2010	8/23/2010	Aug-10	Aug-15
Simon, Denise	Chamberlin Hill	-----		-----	-----	May-09	May-14
Skellie, Carol	All	419-788-4991		12/12/2011	11/9/2011	Nov-11	Nov-16
Skellie, Lori	Wilson Vance	-----	Wed Only	9/8/2008	8/22/2008	Aug-08	Aug-13
Wilkes, Tamara	All	419-420-7909		9/13/2010	8/23/2010	Aug-10	Aug-15
<u>REGULAR MONITORS</u>							
TBD	Bigelow Hill						
Carles, Joetta	Bigelow Hill			9/25/2006	9/15/1987	Apr-08	Aug-13
Cavitt, Laura	Bigelow Hill			9/8/2008	8/19/2008	Aug-08	Aug-13
Fitzpatrick, Lorie	Bigelow Hill			9/25/2006	8/22/2000	Jul-08	Jul-13
McCann, Mary Lou	Bigelow Hill			9/25/2006	8/22/2000	Jul-08	Jul-13
TBD	Chamberlin Hill						
Cain, Sharon	Chamberlin Hill			8/22/2011	8/24/2011	Aug-11	Aug-16
Frantz, Michael	Chamberlin Hill			8/18/2008	9/8/2008	Aug-08	Aug-13
Oman, Jodi	Chamberlin Hill			-----	9/10/2007	Mar-08	Mar-13
TBD	Jacobs						
TBD	Jacobs	3 days					
Browne, Janet	Jacobs	2 days		9/25/2006	2/8/1993	Apr-08	Apr-13
Browne, Jim	Jacobs			9/25/2006	2/27/2004	Mar-08	Mar-13
Ensminger, Sue	Jacobs			-----	9/10/2007	Mar-08	Mar-13
Routson-Combs, Tammy	Jacobs			-----	-----	Sep-11	Sep-16

**2012-2013
Monitor List**

EXHIBIT A

<i>Updated 8/20/12</i>							
<u>REGULAR MONITORS</u>		<u>CONTINUED</u>					
<u>Name</u>	<u>School</u>			<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
Dillon, Pam	Jefferson			8/24/2009	8/19/2009	Aug-09	Aug-14
Rader, Tracie	Jefferson			8/22/2011	8/24/2011	Aug-11	Aug-15
Reedy, Roxanne	Jefferson			11/15/2010	11/8/2010	Nov-10	Nov-15
Thomas, Denise	Jefferson			12/12/2011	11/9/2011	Nov-11	Nov-16
Wilson, Yvette	Jefferson			12/12/2011	11/17/2011	Nov-11	Nov-16
Charleton, Belinda	Lincoln			9/13/2010	9/7/2010	Sep-10	Sep-15
Charleton, Mickey	Lincoln			8/24/2009	8/19/2009	Aug-09	Aug-14
Franks, Sara	Lincoln			8/16/2010	8/23/2010	Aug-11	Aug-15
Salazar, Karen	Lincoln			11/17/2008	11/17/2009	Oct-08	Oct-13
North, Lisa	Lincoln			9/25/2006	9/5/2006	Nov-08	Nov-13
Brondes, Sharon	Lincoln			12/13/2010	11/29/2010	Nov-10	Nov-15
Rinebolt, Dorothy (Ann)	Lincoln			11/20/2006	11/1/2006	Jul-08	Jul-13
Sherman, Janet	Lincoln			1/23/2012	1/20/2012	Jan-12	Jan-17
TBD	Northview						
TBD	Northview						
Caudill, Christy	Northview			1/23/2011	1/11/2011	Feb-09	Feb-14
Hagerman, Linda	Northview			9/25/2006	9/6/2005	Apr-08	Apr-13
Trimble, Marsha	Northview			-----	-----	Apr-08	Apr-13
Long, Matt	Washington			3/23/2009	3/11/2009	Mar-09	Mar-14
McDonald, Nita	Washington			9/25/2006	10/15/1998	Aug-08	Aug-13
Nunez, Anita	Washington			9/14/2009	8/26/2009	Aug-09	Aug-14
Stauffer, Barb	Washington			-----	-----	Aug-08	Aug-13
Wilkinson, Linda	Washington			9/26/2011	9/9/2011	Sep-11	Sep-16
Eberly, Judy	Whittier			12/12/2011	8/19/2009	Aug-09	Aug-14
Hauenstein, Geraldine	Whittier			11/16/2009	11/4/2009	Nov-09	Nov-14
Heistand, Kathy	Whittier			11/17/2007	-----	Sep-08	Sep-13
Hertel, Sandra	Whittier			8/20/2012	8/22/2012	Aug-12	Aug-17
Radabaugh, Kathy	Whittier			1/24/2011	1/6/2011	Jan-11	Jan-16
Long, Jody	Whittier			2/23/2009	2/23/2009	Feb-09	Feb-14

**2012-2013
Monitor List**

EXHIBIT A

<i>Updated 8/20/12</i>							
<u>REGULAR MONITORS</u>		<u>CONTINUED</u>					
<u>Name</u>	<u>School</u>			<u>Agenda Date</u>	<u>Date of Hire</u>	<u>BCI/FBI</u>	<u>Renew BCI/FBI</u>
TBD	Wilson Vance						
DuPlessis, Sanet	Wilson Vance			8/22/2011	8/24/2011	Aug-11	Aug-16
Ekstrom, Alicia	Wilson Vance						
Hammer, Kim	Wilson Vance			9/25/2006	9/15/1987	Jul-08	Jul-13
Murdock, Angie	Wilson Vance			8/22/2011	8/24/2011	Aug-11	Aug-16
Murkos, Joe	Wilson Vance			9/25/2006	1/9/1995	Sep-08	Sep-13
Russell, Melanie	Wilson Vance			8/22/2011	8/24/2011	Aug-11	Aug-16
TBD	Central						
Phoenix, John	Central			11/20/2006	11/1/2006	Nov-08	Nov-13
Roderick, Deborah	Central			11/20/2006	11/1/2006	Jul-08	Jul-13
TBD	Glenwood						
TBD	Glenwood						
Cunningham, Frank (bus driver)	Glenwood			2/26/2007	2/22/2007	Sep-09	Sep-14
Menz, Lisa	Glenwood			4/23/2007	4/23/2007	Apr-08	Apr-13
Orians, Dana	Glenwood			-----	-----	Aug-08	Aug-13
Winters, Pam	Glenwood			9/13/2010	8/23/2010	Jul-10	Jul-15

EXHIBIT B

Cafeteria Salary Schedule 2012/13

Classification - L	1 1st Yr	2 2nd Yr	3 3rd Yr	4 4th Yr	5 5th Yr	6 10 Yrs	7 15 Yrs	8 17 Yrs	9 20 Yrs	10 25 Yrs
Lead Person* - Secondary	\$11.58	\$11.76	\$11.92	\$12.11	\$12.36	\$12.67	\$12.96	\$13.25	\$13.60	\$13.94
Head Cook - High School	\$11.29	\$11.45	\$11.62	\$11.79	\$12.12	\$12.35	\$12.66	\$12.95	\$13.29	\$13.64
Lead Person - Elementary	\$10.16	\$10.33	\$10.51	\$10.68	\$10.95	\$11.25	\$11.54	\$11.82	\$12.17	\$12.53
Asst. Secondary Lead or Baker	\$10.99	\$11.16	\$11.34	\$11.50	\$11.78	\$12.09	\$12.34	\$12.65	\$12.99	\$13.34
Food Service Worker (5+ Hrs) Secondary Cashier	\$10.57	\$10.75	\$10.91	\$11.09	\$11.38	\$11.66	\$11.94	\$12.23	\$12.59	\$12.92
Food Service Worker	\$10.08	\$10.27	\$10.42	\$10.61	\$10.89	\$11.18	\$11.46	\$11.75	\$12.11	\$12.45
Utility/Driver**	\$11.64	\$11.75	\$11.87	\$11.99	\$12.11	\$12.23	\$12.35	\$12.48	\$12.60	\$12.73
Substitute	\$9.03									

*Lead Satellite and Lead Cashier positions are paid at Lead Person-Secondary rate.

**Effective 8/1/12 Utility Driver steps 2 through 10 were added

Steps 6,7,8,9 and 10 are granted after the completion of 10,15,17,20 and 25 years, respectively.

Effective 7/1/11. For FY12 there is a pay freeze meaning no step advancement nor year progression during that year.

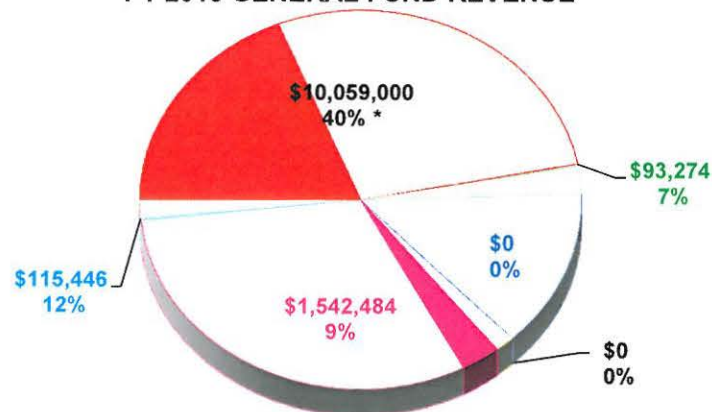
FINDLAY CITY SCHOOLS TREASURER'S REPORT JULY 2012

FUND	June 30, 2012 CASH BALANCE	JULY RECEIPTS	YTD % OF BUDGET	JULY EXPENSES	YTD % OF BUDGET	July 31, 2012 CASH BALANCE	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BAL. July 31, 2012	UNENCUMBERED Bal. July 31, 2011	UNENCUMBERED Bal. July 31, 2010
GENERAL	\$ 11,176,203	\$ 11,810,203	22.2%	\$ 4,069,274	7.2%	\$ 18,917,132	\$ 5,196,508	\$ 13,720,624 +	\$ 13,105,091	\$ 12,909,463
BDGT STABILIZATION	-	-	0.0%	-	0.0%	-	-	-	-	30,774
ASBESTOS LOAN/BONDS	768,343	1,163,000	30.0%	-	0.0%	1,931,343	-	1,931,343	2,168,050	1,866,729
PERM. IMPRVMT	3,391,688	757,000	33.2%	487,051	8.6%	3,661,637	1,927,554	1,734,083	2,123,877	803,381
2010 BOND PROCEEDS	4,143,917	-	0.0%	553,331	13.3%	3,590,586	2,826,080	764,506	658,755	14,797,731
FLOOD FUND	-	-	0.0%	-	0.0%	-	-	-	216,371	35,863
FOOD SERVICE	334,715	3,913	0.2%	26,384	1.2%	312,244	319,069	(6,825)	(578,221)	(90,637)
ENDOWMENTS & TRUSTS	1,397,616	1,025	0.3%	188,778	18.9%	1,209,863	411,333	798,531	1,254,627	1,089,221
OSFC BLDG PROJECT	27,620,546	132,770	14.8%	4,328,300	15.2%	23,425,016	17,360,467	6,064,549	9,965,888	39,297,680
NEW BLDG MAINTENANCE	1,267,460	-	0.0%	-	0.0%	1,267,460	-	1,267,460	845,443	419,146
MILLSTREAM	42,774	164,448	16.4%	54,414	5.3%	152,808	42,797	110,010	18,073	(75,922)
PUBLIC SUPPORT	87,134	1,403	1.8%	2,105	2.1%	86,432	7,248	79,184	64,711	38,704
FABSS	28,349	1,307	0.8%	8,060	5.0%	21,596	-	21,596	(5,097)	11,973
HEALTH INSURANCE	3,116,022	546,164	7.3%	548,926	7.3%	3,113,260	5,871	3,107,389	3,182,423	1,829,023
STUDENT ACTIVITIES	117,316	1,804	0.9%	1,010	0.5%	118,109	15,217	102,892	102,885	98,833
DISTRICT ACTIVITIES	361,865	8,418	1.3%	26,300	4.1%	343,983	101,313	242,670	262,838	260,911
AUXILIARY SRVCS	47,285	-	0.0%	31,902	8.3%	15,383	143,242	(127,858)	(97,942)	(1,945)
STATE GRANTS	44,258	-	0.0%	8,599	3.5%	35,660	5,115	30,545	20,910	42,335
FEDERAL GRANTS	326,797	-	0.0%	289,602	8.2%	37,195	187,334	(150,139)	(9,446)	132,510
OTHER MISC FUNDS	433,483	1,759	0.4%	33,803	6.3%	401,439	126,441	274,998	230,378	204,782
TOTALS	\$ 54,705,770	\$ 14,593,214	18.8%	\$ 10,657,837	9.2%	\$ 58,641,147	\$ 28,675,590	\$ 29,965,556	\$ 33,529,615	\$ 73,700,557

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

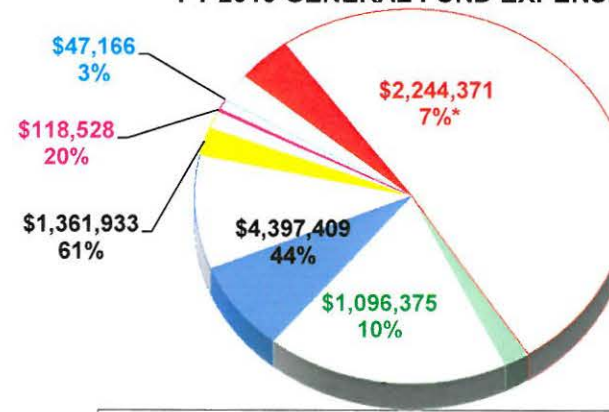
= funds related to OSFC building project for two (2) new middle schools and new Millstream Career Center
 = includes about 45 funds where the district manages student extracurriculars (e.g. athletic & music groups and camps, yearbook, etc.)

FY 2013 GENERAL FUND REVENUE



■ Prop Taxes=47.0% ■ Open Enrolled=2.5% ■ Rollback=13.4%
■ Tuition=1.4% ■ State Formula=33.9% ■ Misc.=1.8%

FY 2013 GENERAL FUND EXPENSE



■ Salaries=54.8% ■ Fringes=20.0% ■ Services=17.6%
■ Supplies=4.0% ■ Equipment=1.1% ■ Other=2.5%

*Pie percentages indicate estimated revenue received or budgeted expense spent/encumbered from each category. For example, 40% of FY13 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
2012
Month of July**

FUND BALANCES ON BOARD BOOKS

\$ 58,641,146.63**Bank Statement Balance**

Fifth-Third Bank	1,216,070.37	
Athletic Petty Cash (4) 1/24/00	10,000.00	
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	(1,382,138.98)	
Total Bank Balances		<u>(152,641.61)</u>

Investments

Fifth-Third Bank Securities 6/30/12	2,458,402.98	
Fifth-Third Bank - Main MaxSaver 7/31/12	3,203,887.11	
Fifth-Third Bank - State Share MaxSaver 6/30/12	88.85	
Fifth-Third Invested Bond Proceeds 6/30/12	27,027,091.90	
Citizens National - Money Market 6/30/12	55,846.06	
Multi-Bank Securities	17,061,612.25	
Other Bank CDs	1,370,000.00	
Keybank Money Market 7/31/12	6,662,706.92	
Star Ohio 7/31/12	960,116.88	
Total Investments		<u>58,799,752.95</u>

Adjustments

6/30 Common Remitter amount included in STAR balance	(6,080.50)
Deposits in bank yet to be coded	(108.65)
NSF checks	230.00
Interest in bank but not posted	-5.56

Total Bank Balances and Investments after Adjustments\$ 58,641,146.63

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


Michael T. Barnhart, Treasurer

**Findlay City Schools Investments
Fiscal Year 2013**

EXHIBIT C

Par Amount	Type	Issued Date	Maturity Date	Interest Rate	Cost Basis	Market Value
<u>Fifth Third Securities</u>						
318,909	5th 3rd Govt MM fund Class A			0.020%	\$ 318,908.59	\$ 318,908.59
400,000	FREDDIE MAC	3/30/2012	4/17/2015	0.500%	399,548.00	400,024.00
325,000	FANNIE MAE	10/24/2011	4/24/2015	1.000%	325,000.00	325,588.25
250,000	FANNIE MAE	10/11/2011	10/5/2015	1.100%	250,000.00	250,365.00
250,000	FANNIE MAE	3/5/2012	12/30/2015	1.000%	252,076.39	250,610.00
250,000	FANNIE MAE	10/7/2011	2/25/2016	2.000%	259,615.00	261,640.00
250,000	FANNIE MAE	10/19/2011	10/19/2016	1.375%	249,875.00	250,712.50
400,000	FANNIE MAE	4/19/2012	4/18/2017	1.000%	403,380.00	402,576.00
Sub-total Fifth Third					\$ 2,458,402.98	\$ 2,460,424.34
<u>Miscellaneous Banks</u>						
145,000	Citizens National CD (1 of 2)	7/9/2009	7/9/2012	2.570%	145,000.00	
100,000	Huntington Bank CD	2/21/2008	2/20/2013	4.780%	100,000.00	
100,000	Key Bank CD (1 of 2)	2/20/2008	2/20/2013	4.530%	100,000.00	
99,000	Commercial Savings CD	3/20/2008	3/20/2013	3.930%	99,000.00	
145,000	Chase Bank CD (2 of 2)	7/12/2010	7/12/2013	1.110%	145,000.00	
140,000	Old Fort Bank CD (2 of 2)	10/23/2009	10/23/2013	2.530%	140,000.00	
98,000	Citizens National CD (2 of 2)	7/9/2009	7/9/2014	2.700%	98,000.00	
98,000	First Nat'l Pandora CD	7/13/2009	7/12/2014	2.810%	98,000.00	
100,000	Chase Bank CD (1 of 2)	2/25/2010	2/25/2015	2.580%	100,000.00	
145,000	First Federal CD (1 of 2)	6/14/2012	6/13/2016	0.750%	145,000.00	
100,000	Old Fort Bank CD (1 of 2)	7/28/2011	7/28/2016	2.030%	100,000.00	
100,000	First Federal CD (2 of 2)	8/2/2011	7/29/2016	1.990%	100,000.00	
Sub-total First Federal					\$ 1,370,000.00	
<u>Multi-Bank Securities</u>						
99,000	Commerce National CD	8/24/2007	8/24/2012	5.150%	99,000.00	
99,000	Key Bank CD (2 of 2)	10/17/2007	10/17/2012	5.123%	99,000.00	
150,000	Citizens Bank of Logan CD (2 of 2)	8/7/2009	2/7/2013	2.400%	150,000.00	
97,000	National City, Cleveland CD	4/9/2008	4/9/2013	4.250%	97,000.00	
147,000	NCB Hillsboro CD (2 of 2)	6/12/2009	6/12/2013	3.150%	147,000.00	
95,000	Ohio Valley Bank CD (1 of 2)	8/21/2009	7/12/2013	3.250%	96,896.36	
98,000	NCB Hillsboro CD (1 of 2)	1/21/2009	1/21/2014	3.250%	98,000.00	
99,000	Peoples Bank, Marietta CD	5/15/2009	5/15/2014	3.150%	99,000.00	
99,000	The Citizens Banking Co CD	11/24/2009	5/27/2014	2.750%	99,000.00	
99,000	The Genoa Banking Co CD	2/4/2010	2/4/2015	2.650%	99,000.00	
99,000	Ohio Valley Bank CD (2 of 2)	4/16/2010	2/17/2015	2.600%	99,021.16	
100,000	Sutton Bank, Attica CD	11/30/2010	2/26/2015	3.500%	105,948.36	
99,000	State Bank & Trust CD, Defiance	3/12/2010	3/12/2015	2.650%	99,000.00	
99,000	Oak Harbor Bank CD	6/1/2010	6/1/2015	2.450%	99,000.00	
249,000	CFBank, Fairlawn CD	7/29/2010	7/29/2015	2.400%	249,000.00	
300,000	US Treasury Notes	9/10/2010	8/31/2015	1.250%	296,482.50	
248,000	US Bank of America CD, Cincinnati	1/26/2011	1/6/2016	2.660%	254,263.87	
900,000	FHLB Note	8/5/2011	8/5/2016	2.070%	900,000.00	
900,000	Freddie Mac	9/28/2011	9/28/2016	1.400%	900,000.00	
800,000	Fannie Mae	10/24/2011	10/24/2016	1.700%	800,000.00	
950,000	Fannie Mae	2/8/2012	2/8/2017	1.250%	950,000.00	
700,000	Fannie Mae	2/22/2012	2/22/2017	1.150%	700,000.00	
925,000	FHLB Note	2/23/2012	2/23/2017	1.050%	925,000.00	
850,000	Fannie Mae	2/27/2012	2/27/2017	1.000%	850,000.00	
600,000	Fannie Mae	2/28/2012	2/28/2017	1.100%	600,000.00	
800,000	Fannie Mae	3/6/2012	3/6/2012	1.200%	800,000.00	
900,000	FHLB Note	3/8/2012	3/8/2017	1.220%	900,000.00	
950,000	Federal Farm Credit Bank	3/20/2012	3/20/2017	1.300%	950,000.00	
950,000	Fannie Mae	3/22/2012	3/22/2017	1.300%	950,000.00	
850,000	Freddie Mac	3/28/2012	3/28/2017	1.210%	850,000.00	
900,000	Fannie Mae	4/12/2012	4/12/2017	1.400%	900,000.00	
750,000	Fannie Mae	4/17/2012	4/17/2017	1.500%	750,000.00	
150,000	Signature Bank CD, Toledo	6/21/2012	4/21/2017	1.000%	150,000.00	
950,000	Freddie Mac	7/25/2012	7/25/2017	1.000%	950,000.00	
950,000	Fannie Mae	7/26/2012	7/26/2017	1.000%	950,000.00	
Sub-total Multi-Bank Securities					\$ 17,061,612.25	
<u>Liquid Investment Accounts</u>						
	Citizens National MM			0.117%	55,846.06	7/31/2012
	Fifth Third Main MaxSaver			0.250%	3,203,887.11	7/31/2012
	Fifth Third State Share MaxSaver			0.000%	88.85	7/31/2012
	KeyBank MM Savings			0.300%	6,662,706.92	7/31/2012
	StarOhio			0.080%	960,116.88	7/31/2012
GRAND TOTAL INVESTMENTS					\$ 31,772,661.05	

Findlay City Schools Bond Proceed Investments
Fiscal Year 2012

Par Amount	Type	Issued Date	Maturity Date	Interest Rate	Cost Basis	Market Value
Fifth Third Securities (2010 Bond Proceeds)						
2,268,886	5th 3rd Govt MM fund Class A			0.010%	\$ 2,268,885.51	\$ 2,268,885.51
2,000,000	Fannie Mae	9/12/2011	9/12/2014	0.625%	2,000,000.00	2,005,100.00
1,000,000	Freddie Mac	2/23/2012	2/13/2015	1.000%	1,011,527.78	1,009,530.00
1,400,000	Fannie Mae	10/24/2011	4/24/2015	1.000%	1,400,000.00	1,401,988.00
500,000	Fannie Mae	5/29/2012	5/29/2015	1.000%	502,960.00	502,510.00
1,000,000	FHLB Note	10/5/2011	8/10/2015	1.600%	1,010,312.50	1,001,250.00
1,000,000	Fannie Mae	9/30/2011	10/29/2015	1.500%	1,010,000.00	1,003,290.00
1,500,000	Fannie Mae	3/30/2012	11/30/2015	1.150%	1,513,700.00	1,504,005.00
500,000	Fannie Mae	2/7/2012	4/18/2016	2.500%	517,004.72	507,925.00
500,000	FHLB Note	2/7/2012	5/3/2016	2.450%	516,633.61	507,635.00
5,000,000	FHLB Note	12/2/2011	5/24/2016	2.500%	5,152,777.78	5,100,150.00
1,000,000	Fannie Mae	11/23/11	8/15/2016	2.100%	1,012,100.00	1,002,050.00
2,000,000	Freddie Mac	9/28/2011	9/26/2016	0.500%	2,000,000.00	2,001,680.00
1,000,000	Fannie Mae	11/22/2011	11/22/2016	2.250%	1,028,690.00	1,021,880.00
4,000,000	Fannie Mae	1/6/2012	12/28/2016	1.000%	4,016,500.00	4,012,200.00
2,000,000	Freddie Mac	1/23/2012	1/23/2017	2.250%	2,066,000.00	2,056,800.00
Total of Invested 2010 Bond Proceeds					\$ 27,027,091.90	\$ 26,906,878.51

as prepared by
Mike Barnhart
8/15/2012

EXHIBIT C

Date: 08/02/2012
Time: 3:40 pm

FINDLAY CITY SCHOOLS
Financial Report by Fund

Page: 1
(FINSUM)

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 001 - GENERAL:							
11,176,202.62	11,810,203.14	11,810,203.14	4,069,273.57	4,069,273.57	18,917,132.19	5,196,508.39	13,720,623.80
TOTAL FOR Fund 002 - BOND RETIREMENT:							
768,343.43	1,163,000.00	1,163,000.00	0.00	0.00	1,931,343.43	0.00	1,931,343.43
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
3,391,687.87	757,000.00	757,000.00	487,050.75	487,050.75	3,661,637.12	1,927,554.21	1,734,082.91
TOTAL FOR Fund 004 - BUILDING:							
4,143,917.27	0.00	0.00	553,331.19	553,331.19	3,590,586.08	2,826,080.33	764,505.75
TOTAL FOR Fund 006 - FOOD SERVICE:							
334,714.90	3,912.74	3,912.74	26,383.86	26,383.86	312,243.78	319,069.00	6,825.22-
TOTAL FOR Fund 007 - SPECIAL TRUST:							
703,246.20	1,025.00	1,025.00	183,611.12	183,611.12	520,660.08	393,023.20	127,636.88
TOTAL FOR Fund 008 - ENDOWMENT:							
694,369.84	0.00	0.00	5,166.67	5,166.67	689,203.17	18,309.42	670,893.75
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:							
238,656.32	1,266.86	1,266.86	30,448.26	30,448.26	209,474.92	102,921.21	106,553.71
TOTAL FOR Fund 010 - CLASSROOM FACILITIES:							
27,620,545.90	132,769.81	132,769.81	4,328,300.00	4,328,300.00	23,425,015.71	17,360,466.76	6,064,548.95
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:							
38,577.89	492.44	492.44	2,212.29	2,212.29	36,858.04	19,982.19	16,875.85
TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES:							
42,773.94	164,447.75	164,447.75	54,413.88	54,413.88	152,807.81	42,797.43	110,010.38
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
87,133.52	1,403.13	1,403.13	2,104.99	2,104.99	86,431.66	7,247.98	79,183.68
TOTAL FOR Fund 019 - OTHER GRANT:							
156,249.09	0.00	0.00	1,142.72	1,142.72	155,106.37	3,538.02	151,568.35
TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:							
28,348.71	1,307.00	1,307.00	8,060.10	8,060.10	21,595.61	0.00	21,595.61
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:							
3,116,022.49	546,163.99	546,163.99	548,926.25	548,926.25	3,113,260.23	5,871.26	3,107,388.97
TOTAL FOR Fund 034 - CLASSROOM FACILITIES MAINT.:							
1,267,460.22	0.00	0.00	0.00	0.00	1,267,460.22	0.00	1,267,460.22

EXHIBIT C

Date: 08/02/2012
Time: 3:40 pm

FINDLAY CITY SCHOOLS
Financial Report by Fund

Page: 2
(FINSUM)

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:							
117,315.58	1,803.73	1,803.73	1,010.00	1,010.00	118,109.31	15,217.27	102,892.04
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
361,864.67	8,418.35	8,418.35	26,299.54	26,299.54	343,983.48	101,313.42	242,670.06
TOTAL FOR Fund 401 - AUXILIARY SERVICES:							
47,284.69	0.00	0.00	31,901.55	31,901.55	15,383.14	143,241.63	127,858.49-
TOTAL FOR Fund 416 - TEACHER DEVELOPMENT:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM							
14,715.39	0.00	0.00	6,215.89	6,215.89	8,499.50	5,114.74	3,384.76
TOTAL FOR Fund 440 - ENTRY YEAR PROGRAMS:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 450 - SCHOOLNET EQUIP/INFRASTRUCTUR							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 452 - SCHOOLNET PROFESS. DEVELOPMEN							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 459 - OHIO READS:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 460 - SUMMER INTERVENTION:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 461 - VOCATIONAL EDUC. ENHANCEMENTS							
3.94	0.00	0.00	0.00	0.00	3.94	0.00	3.94
TOTAL FOR Fund 494 - POVERTY AID:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN							
29,538.77	0.00	0.00	2,382.67	2,382.67	27,156.10	0.00	27,156.10
TOTAL FOR Fund 504 - EDUCATION JOBS FUND:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 506 - RACE TO THE TOP:							
25,849.94	0.00	0.00	30,523.39	30,523.39	4,673.45-	3,389.60	8,063.05-

EXHIBIT C

Date: 08/02/2012
Time: 3:40 pm

FINDLAY CITY SCHOOLS
Financial Report by Fund

Page: 3
(FINSUM)

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 516 - IDEA PART B GRANTS:							
140,875.20	0.00	0.00	88,972.66	88,972.66	51,902.54	18,449.61	33,452.93
TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198							
18,219.26	0.00	0.00	14,171.97	14,171.97	4,047.29	96,555.92	92,508.63-
TOTAL FOR Fund 532 - FISCAL STABILIZATION FUND:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 533 - TITLE II D - TECHNOLOGY:							
904.76	0.00	0.00	5,054.70	5,054.70	4,149.94-	0.00	4,149.94-
TOTAL FOR Fund 536 - TITLE I SCHOOL IMPROVEMENT A:							
12,158.10	0.00	0.00	50,920.83	50,920.83	38,762.73-	26,174.03	64,936.76-
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							
310.60	0.00	0.00	0.00	0.00	310.60	0.00	310.60
TOTAL FOR Fund 551 - LIMITED ENGLISH PROFICIENCY:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE							
128,221.96	0.00	0.00	74,125.01	74,125.01	54,096.95	42,764.69	11,332.26
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:							
257.00	0.00	0.00	0.00	0.00	257.00	0.00	257.00
TOTAL FOR Fund 588:							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:							
0.00	0.00	0.00	25,833.52	25,833.52	25,833.52-	0.00	25,833.52-
TOTAL FOR Fund 599 - MISCELLANEOUS FED. GRANT FUND							
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GRAND TOTALS:							
54,705,770.07	14,593,213.94	14,593,213.94	10,657,837.38	10,657,837.38	58,641,146.63	28,675,590.31	29,965,556.32

EXHIBIT C

Date: 8/02/12

F I N A N C I A L R E V E N U E R E P O R T
Processing Month: July 2012
FINDLAY CITY SCHOOLS

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(REVSEL)

Fnd Rcpt	Sc	Subject	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
001	1111	0000	0000000	000 REAL ESTATE TAX	24,923,746.00	10,059,000.00	10,059,000.00	14,864,746.00	40.4%
001	1122	0000	0000000	000 PERSONAL PROPERTY TAX	30,000.00	.00	.00	30,000.00	0.0%
001	1211	0000	0000000	000 TUITION - PARENTS - REGULAR	.00	.00	.00	.00	0.0%
001	1221	0000	0000000	000 TUITION - OTHER DISTRICTS - REGULAR	80,000.00	.00	.00	80,000.00	0.0%
001	1221	0006	0000000	000 JV50 SB14 SF-14	.00	.00	.00	.00	0.0%
001	1222	0000	0000000	000 TUITION - PARENTS - SUMMER SCHOOL	45,000.00	.00	.00	45,000.00	0.0%
001	1222	0000	0000000	201 TUITION - PARENTS - BAND SUMMER SCHOOL	.00	.00	.00	.00	0.0%
001	1223	0000	0000000	000 TUITION - OTHER DISTRICTS - SPECIAL ED	441,000.00	.00	.00	441,000.00	0.0%
001	1224	0000	0000000	000 TUITION - OTHER DISTRICTS - VOCATIONAL	199,000.00	.00	.00	199,000.00	0.0%
001	1227	0000	0000000	000 FOUNDATION - OPEN ENROLLMENT	1,350,000.00	93,273.54	93,273.54	1,256,726.46	6.9%
001	1410	0000	0000000	000 INTEREST ON INVESTMENTS	350,000.00	34,653.39	34,653.39	315,346.61	9.9%
001	1710	0000	0000000	000 old	.00	.00	.00	.00	0.0%
001	1740	0000	0000000	302 PARKING FEES - FHS	11,000.00	20.00	20.00	10,980.00	0.2%
001	1810	0000	0000000	000 RENTAL SCHOOL PROPERTY	35,000.00	25.00	25.00	34,975.00	0.1%
001	1820	0000	0000000	000 GIFTS & DONATIONS	5,000.00	.00	.00	5,000.00	0.0%
001	1820	0001	0000000	000 DONATIONS - WEIGHTROOM PLEDGES (CLOSED	.00	.00	.00	.00	0.0%
001	1820	0002	0000000	000 DONATIONS - DONNELL CAPITAL PROJECTS	.00	.00	.00	.00	0.0%
001	1832	0000	0000000	000 CONTRACTED SERVICES-HCESC	.00	.00	.00	.00	0.0%
001	1833	0001	0000000	302 WORKSHOP - CUSTOMER PROJECTS	.00	.00	.00	.00	0.0%
001	1880	0000	0000000	000 TIF REFUNDS OR P.I.L.O.T.	100,000.00	.00	.00	100,000.00	0.0%
001	1890	0000	0000000	000 MISC. REVENUE & FINES	215,000.00	41,514.72	41,514.72	173,485.28	19.3%
001	1890	0000	0000000	246 JACOBS BREAK IN NOV. 2010	.00	.00	.00	.00	0.0%
001	1890	0001	0000000	000 CHASE COMMISSION XCHASE	5,000.00	.00	.00	5,000.00	0.0%
001	1933	0000	0000000	000 SALE AND LOSS OF ASSETS [SM1-02.060]	3,300.00	5,200.00	5,200.00	1,900.00-	157.6%
001	3110	0000	0000000	000 SCHOOL FOUNDATION - UNRESTRICTED AID	15,800,000.00	1,444,732.75	1,444,732.75	14,355,267.25	9.1%
001	3110	0002	0000000	000 SPECIAL EDUCATION ALLOWANCE	.00	.00	.00	.00	0.0%
001	3110	0005	0000000	000 TRANSPORTATION ALLOWANCE	690,000.00	7,432.36	7,432.36	682,567.64	1.1%
001	3110	0006	0000000	000 DPIA ALLOWANCE	.00	.00	.00	.00	0.0%
001	3110	0008	0000000	000 OTHER ADJUSTMENTS (VOC & SPEC. ED)	1,200,000.00	90,318.49	90,318.49	1,109,681.51	7.5%
001	3110	0009	0000000	000 PARITY AID	.00	.00	.00	.00	0.0%
001	3110	2006	0000000	000 LG. GROUP INTERVENTION(INCLUDES CHARGE	.00	.00	.00	.00	0.0%
001	3130	0000	0000000	000 ROLLBACK & HOMESTEAD EXEMPTION B4 APRI	.00	.00	.00	.00	0.0%
001	3131	0000	0000000	000 10% AND 2.5% ROLLBACK	2,200,000.00	.00	.00	2,200,000.00	0.0%
001	3132	0000	0000000	000 HOMESTEAD EXEMPTIONS	700,000.00	.00	.00	700,000.00	0.0%
001	3133	0000	0000000	000 \$10,000 PERSONAL PROPERTY TAX EXEMPTIO	.00	.00	.00	.00	0.0%
001	3134	0000	0000000	000 ELECTRIC DEREGULATION PROP TAX REPLACE	.00	.00	.00	.00	0.0%
001	3135	0000	0000000	000 TANGIBLE PERSONAL PROPERTY TAX LOSS	4,242,000.00	.00	.00	4,242,000.00	0.0%
001	3139	0000	0000000	000 OTHER PROPERTY TAX ALLOCATIONS	.00	.00	.00	.00	0.0%
001	3190	0002	0000000	000 SUMMER SCHOOL OPERATION EXTEND REIMBUR	.00	.00	.00	.00	0.0%
001	3190	0003	0000000	000 FIXED RATE ADJUSTMENT FOUNDATION (SB3	.00	.00	.00	.00	0.0%
001	3190	0006	0000000	000 TUITION FROM OTHER DISTRICTS	.00	.00	.00	.00	0.0%
001	3210	0000	0000000	000 STATE REIM SUMMER SCHOOL [SM1-1.04]	.00	.00	.00	.00	0.0%
001	3219	0000	0000000	000 SPEC ED REIMBURSEMENT - FOUNDATION	10,000.00	.00	.00	10,000.00	0.0%
001	3219	0004	0000000	000 VOCATIONAL ALLOWANCE	300,000.00	.00	.00	300,000.00	0.0%
001	4120	1994	1900000	000 FEDERAL MEDICAID (CAFS) [SM1-1.06]	150,000.00	27,195.81	27,195.81	122,804.19	18.1%

EXHIBIT C

Date: 8/02/12

F I N A N C I A L R E V E N U E R E P O R T
Processing Month: July 2012
FINDLAY CITY SCHOOLS

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Fnd Rcpt	Sc	Subject	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
001	4130	0000	0000000	000 e-Rate Revenue (formerly fund 588)	20,000.00	.00	.00	20,000.00	0.0%
001	4139	0000	0000000	000 STUDENT INTERVENTION SERVICES	.00	.00	.00	.00	0.0%
001	5100	0000	0000000	000 TRANSFER INTO GENERAL FUND	.00	.00	.00	.00	0.0%
001	5220	0000	0000000	000 RETURN ADV FROM FY08 \$2,156,705.50+FY0	.00	.00	.00	.00	0.0%
001	5300	0000	0000000	000 REFUND OF PRIOR YR EXPEND [SM1-02.060]	45,000.00	6,837.08	6,837.08	38,162.92	15.2%
001	5300	0000	0000000	253 REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
001	5300	0000	0000000	302 REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
001	5300	0001	0000000	201 REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
001	5300	0057	0000000	302 REFUND OF PRIOR YEAR EXPENDITURE	.00	.00	.00	.00	0.0%
** Fund 001 Sc 0057 Totals					53,150,046.00	11,810,203.14	11,810,203.14	41,339,842.86	22.2%
001	1410	9145	0000000	000 MS FLOWER FUND	.00	.00	.00	.00	0.0%
** Fund 001 Sc 9145 Totals					.00	.00	.00	.00	0.0%
001	3212	9194	0000000	000 STATE BUS [SM1-1.04]	.00	.00	.00	.00	0.0%
001	5100	9194	0000000	000 TRANSFERS IN	.00	.00	.00	.00	0.0%
001	5210	9194	0000000	000 ADVANCES IN	.00	.00	.00	.00	0.0%
** Fund 001 Sc 9194 Totals					.00	.00	.00	.00	0.0%
001	1890	9195	0000000	000 BWC REFUND	.00	.00	.00	.00	0.0%
** Fund 001 Sc 9195 Totals					.00	.00	.00	.00	0.0%
002	1111	9091	0000000	000 ASBESTOS LOAN REAL PROP (AFTER TPP PHA	.00	.00	.00	.00	0.0%
002	1122	9091	0000000	000 ASBESTOS LOAN DM0090 - PERS. PROP. TAX	.00	.00	.00	.00	0.0%
002	1410	9091	0000000	000 ASBESTOS LOAN DAM INTEREST	.00	.00	.00	.00	0.0%
** Fund 002 Sc 9091 Totals					.00	.00	.00	.00	0.0%
002	1111	9093	0000000	000 ASBESTOS LOAN REAL PROP (AFTER TPP PHA	.00	.00	.00	.00	0.0%
002	1122	9093	0000000	000 ASBESTOS LOAN DR0087 - PERS. PROP. TAX	.00	.00	.00	.00	0.0%
002	1410	9093	0000000	000 ASBESTOS LOAN DR-INTEREST	.00	.00	.00	.00	0.0%
** Fund 002 Sc 9093 Totals					.00	.00	.00	.00	0.0%
002	1111	9095	0000000	000 ASBESTOS LOAN REAL PROPERTY EX0114	.00	.00	.00	.00	0.0%
002	1122	9095	0000000	000 ASBESTOS LOAN EX0114 - PERS. PROP. TAX	30,698.00	.00	.00	30,698.00	0.0%
002	1410	9095	0000000	000 ASBESTOS LOAN EX-INTERST	.00	.00	.00	.00	0.0%
** Fund 002 Sc 9095 Totals					30,698.00	.00	.00	30,698.00	0.0%
002	1111	9123	0000000	000 2010 BONDS REAL PROPERTY PROCEEDS	3,184,048.00	1,163,000.00	1,163,000.00	2,021,048.00	36.5%

EXHIBIT C

Date: 8/02/12

F I N A N C I A L R E V E N U E R E P O R T
Processing Month: July 2012
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Fnd Rcpt	Sc	Subject	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
002	1880	9123	0000000	000 BOND SHARE OF T.I.F. OR P.I.L.O.T	.00	.00	.00	.00	0.0%
002	3131	9123	0000000	000 10% & 2.5% ROLLBACKS	.00	.00	.00	.00	0.0%
002	3132	9123	0000000	000 HOMESTEAD EXEMPTIONS	.00	.00	.00	.00	0.0%
002	4110	9123	0000000	000 PART OF 35% INTEREST SUBSIDY FROM FEDS	662,180.00	.00	.00	662,180.00	0.0%
** Fund 002 Sc 9123 Totals					3,846,228.00	1,163,000.00	1,163,000.00	2,683,228.00	30.2%
003	5100	0000	0000000	000 TRANSFER IN FROM 001 TO ZERO OUT THIS	.00	.00	.00	.00	0.0%
003	5300	0000	0000000	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	0000000	000 P.I. REAL ESTATE TAX	1,700,000.00	692,000.00	692,000.00	1,008,000.00	40.7%
003	1122	9030	0000000	000 P.I. PERSONAL PROPERTY TAX	.00	.00	.00	.00	0.0%
003	1410	9030	0000000	000 PERMANENT IMPROVEMENT - INTEREST	19,000.00	.00	.00	19,000.00	0.0%
003	1820	9030	0000000	000 PERMANENT IMPROVEMENT - DONATIONS	.00	.00	.00	.00	0.0%
003	1880	9030	0000000	000 PI SHARE OF T.I.F. OR P.I.L.O.T	7,982.00	.00	.00	7,982.00	0.0%
003	1940	9030	0000000	000 PERMANENT IMPROVEMENT - SALE OF NOTES	.00	.00	.00	.00	0.0%
003	3131	9030	0000000	000 10% & 2.5% ROLLBACK FOR PI LEVY	200,000.00	.00	.00	200,000.00	0.0%
003	3132	9030	0000000	000 HOMESTEAD REIMBURSEMENT FOR PI LEVY	5,000.00	.00	.00	5,000.00	0.0%
003	3133	9030	0000000	000 REIMBURSEMENT OF 10K PERSONAL PROP EXE	.00	.00	.00	.00	0.0%
003	5100	9030	0000000	000 TRANSFERS IN	.00	.00	.00	.00	0.0%
003	5210	9030	0000000	000 ADVANCES IN -- FROM GENERAL FUND	.00	.00	.00	.00	0.0%
003	5300	9030	0000000	000 REFUND OF PRIOR YEARS EXPENDITURES	.00	.00	.00	.00	0.0%
** Fund 003 Sc 9030 Totals					1,931,982.00	692,000.00	692,000.00	1,239,982.00	35.8%
003	1410	9031	0000000	000 PERMANENT IMPROVEMENT - INTEREST	.00	.00	.00	.00	0.0%
003	1820	9031	0000000	000 PERMANENT IMPROVEMENT - DONATIONS	.00	.00	.00	.00	0.0%
003	1931	9031	0000000	000 SALE OF JUNE 2012 AUCTIONED MILLSTREAM	.00	65,000.00	65,000.00	65,000.00-	0.0%
003	1940	9031	0000000	000 PERMANENT IMPROVEMENT - SALE OF NOTES	.00	.00	.00	.00	0.0%
003	4110	9031	0000000	000 PORTION OF BABS 35% SUBSIDY USED FOR P	340,000.00	.00	.00	340,000.00	0.0%
003	5100	9031	0000000	000 TRANSFERS IN	.00	.00	.00	.00	0.0%
003	5210	9031	0000000	000 ADVANCES IN -- FROM GENERAL FUND	.00	.00	.00	.00	0.0%
003	5300	9031	0000000	000 REFUND OF PRIOR YEARS EXPENDITURES	.00	.00	.00	.00	0.0%
** Fund 003 Sc 9031 Totals					340,000.00	65,000.00	65,000.00	275,000.00	19.1%
003	1410	9039	0000000	000 CENTRAL AUDITORIUM - INTEREST	200.00	.00	.00	200.00	0.0%
003	1810	9039	0000000	000 CENTRAL AUDITORIUM - RENTAL INCOME	4,800.00	.00	.00	4,800.00	0.0%
003	1820	9039	0000000	000 CENTRAL AUDITORIUM - DONATIONS	.00	.00	.00	.00	0.0%
** Fund 003 Sc 9039 Totals					5,000.00	.00	.00	5,000.00	0.0%
004	1940	9040	0000000	000 HB 264 ENERGY CONSERVATION LOAN PROCEE	.00	.00	.00	.00	0.0%

EXHIBIT C

Date: 8/02/12

F I N A N C I A L R E V E N U E R E P O R T
Processing Month: July 2012
FINDLAY CITY SCHOOLS

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Fnd Rcpt	Scc	Subject	OPU	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	Pct. Rcvd
** Fund 004 Scc 9040 Totals					.00	.00	.00	.00	0.0%
004	1410	9123	0000000	000 INTEREST ON BOND PROCEEDS LFI PORTION	10,000.00	.00	.00	10,000.00	0.0%
004	1911	9123	0000000	000 PREMIUM OF 2/4/10 SALE OF BONDS	.00	.00	.00	.00	0.0%
004	1921	9123	0000000	000 FEB 4, 2010 SALE OF BONDS	.00	.00	.00	.00	0.0%
** Fund 004 Scc 9123 Totals					10,000.00	.00	.00	10,000.00	0.0%
006	1410	9060	0000000	000 FOOD SERVICE - INTEREST	5,000.00	.00	.00	5,000.00	0.0%
006	1511	9060	0000000	000 FOOD SERVICE - BREAKFAST	11,000.00	.00	.00	11,000.00	0.0%
006	1512	9060	0000000	000 FOOD SERVICE - LUNCHES	420,000.00	511.45	511.45	419,488.55	0.1%
006	1522	9060	0000000	000 FOOD SERVICE - ADULT LUNCHES	20,000.00	78.50	78.50	19,921.50	0.4%
006	1559	9060	0000000	000 FOOD SERVICE - SPECIAL FUNCTIONS	80,000.00	281.00	281.00	79,719.00	0.4%
006	1590	9060	0000000	000 FOOD SERVICE - ALA CARTE AND MILK	150,000.00	302.26	302.26	149,697.74	0.2%
006	1890	9060	0000000	000 FOOD SERVICE - MISC. PMTS	1,000.00	.00	.00	1,000.00	0.0%
006	3213	9060	0000000	000 FOOD SERVICE - STATE SUBSIDY	30,000.00	2,739.53	2,739.53	27,260.47	9.1%
006	3213	9060	0000000	001 FOOD SERVICE - STATE BREAKFAST SUBSITY	1,000.00	.00	.00	1,000.00	0.0%
006	4120	9060	0000000	000 FOOD SERVICE - FEDERAL SUBSIDY	1,100,000.00	.00	.00	1,100,000.00	0.0%
006	4120	9060	0000000	001 FOOD SERVICE - FEDERAL BREAKFAST SUBSI	180,000.00	.00	.00	180,000.00	0.0%
006	5210	9060	0000000	000 FOOD SERVICE - ADVANCES IN	.00	.00	.00	.00	0.0%
006	5300	9060	0000000	000 REFUND OF PRIOR YEAR EXPENDITURES	102,000.00	.00	.00	102,000.00	0.0%
** Fund 006 Scc 9060 Totals					2,100,000.00	3,912.74	3,912.74	2,096,087.26	0.2%
Grand Total All Funds					61,413,954.00	13,734,115.88	13734,115.88	47,679,838.12	22.4%

EXHIBIT C

Date: 8/02/12

MANAGEMENT APPROPRIATION REPORT
Processing Month: July 2012
FINDLAY CITY SCHOOLSPage: 1
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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	14,460,000.00	1,210,179.99	1,210,179.99	.00	13,249,820.01	8.4%
1200	SPECIAL INSTRUCTION - SALARY	4,246,831.58	300,817.57	300,817.57	11,831.58	3,934,182.43	7.1%
1300	VOCATIONAL INSTRUCTION - SALARY	1,610,000.00	114,458.80	114,458.80	.00	1,495,541.20	7.1%
1900	GENERAL OTHER INSTRUCTION PERSONAL SE	110,000.00	.00	.00	.00	110,000.00	0.0%
2100	PUPIL SUPPORT SERVICES - SALARY	1,772,000.00	109,889.32	109,889.32	.00	1,662,110.68	6.2%
2200	STAFF SUPPORT SERVICES - SALARY	1,945,000.00	36,988.32	36,988.32	.00	1,908,011.68	1.9%
2400	ADMINISTRATIVE - SALARY	2,460,000.00	194,614.64	194,614.64	.00	2,265,385.36	7.9%
2500	FISCAL SERVICES - SALARY	350,000.00	28,672.06	28,672.06	.00	321,327.94	8.2%
2700	OPERATION & MAINT - SALARY	2,150,000.00	162,981.45	162,981.45	.00	1,987,018.55	7.6%
2800	TRANSPORTATION SERVICES - SALARY	1,050,000.00	62,242.89	62,242.89	.00	987,757.11	5.9%
2900	INFORMATIONAL SERVICES - SALARY	42,000.00	1,907.78	1,907.78	.00	40,092.22	4.5%
4100	ACADEMIC & SUBJECT - SALARY	102,000.00	.00	.00	.00	102,000.00	0.0%
4500	SPORTS - SALARY	532,000.00	9,787.02	9,787.02	.00	522,212.98	1.8%
4600	SCHOOL & PUBLIC - SALARY	63,000.00	.00	.00	.00	63,000.00	0.0%
Fund 001/0000 Obj 100 Totals		30,892,831.58	2,232,539.84	2,232,539.84	11,831.58	28,648,460.16	
001/0000 200							
1100	REGULAR INSTRUCTION - FRINGE BENEFITS	4,927,316.20	399,520.99	399,520.99	117,428.06	4,410,367.15	8.1%
1200	SPECIAL INSTRUCTION - FRINGE BENEFITS	1,410,016.55	100,527.88	100,527.88	26,573.00	1,282,915.67	7.1%
1300	VOCATIONAL INSTRUCTION - FRINGE BENEF	558,000.00	37,592.69	37,592.69	6,639.11	513,768.20	6.7%
1900	GENERAL OTHER INSTRUCTION EMPLOYEES R	20,000.00	.00	.00	.00	20,000.00	0.0%
2100	PUPIL SUPPORT SERVICES - FRINGE BENEF	562,500.00	36,791.37	36,791.37	.00	525,708.63	6.5%
2200	STAFF SUPPORT SERVICES - FRINGE BENEF	899,475.00	34,131.65	34,131.65	12,388.72	852,954.63	3.8%
2400	ADMINISTRATIVE - FRINGE BENEFITS	1,101,000.00	94,054.02	94,054.02	5,180.29	1,001,765.69	8.5%
2500	FISCAL SERVICES - FRINGE BENEFITS	173,000.00	18,675.01	18,675.01	17,933.80	136,391.19	10.8%
2700	OPERATION & MAINT - FRINGE BENEFITS	1,027,880.98	105,263.23	105,263.23	31,485.98	891,131.77	10.2%
2800	TRANSPORTATION SERVICES - FRINGE BENE	452,000.00	43,082.72	43,082.72	3,932.33	404,984.95	9.5%
2900	INFORMATIONAL SERVICES - FRINGE BENEF	15,600.00	1,252.94	1,252.94	.00	14,347.06	8.0%
4100	ACADEMIC & SUBJECT - FRINGE BENEFITS	20,350.00	.00	.00	.00	20,350.00	0.0%
4500	SPORTS - FRINGE BENEFITS	109,224.56	2,920.76	2,920.76	1,000.00	105,303.80	2.7%
4600	SCHOOL & PUBLIC - FRINGE BENEFITS	10,400.00	.00	.00	.00	10,400.00	0.0%
Fund 001/0000 Obj 200 Totals		11,286,763.29	873,813.26	873,813.26	222,561.29	10,190,388.74	
001/0000 400							
1100	REGULAR INSTRUCTION - PURCHASED SERVI	1,120,404.01	40,140.41	40,140.41	1,043,761.02	36,502.58	3.6%
1200	SPECIAL INSTRUCTION - PURCHASED SERVI	302,660.54	7,004.32	7,004.32	235,442.87	60,213.35	2.3%
1300	VOCATIONAL INSTRUCTION - PURCHASED SE	187,125.82	7,217.90	7,217.90	77,480.69	102,427.23	3.9%
1900	OTHER INSTRUCTION - PURCHASED SERVICE	4,836,244.00	341,732.98	341,732.98	133,345.72	4,361,165.30	7.1%
2100	PUPIL SUPPORT SERVICES - PURCHASED SE	161,280.03	4,327.87	4,327.87	6,305.03	150,647.13	2.7%
2200	STAFF SUPPORT SERVICES - PURCHASED SE	264,699.12	107,832.13	107,832.13	12,792.88	144,074.11	40.7%
2300	BD OF EDUCATION - PURCHASED SERVICES	106,263.45	13,392.12	13,392.12	58,680.06	34,191.27	12.6%
2400	ADMINISTRATIVE - PURCHASED SERVICES	285,294.13	30,185.68	30,185.68	243,027.65	12,080.80	10.6%
2500	FISCAL SERVICES - PURCHASED SERVICES	92,776.63	2,855.59	2,855.59	22,787.04	67,134.00	3.1%
2700	OPERATION & MAINT - PURCHASED SERVICE	2,289,160.13	183,528.18	183,528.18	1,724,224.92	381,407.03	8.0%
2800	TRANSPORTATION SERVICES - PURCHASED S	232,436.32	29,639.87	29,639.87	45,385.65	157,410.80	12.8%
2900	INFORMATIONAL SERVICES - PURCHASED SE	28,000.00	36.50	36.50	.00	27,963.50	0.1%
4500	SPORTS - PURCHASED SERVICES	7,500.00	837.65	837.65	4,500.00	2,162.35	11.2%

EXHIBIT C

Date: 8/02/12

MANAGEMENT APPROPRIATION REPORT
Processing Month: July 2012
FINDLAY CITY SCHOOLSPage: 2
(APPOBJSEL)

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	6,000.00	698.04	698.04	.00	5,301.96	11.6%
5300	ARCHITECT SERVICES - PURCHASED SERVICE	26,377.10	246.25	246.25	20,000.00	6,130.85	0.9%
Fund 001/0000 Obj 400 Totals		9,946,221.28	769,675.49	769,675.49	3,627,733.53	5,548,812.26	
001/0000 500							
1100	REGULAR INSTRUCTION - SUPPLIES	877,867.22	46,109.05	46,109.05	261,978.28	569,779.89	5.3%
1200	SPECIAL INSTRUCTION - SUPPLIES	39,120.59	2,697.79	2,697.79	2,356.44	34,066.36	6.9%
1300	VOCATIONAL INSTRUCTION - SUPPLIES	107,823.95	518.77	518.77	46,548.75	60,756.43	0.5%
1900	GENERAL OTHER INSTRUCTION SUPPLY/MATE	10,000.00	.00	.00	.00	10,000.00	0.0%
2100	PUPIL SUPPORT SERVICES - SUPPLIES	43,300.00	3,079.67	3,079.67	1,961.00	38,259.33	7.1%
2200	STAFF SUPPORT SERVICES - SUPPLIES	31,866.55	538.40	538.40	2,561.31	28,766.84	1.7%
2300	BD OF EDUCATION - SUPPLIES	500.00	.00	.00	.00	500.00	0.0%
2400	ADMINISTRATIVE - SUPPLIES	60,018.51	2,966.48	2,966.48	18,455.72	38,596.31	4.9%
2500	FISCAL SERVICES - SUPPLIES	7,859.65	233.77	233.77	3,447.01	4,178.87	3.0%
2700	OPERATION & MAINT - SUPPLIES	577,357.83	25,937.58	25,937.58	558,500.84	7,080.59	4.5%
2800	TRANSPORTATION SERVICES - SUPPLIES	470,575.83	16,538.21	16,538.21	367,504.01	86,533.61	3.5%
2900	INFORMATIONAL SERVICES - SUPPLIES	3,500.00	.00	.00	.00	3,500.00	0.0%
Fund 001/0000 Obj 500 Totals		2,229,790.13	98,619.72	98,619.72	1,263,313.36	867,857.05	
001/0000 600							
1100	REGULAR INSTRUCTION - CAPITAL OUTLAY	274,609.91	34,587.91	34,587.91	599.99	239,422.01	12.6%
1200	SPECIAL INSTRUCTION - CAPITAL OUTLAY	12,000.00	.00	.00	.00	12,000.00	0.0%
1300	VOCATIONAL INSTRUCTION - CAPITAL OUTL	111,238.02	27,043.90	27,043.90	25,128.00	59,066.12	24.3%
2200	STAFF SUPPORT SERVICES - CAPITAL OUTL	5,000.00	.00	.00	.00	5,000.00	0.0%
2400	ADMINISTRATIVE - CAPITAL OUTLAY	8,200.00	.00	.00	.00	8,200.00	0.0%
2500	FISCAL SERVICES - CAPITAL OUTLAY	5,000.00	.00	.00	.00	5,000.00	0.0%
2700	OPERATION & MAINT - CAPITAL OUTLAY	184,844.44	11,158.87	11,158.87	20,009.44	153,676.13	6.0%
Fund 001/0000 Obj 600 Totals		600,892.37	72,790.68	72,790.68	45,737.43	482,364.26	
001/0000 800							
2300	BD OF EDUCATION - MISC OBJECTS	90,000.00	6,432.56	6,432.56	21,139.00	62,428.44	7.1%
2400	ADMINISTRATIVE - MISC OBJECTS	500.00	.00	.00	.00	500.00	0.0%
2500	FISCAL SERVICES - MISC OBJECTS	900,000.00	15,164.02	15,164.02	.00	884,835.98	1.7%
2700	OPERATION & MAINT - MISC OBJECTS	30,400.00	.00	.00	1,500.00	28,900.00	0.0%
2800	TRANSPORTATION SERVICES - MISC OBJECT	1,000.00	.00	.00	.00	1,000.00	0.0%
4100	ACADEMIC & SUBJECT - MISC OBJECTS	33,892.20	238.00	238.00	2,692.20	30,962.00	0.7%
Fund 001/0000 Obj 800 Totals		1,055,792.20	21,834.58	21,834.58	25,331.20	1,008,626.42	
001/0000 900							
7200	TRANSFERS TO OTHER FUNDS	85,000.00	.00	.00	.00	85,000.00	0.0%
7400	ADVANCES TO OTHER FUNDS	290,000.00	.00	.00	.00	290,000.00	0.0%
7500	REFUND OF PRIOR YEARS RECEIPTS	2,500.00	.00	.00	.00	2,500.00	0.0%
Fund 001/0000 Obj 900 Totals		377,500.00	.00	.00	.00	377,500.00	

EXHIBIT C

Date: 8/02/12

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: July 2012
FINDLAY CITY SCHOOLS

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(APPOBJSEL)

Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 001/0000 Obj: 900							
** Fund 001	Scc 0000 Totals	56,389,790.85	4,069,273.57	4,069,273.57	5,196,508.39	47,124,008.89	
002/9095	810						
6100	ASBESTOS LOAN EX0114 - PRINCIPAL PAYM	30,698.00	.00	.00	.00	30,698.00	0.0%
Fund 002/9095	Obj 810 Totals	30,698.00	.00	.00	.00	30,698.00	
** Fund 002	Scc 9095 Totals	30,698.00	.00	.00	.00	30,698.00	
6100	BOND RETIRE REPAYMENT OF DEBT REDEMPT	1,130,000.00	.00	.00	.00	1,130,000.00	0.0%
Fund 002/9123	Obj 810 Totals	1,130,000.00	.00	.00	.00	1,130,000.00	
002/9123	820						
6100	BOND RETIRE REPAYMENT OF DEBT INTERES	2,863,373.00	.00	.00	.00	2,863,373.00	0.0%
Fund 002/9123	Obj 820 Totals	2,863,373.00	.00	.00	.00	2,863,373.00	
** Fund 002	Scc 9123 Totals	3,993,373.00	.00	.00	.00	3,993,373.00	
003/9030	400						
5200	PERMANENT IMPROVEMENT - PURCHASED SER	38,059.40	.00	.00	27,759.40	10,300.00	0.0%
5300	PERMANENT IMPROVEMENT - PURCHASED SER	400,000.00	.00	.00	.00	400,000.00	0.0%
Fund 003/9030	Obj 400 Totals	438,059.40	.00	.00	27,759.40	410,300.00	
003/9030	500						
1100	PERM IMPROVE REG INSTRUCTION SUPPLY/M	50,000.00	.00	.00	.00	50,000.00	0.0%
2700	PERM IMPROVE OPERATION/MAINT OF PLANT	1,684,744.14	35,846.00	35,846.00	1,497,744.14	151,154.00	2.1%
Fund 003/9030	Obj 500 Totals	1,734,744.14	35,846.00	35,846.00	1,497,744.14	201,154.00	
003/9030	600						
1100	PERMANENT IMPROVEMENT - CAPITAL OUTLA	672,857.86	387,592.62	387,592.62	34,607.17	250,658.07	57.6%
2100	PERM IMPROVE SUPPORT SERV-PUPILS CAPI	241,900.00	.00	.00	191,900.00	50,000.00	0.0%
2700	PERM IMPROVE OPERATION/MAINT OF PLANT	50,000.00	.00	.00	.00	50,000.00	0.0%
4500	PERM IMPROVE SPORT ORIENTED ACTIVITY	15,000.00	.00	.00	12,275.00	2,725.00	0.0%
5200	PERM IMPROVE SITE IMPROVEMENT CAPITAL	1,311,440.88	52,997.51	52,997.51	98,309.44	1,160,133.93	4.0%
Fund 003/9030	Obj 600 Totals	2,291,198.74	440,590.13	440,590.13	337,091.61	1,513,517.00	
003/9030	900						
7200	PERM IMPROVE TRANSFER OTHER USES OF F	324,021.00	.00	.00	.00	324,021.00	0.0%
Fund 003/9030	Obj 900 Totals	324,021.00	.00	.00	.00	324,021.00	

EXHIBIT C

Date: 8/02/12

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: July 2012
FINDLAY CITY SCHOOLS

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Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 003/9030 Obj: 900							
** Fund 003	Sec 9030 Totals	4,788,023.28	476,436.13	476,436.13	1,862,595.15	2,448,992.00	
003/9031 400							
5200	PERMANENT IMPROVEMENT - PURCHASED SER	65,073.68	10,614.62	10,614.62	54,459.06	.00	16.3%
Fund 003/9031	Obj 400 Totals	65,073.68	10,614.62	10,614.62	54,459.06	.00	
003/9031 600							
1100	PERMANENT IMPROVEMENT - CAPITAL OUTLA	100,000.00	.00	.00	.00	100,000.00	0.0%
5200	PERM IMPROVE SITE IMPROVEMENT CAPITAL	700,000.00	.00	.00	.00	700,000.00	0.0%
Fund 003/9031	Obj 600 Totals	800,000.00	.00	.00	.00	800,000.00	
** Fund 003	Sec 9031 Totals	865,073.68	10,614.62	10,614.62	54,459.06	800,000.00	
003/9039 400							
2700	CENTRAL AUDITORIUM - PURCHASED SERVIC	8,000.00	.00	.00	5,500.00	2,500.00	0.0%
Fund 003/9039	Obj 400 Totals	8,000.00	.00	.00	5,500.00	2,500.00	
003/9039 600							
5300	CENTRAL AUDITORIUM - CAPITAL OUTLAY	3,000.00	.00	.00	5,000.00	2,000.00-	0.0%
Fund 003/9039	Obj 600 Totals	3,000.00	.00	.00	5,000.00	2,000.00-	
** Fund 003	Sec 9039 Totals	11,000.00	.00	.00	10,500.00	500.00	
004/9123 400							
2700	BUILDING OPERATION/MAINT OF PLANT PUR	45,600.00	1,200.00	1,200.00	7,713.20	36,686.80	2.6%
5300	BUILDING ARCHITECT/ENGINEERING PURCHA	604,043.00	39,597.18	39,597.18	564,445.82	.00	6.6%
5500	BUILDING BLDG ACQUISITION/CONSTRUCT P	525,729.25	26,770.02	26,770.02	250,259.23	248,700.00	5.1%
Fund 004/9123	Obj 400 Totals	1,175,372.25	67,567.20	67,567.20	822,418.25	285,386.80	
004/9123 600							
2100	BUILDING SUPPORT SERV-PUPILS CAPITAL	408,601.38	.00	.00	408,601.38	.00	0.0%
5200	BUILDING SITE IMPROVEMENT CAPITAL OUT	200,000.00	.00	.00	.00	200,000.00	0.0%
5500	BUILDING BLDG ACQUISITION/CONSTRUCT C	2,369,422.41	485,763.99	485,763.99	1,595,060.70	288,597.72	20.5%
Fund 004/9123	Obj 600 Totals	2,978,023.79	485,763.99	485,763.99	2,003,662.08	488,597.72	
** Fund 004	Sec 9123 Totals	4,153,396.04	553,331.19	553,331.19	2,826,080.33	773,984.52	
006/9060 100							
3100	FOOD SERVICES - SALARY	719,820.00	9,696.48	9,696.48	.00	710,123.52	1.3%

EXHIBIT C

Date: 8/02/12

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: July 2012
FINDLAY CITY SCHOOLS

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Func	Account Description	FYTD Appropriation	MTD Expended	FYTD Expended	Current Encumbered	Unencumbered Balance	FYTD %Exp
Fund: 006/9060 Obj: 100							
	Fund 006/9060 Obj 100 Totals	719,820.00	9,696.48	9,696.48	.00	710,123.52	
006/9060 200							
3100	FOOD SERVICES - FRINGE BENEFITS	230,547.00	7,112.64	7,112.64	10,702.61	212,731.75	3.1%
	Fund 006/9060 Obj 200 Totals	230,547.00	7,112.64	7,112.64	10,702.61	212,731.75	
006/9060 400							
3100	FOOD SERVICES - PURCHASED SERVICES	49,730.29	5,247.15	5,247.15	39,053.00	5,430.14	10.6%
	Fund 006/9060 Obj 400 Totals	49,730.29	5,247.15	5,247.15	39,053.00	5,430.14	
006/9060 500							
3100	FOOD SERVICES - SUPPLIES	856,997.54	4,327.59	4,327.59	264,313.39	588,356.56	0.5%
	Fund 006/9060 Obj 500 Totals	856,997.54	4,327.59	4,327.59	264,313.39	588,356.56	
006/9060 600							
3100	FOOD SERVICE FOOD SERV OPERATION CAPI	10,614.00	.00	.00	.00	10,614.00	0.0%
	Fund 006/9060 Obj 600 Totals	10,614.00	.00	.00	.00	10,614.00	
006/9060 800							
3100	FOOD SERVICES - MISC OBJECTS	7,546.40	.00	.00	5,000.00	2,546.40	0.0%
	Fund 006/9060 Obj 800 Totals	7,546.40	.00	.00	5,000.00	2,546.40	
006/9060 900							
7500	FOOD SERVICES - REFUND OF PRIOR YEARS	312,978.00	.00	.00	.00	312,978.00	0.0%
	Fund 006/9060 Obj 900 Totals	312,978.00	.00	.00	.00	312,978.00	
	** Fund 006 Scc 9060 Totals	2,188,233.23	26,383.86	26,383.86	319,069.00	1,842,780.37	
	Grand Total All Funds	72,419,588.08	5,136,039.37	5,136,039.37	10,269,211.93	57,014,336.78	

Staff Handbook



Jacobs Primary School



Washington Intermediate School

2012-2013

Revised 8/13/12

Jacobs Primary School

Home of the Stars



Jacobs Primary School Staff

Principal	Mrs. Rosemary Rooker
Secretary	Mrs. Kathy Haley
Grade K	Mrs. Whitney Hirschy
Grade K	Mrs. Courtney Roush
Grade K	Miss Lisa Scherger
Grade 1	Mrs. Cheryl Drake
Grade 1	Mrs. Angie Goeller
Grade 1	Mrs. Becky Solomon
Grade 1	Mrs. Tammy Spaeth
Grade 2	Mrs. Sarah Strohscher
Grade 2	Mrs. Melissa Grothause
Grade 2	Mr. Tony DeRose
Grade 2	Mrs. Lisa Rutter
Grade 2	Ms. Wendy Pittman
Title I	Mrs. Halley Sullivan
Title I	Mrs. Arika Hatch
Title I	Mrs. Stefanie Taylor
Reading Intervention	Mrs. Becca Ellerbrock
Special Education	Mrs. Rachael Hertel
Art	Mrs. Kaymie Hafner
Music	Mrs. Janet Carey
Phys. Education	Miss Alaine Emens
Librarian	Mrs. Carol Wells
Nurse	Mrs. Charmaine Ajala
Counselor	Ms. Lyndsey Sever
Psychologist	Mrs. Amanda Byers
Speech/Language	Mrs. Jan VanRenterghem
Reading Tutors	Mrs. Jane Homan
Lunch/Playground	
Lunch/Playground	Mr. Jim Browne
Lunch/Playground	Mrs. Janet Browne
Lunch/Playground	Mrs. Sue Ensminger
Custodian - day	Mr. Mark Lauwers
Custodian - night	Mrs. Kathy Bowser
Head Cook	Mrs. Sherry Gary
Food Service Worker	Mrs. Nancy Frederick
Food Service Worker	Mrs. Lora Fredrich

From The Principal

New state and federal standards went into effect in recent years. Schools across Ohio have been provided state [Common Core Academic Content Standards](#) that spell out in detail what must be taught at each grade level in each subject. Both the state and federal governments have been passing laws lately to “raise the bar” and measure student progress annually. The standards that went into place are more difficult for the students, however, if we work together I am sure that your child will be successful. While we all want quality schools, some of the material in the content standards may be difficult for students to grasp.

The new standards are law and must be implemented. As you are aware, we have state achievement tests in grades three through eight. This year all K-2 students will be tested in reading, writing and math. These tests are based on the Common Core Academic Content Standards the state has adopted.

I would be happy to discuss this with you further and show you the new standards books the state has provided to us. Meanwhile it will be very important that parents and teachers work together to help your children to do the best they can.

Rosemary Rooker, Principal

Washington Intermediate Home of the Patriots



Washington Intermediate School Staff

Principal	Mrs. `Andrea King
Secretary	Mrs. Anna Welker
Grade 3	Mrs. Janine Giltz
Grade 3	Mrs. Becky Biesiada
Grade 3	Mrs. Angela Dittman
Grade 4	Mrs. Lori Bishop
Grade 4	Mrs. Alison Schnipke
Grade 4	Mrs. Jennifer Belza
Grade 5	Mrs. Kim Betts
Grade 5	Mrs. Lindsey Boes
Grade 5	Mr. Brad Boes
Special Education	Mr. Joseph DeVaul
Special Education	Mrs. Julie Lammers
Special Education	Mrs. Tonya Thorbahn
Title I Reading	Mrs. Kathy Kapostasy
Title I Reading	Mrs. Denise Bowsher
Art	Mrs. Kaymie Hafner
Band	Mr. Michael Springer
Counselor	Mrs. Nancy Baxter
Librarian	Mrs. Jody Bowling
Music	Mrs. Janet Carey
Nurse	Mrs. Angela Swartz
Orchestra	Mr. Tim Mattis
Psychologist	Mrs. Amanda Byers
Phys. Education	Miss Elaine Emens
Speech/Language	Mrs. Beth Hull
Custodian - day	Mrs. Cindy Lanagan
Custodian - night	Mr. Kurt Roszman
Head Cook	Mrs. Kathy Stauffer
Cook	Mrs. Ruth Robinson
Cashier	Mrs. Terri Arrington
Sp. Ed. Aide	Mrs. Toni Bennett
Sp. Ed. Aide	Mrs. Deb Schaefer
Project More	Mrs. Christine Bruce

Lunch/Playground	Mrs. Anita Nunez
Lunch/Playground	Mrs. Nita McDonald
Lunch/Playground	Mrs. Barb Stauffer
Lunch/Playground	Mr. Matt Long
Lunch/Playground	

From The Principal

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`Andrea King
Principal

Schedule and Lunch Information

JACOBS DAILY SCHEDULE

8:30 am - 9:05 amBreakfast (Last breakfast served @ 9:00)	
8:50 am.....First Bell/Students to Rooms/Breakfast	
9:05 am.....Tardy Bell - School Begins	
11:15-11:35	First Grade Lunch
11:15-11:35...	Kindergarten Recess
11:35-11:55.....	Kindergarten Lunch
11:35-11:55...	First Grade Recess
12:00-12:20.....	Second Grade Lunch (D, G, P)
12:00-12:20...	Second Grade Recess (R,S)
12:20-12:40.....	Second Grade Lunch (R,S)
12:20-12:40...	Second Grade Recess (D,G,P)
3:30 pmSchool Dismissed	

WASHINGTON DAILY SCHEDULE

8:25 am - 8:55 amBreakfast	
8:40 am.....First Bell/Students to Rooms	
8:55 amTardy Bell - School Begins	
11:35 - 11:55 am	Grade 3 Recess
11:55 - 12:15 pm	Grade 3 Lunch
11:55 - 12:15 pm	Grade 5 Recess
12:15 - 12:35 pm	Grade 5 Lunch
12:15 - 12:35 pm	Grade 4 Recess
12:35 - 12:55 pm	Grade 4 Lunch
3:20 pm.....School Dismissal	

SCHOOL FEES (K-5)--\$43.00

LUNCH PRICES/SCHEDULE

Lunch will be served in the gym as follows:

<u>Jacobs</u>	11:15 a.m.-12:45 p.m.
	11:32 Grade 2
	11:45 Kindergarten
	11:55 Grade 1
<u>Washington</u>	11:55 Grade 3
	12:15 Grade 4
	12:35 Grade 5

<u>Meal /milk prices:</u>	Regular Price	Reduced Price
Breakfast	\$ 1.25	\$.30
Lunch	\$ 2.20	\$.40
Individual milk	\$.50	
Milk ticket (20 milks)	\$10.00	
Lunch ticket (20 meals)	\$44.00	
Lunch ticket (10 meals)	\$22.00	
Adult breakfast	\$1.15	
Adult Lunch	\$2.65	

School Delay Schedules

TWO-HOUR DELAY SCHEDULE

	Jacobs	Washington
FIRST BELL – Doors Open	10:50am	10:40am
TARDY BELL	11:05am	10:55am
DISMISSAL	3:30pm	3:20pm

THREE-HOUR DELAY SCHEDULE & ONE-HOUR EXTENSION

	Jacobs	Washington
FIRST BELL – Doors Open	11:50am	11:40am
TARDY BELL	12:05pm	11:55am
DISMISSAL	4:30pm	4:20pm

TEACHER HANDBOOK 2011-2012

Jacobs Primary School

Washington Intermediate School

ABSENCES - STAFF: If you are going to be absent, please notify the principal or if the principal cannot be reached, please leave a message. Please call in the evening before 11:00 PM or in the morning between 6:00 and 6:15 AM (no later). Notify the school by 3:00 PM if you do not plan on returning the next day. Sick leave use must be in accordance with Board Policy and the Master Contract.

Jacobs - Principal @ 419-348-8951 (Cell)

Washington - Principal @ 419-235-2442 (Cell)

ABSENCES - STUDENT: Maintain accurate records on student attendance for your own class on the attendance sheet provided. Please fill out any absences or tardies on the attendance sheet and turn this in with your lunch count slip to the office by 9:40 a.m. [Please bring to the principal's attention any case where a student misses more than ten \(10\) days, has been tardy an excessive number of days, or any suspected truancy.](#) If a child comes in tardy and they do not have a tardy slip in hand, send the student back to office for a tardy slip. All times are recorded for EMIS purposes and for records to the Attendance Officer. ALL students must be signed out and in at the office. **If a student will be leaving early, the student will be called to the office as the parent signs them out.** The attendance and lunch count are submitted by computer.

ASSEMBLIES: Specials programs are scheduled periodically in the gym. Please discuss proper behavior prior to the assembly. An effort is made to rotate times and days of these programs.

AUDIOVISUAL: For safety reasons students are not to move any A.V. equipment, carts, desks, or heavy/large objects under any circumstances. Make arrangements to move these types of items by yourself or with help from the custodian.

BOARD POLICY MANUAL: A complete copy of the Board Policy Manual [can now be found on the Findlay City Schools District Website under "Board of Education."](#) [Please discard any previous policy manuals, as the entire book has been updated.](#)

BOMB THREATS: Bomb threats should be reported to the office at once. In the event that the principal or secretary is not available, please report them to the superintendent. (425-8212)

BUILDING SECURITY: Unless otherwise advised, you should lock all classroom windows and doors before leaving the building. Check the outside door if leaving after normal hours. All visitors to the building **MUST** sign in at the office (this includes parents) prior to entering any classroom. Parents are to wait outside for student pickup. Be alert to strangers in the building. Ask them who they are visiting and if they have checked in with the office. **Contact the office if necessary.**

Jacobs - All Building doors, except front East side doors facing Jacobs Ave., will be locked after 9:30 a.m.

Washington - All Building doors, except the front doors facing Broad Ave., will be locked after 9:30 a.m.

BULLETIN BOARDS AND HALLWAYS: Each classroom has a designated area of hallway bulletin board space for display of student work.

CALENDAR: A calendar of school/district events is maintained in the office. If you are planning an event such as a field trip, a program, or after school activity you must clear it through the principal first. **DO NOT** send out announcements or

publicity until the event has been cleared by the principal and put on the master calendar. This is to avoid conflicts with other events being scheduled.

CHAIN OF COMMAND: In the event the building principal is absent, the principal of the sister school is on call for decisions or problems of a serious nature that cannot wait until the principal's return. A teacher or secretary may be designated by the principal to be in charge of the building to handle minor situations if the principal is absent and cannot be reached.

CHILD ABUSE REPORTING: Under Ohio law teachers and professionals have a legal obligation to report suspected child abuse or neglect to Children Services. Should a teacher have information that would lead them to suspect abuse or neglect they are obligated to make a report. This is not something that is subject to the approval of the principal. As a practical matter the principal or counselor should be informed of your suspicions prior to the call as he/she needs to be aware of situations involving students in the building. The principal and/or counselor are available to be present during the call and may have information to add to the report. HB 276 training is required for all teachers.

CLASSROOM & BUILDING CLEANLINESS: Cleanliness of the building is important. If you see paper in the hall please dispose of it. The pride and morale of the students begins with the faculty serving as leaders.

1. The teacher is responsible for the orderliness of his/her room
 - a. The teacher's desk and general classroom appearance is expected to model the neatness and organization we want the students to follow.
 - b. Waste paper and items on the floor should be picked up regularly during the day.
 - c. Chairs are to be put up at the end of the day for sweeping.
2. The teacher, not the students, should control the windows and drapes. All windows are to be closed and the door locked by the teacher when leaving for the day. Windows are to be closed when the heat is on. If a room is uncomfortable (too hot/cold) contact the custodian.

CONFERENCE & PLANNING TIME: Released time during special classes (art, music, gym) is provided to teachers to prepare lessons, consult with the principal, collaborate with other staff on common goals, and to conference with students and parents. Time before and after student arrival should be used as conference and planning.

COORDINATION: Teachers at the same grade level are expected to develop a coordinated approach to discipline, homework, special events, field trips, etc. so that there is consistency in program and expectations. A sharing of materials and units is encouraged.

CORRESPONDENCE & NEWS RELEASES: A copy of any news releases, infoline announcements, bulletins, communications, i.e. a monthly newsletter, which are going home with your students or sent to the media, are to be provided to the principal. Always give a copy to the secretary and principal to keep us informed. Keeping copies of any correspondence sent home to parents is always good practice.

COURSE OF STUDY: In order to facilitate continuity in each subject area, it is necessary that an accurate course of study be followed. The Findlay Board of Education furnishes the Elementary Course of Study (on District Web-site). Teachers are expected to adhere closely to the course of study. Should questions arise, contact the Curriculum Coordinator or the principal.

CUMULATIVE RECORDS: Cumulative records may be removed by teachers from the office to work on them in the classroom or by anyone who has access permission (see list on filing cabinet). However, they must be returned to the cumulative folder filing cabinet by 4:00 PM each day so that they can be secured/locked overnight. They are never to be kept in the classroom overnight or leave the building. Staff must sign access form unless he/she is the homeroom teacher.

DAILY CLASS SCHEDULE: Each teacher shall develop a written daily class schedule of subjects and activities. This is to be completed and submitted to the principal by the end of the second week of school.

DISCIPLINE: Good discipline begins with a good plan. Set the standards of discipline you expect during the first few weeks of school. Be consistent. Once the students are accustomed to your expectations on behavior it will make the workload easier on you. The goal of a good discipline plan is to teach decision-making, not punish.

- **CONSEQUENCES** - Teachers are free to keep children in from recess, assign noon detention, or assign other appropriate consequences for minor offenses. Teachers may also assign detention after school with at least one-day notice to parents. In such cases the teacher is responsible for monitoring the detention.
- **TEACHERS** - Teachers are to handle their own discipline problems. Referrals to the principal should be only for major infractions such as fighting, theft, insubordination, sexual harassment, etc. If a major incident occurs while the principal is out of the building the teacher needs to document the incident, write down the facts, and take the initial steps to maintain discipline. The principal of the sister school may be called. The parents should be phoned so that they hear from the staff member first.
- **EXPECTATIONS** - Make your expectations and procedures clear, especially during the first weeks of school. Have the class practice what you want correctly, such as lining up, taking out materials without talking, getting coats quietly, etc.
- **POST RULES** - Have your class rules posted in large print that can be seen in the whole room.

At Jacobs: post and follow the 5 building-wide goals.

Be Respectful
Be Responsible
Positive Attitude
Keep your own space
Listen to and follow directions

At Washington: keep them short. Consider these taken from the Assertive Discipline approach. Utilize Quality Improvement strategies and building goals as a basis for setting these up with your class.

RULES

- A. Raise your hand to speak or leave your seat.
- B. Follow directions.
- C. Respect the rights and feelings of others.
- D. Use your time wisely. (Do class work first, then study or read quietly.)
- E. Be prepared for class. (Sharpen pencils before class, bring your books, papers for classes that switch, etc.)

LOGICAL CONSEQUENCES - To teach responsible choice-making disciplinary actions must be seen by the student as being the logical consequence of a choice he/she made. In discussing the situation with the child you keep in at recess:

- A. What did the child choose to do?
- B. What would have been a better choice for the student to make?
- C. By making this choice what consequences did they choose to face?
- D. Express confidence in their ability to make a better choice next time, and outline the possible consequences of the possible good/poor choices.

DETENTION - Jacobs: Detention will be held during the twenty minute recess period. Teachers are to complete a time-out form that will be forwarded to the detention (time-out) room monitor. The principal or monitors will supervise the children. The teacher and the student will receive notice of this. Students may not be detained after school for any reason without prior notice to parents.

DETENTION - Washington: Recess detention will be held during the twenty minute recess period. The teachers may arrange with an alternate grade level teacher for supervising the children or supervise themselves. Students may not be detained after school for any reason without prior notice to parents.

DISMISSAL: Please keep track of the normal departure status of your students: who walks, is picked up, or rides the various buses. Walkers and pick-up depart with the dismissal bell. All bus/van students are to remain in their room until the bus/van number is called on the P.A. system. Do not allow students to depart whose bus has not been called.

DRUG ABUSE: Suspected cases of drug or dangerous substance abuse should be reported to the principal at once.

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

JACOBS - Cafeteria (8:45-9:15), bus (3:30)

WASHINGTON - Cafeteria (8:35-8:55), bus/hallway (8:45-9:00 and 3:20)

EARLY RELEASE OF STUDENTS: Occasionally, parents may appear at school a few minutes prior to regular dismissal time to pick up their youngsters. A bell signals our dismissal time (Washington- 3:20, Jacobs 3:30). Students should not be released prior to dismissal time except with permission from the office. The person who is responsible for them must sign out students. If parents go to the room to pick the student up, they must have an Office Pass in hand to give to the teacher.

E-MAIL: E-mail is often used to communicate with staff. Teachers are expected to check their e-mail regularly.

EMERGENCY MEDICAL FORMS: Emergency medical forms are issued to students in a packet on the first day of school. These should be returned as soon as possible. The emergency medical form is the most important form maintained by the school office.

EMERGENCY PLAN: Findlay City Schools have adopted an Emergency Plan flip chart. Please place these in a place where it can be easily referred. Safety and health of children and school personnel are of first concern. If there is a fire, even in a wastebasket or suspicion of fire, the alarm shall be sounded and then notify the office, follow fire and tornado evacuation procedures as stated in the following sections.

EMPLOYEE ACCIDENTS/INJURIES: It is the policy of the Findlay City School District to provide a safe and healthful environment, free from recognized hazards that may cause serious injury to students, employees, and visitors. This is accomplished by maintaining a comprehensive safety, health, and environmental program that 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 a function is not 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 a Safety Committee. This committee is a resource for every person in the District. Concerns can be expressed to the Superintendent's office and the district's safety committee by calling ext.8212.

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, and practices and perform his/her duties in a safe manner. Employees are responsible for reporting the following via the Safety Alert Form (attachment 1):

- 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 (attachment 2).
- Send an Initial Injury Report to Central Administration, Assistant Superintendent's Office.
- If you seek medical treatment, present the Ohio Workers' Compensation Identification Card to your physician. (Lost or misplaced cards can be secured through Central Administration, Assistant Superintendent's Office.

ENROLLMENT REPORT: If you are a homeroom teacher you should take a daily count during the first week of school of the number of boys and the number of girls present in your homeroom. This information can be entered on the slip provided and sent to the office with the attendance sheet. Count only those students who are physically present. Once a student has been counted into the number present, do not exclude him for being absent a particular day. Exclusion should occur only if you are notified by the office that a student has withdrawn.

Every first week of October and February, a student count will be made to determine the budget that is to be dispersed to all Findlay City schools. It will be very important that all absences are recorded and all notes are sent to the office as soon as possible. The office will need to know of any students who will be gone the whole week. These will need Superintendent approval.

EVALUATIONS: Formal teacher evaluations shall be conducted in accordance to the Findlay City School Collective Bargaining Agreement. See the document for a definition of the Teacher Evaluation Plan and the forms that are used. If you have any questions about these, see the principal. A minimum of two formal observations and one evaluation shall be conducted annually with staff members on a limited contract. Staff members on continuing contracts shall have evaluations a minimum of once every three years. The principal will conduct informal walk through visitations in an effort to stay abreast of activities and events within the classrooms. A written evaluation and teacher conference will not occur after a walk through visitation. The annual appraisal or evaluation will be completed on the proper form and submitted according to the specified deadlines. This evaluation is a year-end report of the teacher's performance and will be based upon an accumulation of classroom observations and the performance of the related duties.

FIELD TRIPS: Field trips should have a definite education 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 possible with classroom study only. School buses are utilized for transportation on field trips. The use of a private automobile is not permitted. Develop a list of written rules and go over them with the children prior to the trip. Adult volunteers may accompany the trip. Children who do not attend our school or non-class members are not permitted to go on a field trip. Written permission must be secured from parents prior to the trip. Following are procedures to follow for field trips:

1. Check out proposed dates with the principal in order to avoid scheduling conflicts. Then submit the plan form below to the principal at least at least 20 days prior to the proposed trip.
2. Fill out a Transportation Request Form for bussing at least 20 days prior to date of field trip.
3. Wait for approval before making further plans, notifying parents, or telling students. Don't forget parent permission slips.
4. Remember:
 - a. 66 students per bus in determining needs
 - b. Hold distance to a 100-mile radius of school
 - c. Take Emergency Medical forms with you

5. Obtain parent permission in writing and keep on file (turn in at the end of the year). Children may not go on a trip without written parent permission.
6. If there is a cost associated with the field trip, remember to give registration/billing information to the office to submit for payment or submit to the P.T.O. well in advance.

FIRE DRILL EVACUATION PROCEDURES: Fire drills will be held at least once a month and will not usually be announced in advance.

Use the evacuation route 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.

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 grade book or class roster to make certain that all children are accounted for once they are lined up outside. Also, close doors and windows and turn off lights before leaving the classroom. The top priority is to exit quickly and safely. 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 instructions, 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.

GENERAL SCHOOL RULES AND PROCEDURES FOR STUDENTS:

- a. Students will line up and enter the building in an orderly fashion. Students will go directly to their rooms.
- b. Students will walk in the halls at all times.
- c. 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.
- d. Students will obey directions given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
- e. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, and etc. fellow students.
- f. 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, etc.
- g. Students will conduct themselves in a manner that removal from a class will not be necessary.
- h. Students will dress neatly and appropriately.
- i. NO gum or candy is allowed in school or on school grounds unless approved by teacher and principal.
- j. No toys, radios/tape players, novelties, electronic games, athletic equipment, etc. are to be brought to school.
- k. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden. Follow the adopted student code of conduct.

GRADE BOOKS: Be sure to maintain an orderly account of grades provided. Grades are to be labeled and the method of weighting clearly indicated. Grade books are to be turned in to the office before summer vacation.

A = 92 - 100% B = 82 - 91% C = 72 - 81% D = 62 - 71% F = below 62%

GRADE CARDS: Grade cards are sent home with students on the fifth school day after the end of the nine-week grading period. Replacement of a lost grade, comment card, or envelope, will have to be paid for by the student. At the end of the year, a copy of the grade card is to be placed in the red folder of the student's cumulative file. If a student has a D/F in a subject teacher comments are required. Give the parents the details needed to understand what is the cause of the poor grade and what the child needs to do to improve it.

GRADES & STUDENT EVALUATION: You are responsible for the evaluation of your students. Good evaluation depends upon accurate measurement techniques. Student records should be carefully maintained and the nine weeks report card grades should result from a fairly large number of tests, quizzes, homework assignments, group discussions, projects, oral presentation, etc. 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 weeks grades. The implementation of new progress reports may necessitate the change in this procedure.

(See Board Policy 8.28 for the standards and requirements.) The following are taken from Board Policy.

- ❖ Kindergarten and 1st grade progress in all subject areas will be marked O, S, N or U.
- ❖ In 2nd grade letter grades (A, B, C, D, F) will be used for reading, spelling and math. Writing, handwriting, social studies, science and health will be marked with O, S, N or U.
- ❖ In 3rd, 4th, and 5th grades letter grades (A, B, C, D, F) will be used for all subjects except art, music and physical education.
- ❖ In K-5 art, music and physical education will be marked with O, S, N or U.
- ❖ A health grade will be marked a minimum of two times per year.
- ❖ All subject subheadings will be marked with a + (strength), √ (satisfactory), or - (needs to improve).
- ❖ Students working above or below grade level in any subject are grades at their instructional level in that subject. If the notation "X" is included by a particular grade the teacher has modified the student's schoolwork. Modifications will be defined on the report card.

GUM: Students and staff members are not permitted to chew gum on school grounds. (Exception - When there is a party or special event in your room and you insure the gum is disposed before departure.)

HALLWAY BEHAVIOR: When classes are passing in the hallway they should do so quietly since other classes are in session. Teachers should maintain order in the hallways for your own homeroom students as well as other students. Running in the hallway is not permitted. DO NOT leave your class unattended in the hallways.

HOMEWORK GUIDELINES: Homework should be designed to practice a skill already taught and practiced in class. It should not be a teaching assignment dependent on the availability of adult assistance. (See Board Policy 8.29 & 8.31)

- ❖ There should always be some type of follow up, either to go over it as a class or to collect for checking/credit. It is not necessary to record a grade for every homework assignment. If you are simply spot checking to see the work is done or to note further help is needed it is suggested that some mark be put on the paper so a parent looking at it later will know it was turned in.
- ❖ Time - Board policy provides the following guidelines regarding homework.
 - Grades K-2 should be 10-30 minutes total per day;
 - Grades 3-5 should be 30-60 minutes total per day;
- ❖ See the "Homework Strategies" handout included in the staff notebook.

ILLNESS AND INJURIES - STUDENT: Students who become ill or injured in school should be brought or sent to the school nurse in the morning or to the office after 1:30 p.m. Remember, you should not administer medication of any kind to students. For your own protection, always fill out an accident report when a child has been injured at school. The accident report should state what happened and what treatment was given to the student. A copy of the accident report should go home with the student and a copy given to the office within 24 hours of the incident.

INTERIM REPORTS - STUDENT: Teachers are expected to send student progress reports to parents at the mid-point of each quarter. Forms are available in the office. If a student has a D/F in a subject teacher comments are required. Give the parents the details needed to understand what is the cause of the poor grade and what the child needs to do to improve it.

At Jacobs, the first and third quarter interim reports may coincide with the parent-teacher conferences therefore not necessitating a written report being sent home. If necessary, document the concerns discussed during the conference and keep on file.

SPECIAL TIMES - Teachers can issue a progress report at times other than mid term when a student's work drops or to alert parents to potential problems.

TEACHER VERIFICATION - If a progress report is not brought back signed within a week the teacher is expected to follow up with a phone call or by mailing a photocopy with a note attached as to when the report was issued.

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

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 your desk so that they are easily located in case of an emergency. Lesson plans are to be developed on a weekly or unit basis. Plans should include: Lesson Goals, Procedures and Assessment. Principals will be periodically reviewing lesson plans during walk thru's. Please be sure your lesson plans are easily accessible to avoid disruption of your instruction.

Lesson plans should give certain details which the sub may need to know such as titles of textbooks of 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 "no," your lesson plans are not detailed enough.

Please [develop](#) a Substitute Teacher's Folder and keep it in a place where it can be easily found by a sub. Add a few seatwork masters so that an emergency sub can quickly run them off while they get organized for the day. [Also included should be current class list with seating chart.](#)

LIBRARY: Students are expected to have a scheduled library time weekly. Students may individually visit the library from classrooms as arranged. Library skills as outlined in the Course of Study manual will be covered. This should be done on your visits, as well as in the classroom.

LUNCH, LUNCH/MILK TICKET PURCHASE, AND ATTENDANCE SLIPS: Attendance and lunch count should be completed and sent to the office prior to 9:35 a.m. Collect any lunch money first thing in the morning and send to the office with the attendance sheets. Students may buy a week to four-week ticket in the office. At Jacobs and Washington students are permitted to "[borrow](#)" lunch [money](#). Send them to the office to borrow **prior** to lunchtime and the office will try to contact parent. We have a "closed" lunch policy. Students are not permitted to leave school grounds during lunch. Students may only leave if a parent or guardian has come and signed them out in the office.

LOCKDOWN PROCEDURES: Each school will provide lockdown procedure addend to staff handbook.

MAILBOXES: Teacher mailboxes are located in the office. Check your mailbox each morning, after lunch, and before leaving in the afternoon.

MAINTENANCE REQUEST: All maintenance requests should be made [via the principal](#) (not directly to the custodial staff). In this way the principal can monitor the requests and make sure that they are attended to within a reasonable length of time. Simply jot down your request on the form and leave it in the office.

MEDICATION - ADMINISTERING TO STUDENTS: In certain cases, students need to be given medications or inhalers at school. The school nurse will administer this. In the absence of the nurse the secretary or principal will administer this. Jacobs nurse hours are 9:30a.m. to 1:00 p.m. Washington nurse hours are 10:00a.m. to 1:30p.m. The following guidelines will be followed:

- a. The nurse/office will administer only in conjunction with written directions of a physician.
- b. A log of date and time when medication is administered will be maintained.
- c. The medication dosage or time given cannot be changed unless with the written permission of the doctor.

MONEY HANDLING: UNDER NO CIRCUMSTANCES SHOULD MONEY BE LEFT IN THE CLASSROOM AT ANY TIME. Teachers who are collecting money for school fees, pictures, book orders, PTO fundraisers, etc. Should take the money with them when leaving the room or give to the office to lock up. If money is stolen from your desk that was carelessly left there, [you must make up the loss.](#)

NURSE: Jacobs and Washington each have a half-day nurse. All health issues are to go to the nurse while on duty and then to the office. If a student complains they are not feeling well, don't wait until the last minute to send them to the nurse/office. Let's utilize the expertise of the school nurse.

JACOBS - 10:00a.m. to 1:30p.m.

WASHINGTON - 10:00a.m. to 1:30p.m.

PARENT CONFERENCE: The value of communication with parents cannot be overemphasized. The telephone conference is a convenient, yet effective, way to communicate with parents and, in many cases, is just as effective as an in-person conference.

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 contact each week to give parents some [good](#) news is a practice, which will pay high dividends for you. If the time comes that you must call parents to report a problem they are usually more receptive and cooperative if you have spoken to them on previous occasions on a positive note. You should keep a brief written report of each conference held with a parent for future reference.

Regularly scheduled parent/teacher conferences occur in early fall and Spring. These conferences take place during two days (and/or equivalent time in the evening) when students do not attend school. Teachers should have an outline of important items prepared for each student, prepared in advance by the teacher, should be used to insure that no important detail is overlooked.

PARKING:

Jacobs - Staff should use the east and west lots.

Washington - Staff should use the south lot.

PERSONAL LEAVE: Teachers may have three (3) days of personal leave per year as specified in the Master Contract. A Personal Leave Request Form must be completed and submitted to the principal at least five (5) days in advance. The first two weeks and 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.

PLANNING: Plan ahead to avoid sending students to the office with requests for supplies, materials, copying, etc. This situation creates an unnecessary interruption for the office. Your planning time should be used to prepare and secure all materials that are needed for your lessons.

PLAYGROUND - JACOBS: There should be at least one lunch monitor in each playground area during lunch recess whenever students are there. Teachers are responsible for cooperatively scheduling recess duty when other recesses are held. **Please take a walkie-talkie in case of emergency.**

PROFESSIONAL ADDRESS: Do not allow students to call you or a colleague by your first or last name. In the presence of students, parents, community members, all staff personnel should always address each other by Mr., Mrs., or Miss. Maintain your professionalism.

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 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.

PURCHASES AND TEACHER SUPPLIES: The office will distribute certain classroom supplies such as chalk, tape, staples paper clips, and pens at the beginning of the year. Teachers have US1 monies to purchase consumable supplies for their class. Teachers should submit requisitions for supplies to the principal on the appropriate forms supplied. Catalog, date or series of catalog, page number, company phone number (including fax number), budget, and all other information requested on the form must be supplied. Do not forget to add shipping and handling. Requisitions for the current school year funds must be submitted to the principal by May 16th. Effective July 1, 2005 the paying of sales tax is no longer allowed. This includes sales tax when using credit cards, purchase orders, or reimbursements from petty cash. If an employee pays sales tax the employee is responsible for paying the sales tax. Be sure to present the tax exempt certificate at time of purchase to avoid this.

PURCHASES & CREDIT CARD: The use of the school credit card is intended for small purchased and special events for which a regular purchase order cannot easily be obtained. Unless specifically authorized by the principal the charged amount should not exceed \$50. The paying of sales tax is no longer allowed. . Be sure to present the tax exempt certificate at time of purchase.

PSYCHOLOGICAL SERVICES: Request for psychological services will come through the principal or student assistance meeting (SAM). [Student Services has developed new procedures for consultations. These procedures will be reviewed with staffs early in the school year.](#)

RECESS: Classroom teachers may schedule a 15-minute recess as time and weather permits. Recess activities should be conducted in such a way that they do not interfere with physical education classes. Supervision of students is the responsibility of the classroom teacher. 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 (below 20 degrees), when it is raining, or when the play area is muddy.

RETENTION PROCEDURE: In the event that a teacher feels that retention should be considered the following steps must be followed. (The conditions under which retention may be considered are specified in Board Policy 8.30.)

1. Progress reports sent to parents each quarter detailing difficulties;
2. Parent conferences have been documented and written up and parents provided potential strategies for help at home;
3. A student assistance meeting (SAM) has been completed;
4. A Student At-Risk Report has been completed and issued at the end of 2nd quarter;
5. The teacher has advised the principal of the need to send a formal letter to parents of the potential for retention. This is done at the end of 2nd quarter. An update has been done at the end of 3rd quarter.

6. The teacher, principal, and counselor will schedule a meeting with parents during 4th quarter to discuss the potential retention.

RULES AND REGULATIONS: Each teacher shall acquaint students with all school rules and regulations, as stated in the Jacobs/Washington Parent and Student Handbook, and all classroom procedures. Collect the signed first page of the Parent and Student Handbook and send these to the office so that there is a record of this handbook getting home.

SCHOOL CLOSING/DELAYS: Severe weather in Ohio occasionally causes schools to be closed or delayed because buses cannot get children safely to school. Listen to Findlay radio stations WFIN 1330AM, WBVI 96.7 FM, WKXA 100.5 FM, or WHMQ 108 FM. New in 1999 is a web site that now has a page for cancellations. It is attached to the Findlay City School's welcome page. The web site is located at www.findlaycityschools.org and also gives an up-to-date calendar of events.

SCHOOL DAY:

JACOBS - The school day is eight hours (8:00 am to 4:00 PM). Of that time, 9:05 AM to 3:30 PM is for instruction. The other remaining time includes the beginning of the teacher's workday (8:00 to 9:05 AM), noon (40 minutes), and the end of the teachers' workday (3:30 to 4:00 PM).

WASHINGTON - The school day is eight hours (8:00 am to 4:00 PM). Of that time, 8:55 AM to 3:20 PM is for instruction. The other remaining time includes the beginning of the teacher's workday (8:00 to 8:55 AM), noon (40 minutes), and the end of the teachers' workday (3:20 to 4:00 PM).

BOTH SCHOOLS - Your lesson plans must reflect the five hours and thirty minutes of instruction.

SEARCH AND SEIZURE: The courts have ruled that school officials may search school owned property such as desks and lockers, or seize prohibited or illegal items in plain view when there exists a "reasonable suspicion" the student has violated the law or Student Conduct Code. Another school employee must witness a search. DO NOT conduct a search unless "reasonable suspicion" exists that the student is concealing contraband or dangerous or stolen property. Generally school lockers and desks are subject to search irrespective of any "cause" standard providing proper procedure is used.

Children may be required to loosen clothing, empty pockets, open purses, and remove shoes. The student should never be physically touched during a search. When a teacher feels a search of a student is warranted he/she should send another student to summon the principal. If the building principal is out of the building he/she should be contacted first, or if unavailable, assistance requested of the sister school principal, or another district administrator. The teacher shall make a follow up written report of the situation and procedures followed.

SMOKING: Smoking or any other use of tobacco product is prohibited at all times in any building, vehicle, or outdoors bleacher owned and operated by the Board of Education.

SPECIAL EDUCATION STUDENTS - PROCEDURES: Special education students are included in the general education classroom setting on a full or part time basis in compliance with their Individual Educational Plan.

RESPONSIBILITIES: The homeroom teacher and special education teacher are jointly responsible for the quality of the educational experiences of special needs students. Both teachers are responsible for adhering to the scheduled beginning/ending lesson times. Should there be a need for adjustment for some event or project the initiating teacher should discuss this with his/her colleague in advance.

HOMEROOM TEACHER

1. The homeroom teacher is responsible for making appropriate modifications to materials and techniques in compliance with the Individual Educational Plan and the needs of the student.
2. The homeroom teacher is responsible for including special needs students in all non-academic activities of the class.
3. The homeroom teacher is responsible for maintaining grades for "inclusion" subjects and regularly consulting with the special education teacher relative to progress, lesson and unit plans, and other areas as needed. A student should not have an "F" average. If so, additional curriculum modifications must be made. The exception is the student who is making little or no attempt at the modified work.
4. The homeroom teacher is responsible for obtaining grades from the special education teacher and insuring that a complete progress report and/or report card is issued.

SPECIAL EDUCATION TEACHER

1. The special education teacher is responsible for advising the homeroom teacher as to appropriate modifications to materials and techniques in compliance with the Individual Educational Plan and the needs of the student. In

subjects/periods where the special education teacher is regularly scheduled in the classroom a team teaching approach is the goal.

2. The special education teacher is responsible for development of the Individual Educational Plan with homeroom teacher input.
3. In the case of students who may have all of a particular subject in the resource room the special education teacher is responsible for keeping the homeroom teacher informed of progress and how this might impact on student performance in "inclusion" subject areas. This includes providing a listing of grades in a timely fashion for inclusion on progress reports and report cards. A student should not have an "F" average. If so, additional curriculum modifications must be made. The exception is the student who is making little or no attempt at the modified work.

STAFF MEETINGS: The principal will provide a schedule for monthly general staff meetings and monthly Building Council meetings. Grade level and specific committee meetings will be scheduled on an as-needed basis.

STUDENT INSURANCE: The company will provide all necessary information. Details will be given out to students during the first week of school.

SUBSTITUTE FOLDER: It is the teacher's responsibilities 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. The following items are to be included:

- A copy of your daily time schedule
- Schedule of recess, lunch, duties, art, music, physical education, etc.
- A seating chart/room diagram
- Class list/attendance sheet w/blank lunch count slips
- 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, might be difficult, are particularly helpful, etc
- Fire/disaster drill procedures
- Alternate plans
- Games, songs, etc, your class knows
- List of location of necessary materials and where to find things

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 follow 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).

SUPERVISION: Be in your room or outside your door to supervise students when the first bell rings in the morning. (Do not linger in the lounge or office.) When students enter the building be at your classroom door to monitor the hallway and move students into their rooms.

The teacher must accompany/supervise their students when the class goes to and from the restroom, playground, cafeteria, gym, music/art room, etc. Students should not be in the hallways without adult supervision. Never leave class/child unattended in the classroom. You are responsible for the safety of the students.

As a point of general concern we need to be aware of how the courts have been dealing with the issue of supervision/liability. Anytime a teacher or employee has students in their room or under their supervision they must exercise "due care" and "reasonable vigilance" in supervising them. Ohio law provides a measure of sovereign immunity under certain circumstances to schools and administrators, but NOT to other staff. While it is acceptable to step into the hall to briefly confer outside the door with a student or staff member, courts have held liable the teacher who leaves the class unsupervised to go to the office, run errands, make phone calls, duplicate materials, etc. Likewise, if a teacher requires a student to stay in from recess that teacher has assumed responsibility for supervision of the student. In exercising "due care" and "reasonable vigilance" in supervising students the teacher can prevent legal liability should an injury result from some event.

SUPPLEMENTARY EDUCATIONAL MATERIALS: Board policy does not permit us to charge students for supplementary materials such as Weekly Readers. Funds may be requested from the Jacobs/Washington PTO.

TELEPHONE: The telephone in the office is for school business only. Use the telephone in the teacher's lounge for personal calls. Personal phone calls to the school are to be kept to a minimum and should occur for emergency reasons only.

Long Distance calls can be made at any school phone by dialing the number and at the tone entering 246 (Jacobs) or 251 (Washington) then the last four digits in your social security number. You will be billed for any personal calls.

JacobsOffice 425-8299.....Staff Lounge - 425-8344

Washington.....Office 425-8291.....Staff Lounge - 427-5446

TELEPHONE/CELL PHONE: Cell phones usage is not permitted by staff members unless an emergency or during teacher break/planning time. The use of the cell phone must be private and not in public view. The practice of letting students use personal or staff cell phones is discouraged. All student phone calls must be made through the office or school nurse. The principal will approve emergency circumstances.

TEST STANDARDS: Classroom teachers administer tests at various times throughout the school year. The individual results are entered into testing Werks.

TEXTBOOK DAMAGE & FINES: Below is the schedule for damages to be assessed for textbook loss or damage.

- | | | |
|-----------------------------------|------------------------|-------------------------------|
| ❖ Damaged but repairable locally: | \$5.00 | |
| ❖ Damaged beyond repair: | Replacement costs | (Pages missing, water damage) |
| ❖ Lost book: | Replacement costs | |
| ❖ New cover & binding needed: | \$15.00 | |
| ❖ Torn pages, ink marks: | 50¢ to \$1.00 per page | |

TORNADO/DISASTER PROCEDURES: The tornado/disaster signal is a long buzzer/horn type sound, which is activated continuously for thirty seconds to one minute in length. (The alternative signal in case of a power failure will be a whistle.) Tornado drills will be practiced once a month during tornado season (i.e. March and April). Please practice the procedures of this drill with your students the first few weeks of school. Students are to leave all books and personal belongings in the classroom. 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. The attendance sheet/grade book and class roster should be kept with the staff member responsible for the students to account for the students. Report anyone who is missing to the office. Children should remain quiet in a kneeling position against an inside wall in rows.

VACATION REQUEST - STUDENT: Occasionally, parents will request that students be taken out of school to go on vacation with parents. Do not make specific plans for work to be taken with them. Save work to give them and let them make up all work missed within a reasonable time after returning. Application For Student Leave From School For Trip With Parents During The School Year forms are available in the office for parents to fill out. The principal approves these.

VIDEOS/MOVIES: Only "G" rated films, movies, and videotapes will be shown in elementary classrooms grades kindergarten through grade 2. In grades 3-5, PG rated films may be shown provided the principal approves of the use of the film and a letter is sent home to parents, explaining the instructional use of the film and giving parents the option of not permitting their child to see the film. Media used from television will follow age appropriate guidelines.

EDUCATIONAL - It is appropriate to use video material and tapes from WBGU-TV or other educational broadcasts to expand and enhance topics and materials covered in our curriculum. Many staff members have saved tapes of material from various sources that coordinates with reading units or topics in content areas. It is important that when we use these we make sure the children understand the purpose of the video and how it fits into the unit you are studying. Sometimes parents may get the impression from their children that they "watched movies" and that it was not part of an educational activity. As you do periodic class newsletters you might look ahead to the units you will do and mention to the parents what the class will be doing. Everyone can understand the value of reading a book then watching a video version of the story then comparing the media and how the story is treated. If you wish to use a "PG" movie as a part of this you must send a letter of explanation to parents and obtain written parent consent. Consult with the principal before doing so.

ENTERTAINMENT/REWARD - We need to be careful in this area. If you have an incentive program for the class and they can have a movie as a reward occasionally a few common sense steps are appropriate.

1. This should be limited. No more than once or twice a year...
2. Be sure the parents know in advance what you are doing and why. If the kids have earned the movie, explain your overall incentive program, how it works, and what the kids did to earn the movie. Tell them what movie the kids will see, when, and how it's rated.
3. Use "G" rated movies only! "PG" means parental guidance.
4. Communicate! Keeping parents informed is crucial. Even if you only use videos for educational purposes, if the parents' only source of information is their children's comments they may get the impression your class is "watching movies" instead of learning.

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 principal's office.

VOLUNTEERS: Parent volunteers are available for your use in the classroom. All parents will fill out a Volunteer Information sheet at the beginning of the year. These sheets will be used to coordinate volunteers for the classroom, as well as volunteers for PTO committees and school events. Please encourage use of volunteers in the morning. If a volunteer is utilized in the afternoon, please respect the teachers planning periods by keeping the teachers' lounge free of volunteers.

WHITE BOARDS & MARKERS: Use only EXPO Dry Erase Markers. Do not use EXPO² Dry Erase Markers. These do not erase completely. For cleaning to prevent damage, the Maintenance Department asks that you use only these items: (1) EXPO Dry Erase Cleaner, (2) MAR-KLEEN Dry Erase Cleaner, (3) Baby-Wipes, or (4) a damp cloth with mild soap and water.

CENTRAL MIDDLE SCHOOL

FACULTY HANDBOOK



Trojans
2012-2013

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ABSENCE

For unplanned absence, please notify Mr. Williams 419-348-8772 or Mrs. Ramirez 419-704-0479 in the evening prior to the absence or call before 6:00 a.m. on the day of the absence. Upon returning to school, please be sure to sign the necessary forms. Before 2:00 p.m. of the day you are absent, please phone the school office to notify personnel if you plan to return.

The substitute list is usually adequate; however, the availability of substitutes depends on how early we can contact them. Remember, if you are ill, please call early, before 6:00 a.m.

Whenever you need to leave the building, please stop in the main office and sign out.

ACCIDENTS AND REPORTS

ALL accidents should be reported on the regular report form. If the accident is serious, report it immediately to an administrator and seek medical assistance from the nurse. By continuing to stress safety, we can all ensure an accident free year. Report accidents the day they happen, even if you do not think you need to seek medical attention.

ANNOUNCEMENTS

These should be included whenever possible in the weekly bulletin. All P.A. announcements should be brief and should be written on the appropriate forms located in the main office. Please submit these in advance and continue to make use of bulletin boards for other announcements.

ARRIVAL AND DISMISSAL OF STUDENTS

Generally, students should arrive at school between 7:00 -7:15 am and either wait in the gym for dismissal or attend breakfast in the cafeteria each day. Members of clubs and other student groups may arrive earlier. Such students must be under the direct supervision of a teacher. All rules and regulations regarding student arrival are clearly explained in the student handbook.

Dismissal of students is only done through the offices. Normal dismissal is 2:15 p.m. and students, unless under the direct supervision of a teacher, are to be out of the building by 2:45 p.m. Please report violations to an administrator.

ASSEMBLY SEATING

A designated area will be assigned to each homebase teacher. Teachers will then assign each student in his/her class a seat. Teachers will send a copy of their assembly seating plans to the assistant principal, and will retain one for their own use. All non-teaching staff will be assigned an area to assist in supervising.

ATHLETICS

Boys in the 7th grade at Central participate in football, basketball, wrestling, and track. Girls in the 7th grade may participate in volleyball, basketball and track. A schedule for all of our athletic contests will be distributed early in the year.

According to a newly adopted OHSA By-law, "A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades".

[Type text]

The board adopted training rules will be enforced by all coaches. It is the responsibility of the coach to know and understand the training rules, and to give them and explain them to their respective teams.

ATTENDANCE FOR STUDENTS

A complete outline of attendance expectations and procedures may be found in the student handbook. Please read this section carefully and note any changes.

ATTENDANCE CHECK DURING THE DAY

You will receive the daily attendance report each morning via email. Please **check your class attendance each period** against this report. All discrepancies should be reported to the Main Office right away. All absence notes, vacation notices, etc. need to be given to Mrs. Moore in the Main Office. Please! Do not keep these.

AUDIO-VISUAL

Our librarian is our AV coordinator. All requests for AV equipment should be made by 7:20 a.m. on the day needed. The day before would be preferred. Our portable VCR is also available for your use; please sign the appropriate request form in order to schedule its use. If equipment needs repaired send it to the librarian with your name and a note describing the problem.

BOOK RECORDS

Form 15--This is the record sheet on which are recorded the student's name, title of book, condition, etc.. Retain this form until the end of the year. It will be collected during clerical day check-out.

Form 32--This is a summary sheet of fines given to each teacher near the end of the year. Both forms must be stapled to the envelope containing fine money when returned at check-out.

BUDGETS

Money for school supplies comes almost entirely from one source--the regular budget of the Board of Education. The school activity fund is to be spent for its intended school activities purpose.

School Board Budget: Each year a budget is completed by June 30. The funds for library, classroom supplies, duplicating materials, etc. are budgeted here. All requests are typed in the office on a regular Purchase Order. Normally, except for regular stock items, all requests for spending should be made by May 15. Most of the budget items are figured on a per pupil basis. Supplies for most subject areas come from our B-6 account- or classroom supplies budget. **WHEN REQUESTING AN ITEM, PLEASE SUBMIT FULL ORDER INFORMATION TO THE SECRETARY.**

School Activity Accounts: State guidelines require that all monies spent from the activity accounts be part of a spending plan (budget) and meet the requirements of the guidelines. Thus, each activity (athletics, newspaper, etc.) must complete a budget, specifying expected income, expected expenditures, and the purpose of the club or organization. If the spending plan of the club or activity changes (which it may) a new budget revision must be submitted for Board approval.

CAFETERIA

Our cafeteria is in operation from 7:00 a.m.–7:25 a.m. for breakfast and 10:00 a.m.-1:00 p.m. for lunch. Central operates a closed lunch period and all students will be required to remain in the building during lunches. Standard cafeteria guidelines have been established and appear in the student handbook. As per Board policy, no food items may be sold during lunch periods by individuals or student groups.

CLASSROOM APPEARANCE

Please give special attention to your room's appearance. When leaving at night, make sure windows and curtains are closed, lights are off, paper is picked up, and special cleaning requests have been submitted. Please refrain from using tape on painted walls, and please report all damage to an administrator. Again, we ask that you try to conserve energy by turning off lights when your room is not in use. Forms are available in the main office for registering any cleaning complaints.

CLASSROOM MANAGEMENT

A firm, fair, and consistent set of classroom expectations should be developed and given in written form to every student on the first day of school. Extensive planning is required in terms of building such classroom guidelines. Remember students need to totally understand what the expectations are. They also need to know the consequences for nonconformity, as well as, the positive rewards for compliance. Consistency in enforcing your guidelines is critical.

We ask that you always keep in mind the unique nature of middle school students. They are people with feelings, needs, problems and the vast majority want to be in school and learn. A small minority will cause problems--however, we cannot let this small number disrupt the learning process for the rest.

The best approach to good classroom management is preventive in nature. The teacher who is well prepared, enthusiastic, cares about children, and who consistently treats his/her students fairly, firmly, and without sarcasm will have few discipline problems.

Some Guidelines for success:

1. Maintain a fair, yet firm classroom environment.
2. Motivate and direct classroom instruction toward well-planned and clear objectives.
3. Provide tasks and assignments which students are capable of achieving.
4. Always reinforce positive behavior.
5. Reward whenever appropriate.
6. Be empathetic--too much empathy is impossible for a teacher to have.
7. Encourage self-discipline.
8. Always clarify your expectations.
9. Do not threaten, humiliate, use sarcasm or physical force (except for self defense).
10. School suspensions will only be assigned by a principal.
11. Grades will not be reduced as a disciplinary measure.
12. Mass discipline measures should never be employed.
13. Any teacher may assign detentions. Bus students should be given one-day notice so that arrangements may be made.
14. After school detentions are preferable.
15. It is strongly suggested and usually more effective to call parents when a problem situation develops, rather than to wait until the child makes first contact.
16. When a problem situation occurs:
 - It is always better for teachers to handle his/her own minor problem situation according to his/her classroom management guidelines. Students then realize

that the teacher is consistent and means what he/she says. Students realize that you will follow through and they will learn to respect you if this is done fairly and consistently.

- Always contact parents. The administrators or counselors are always available to lend assistance, and for more serious offenses, do not hesitate to contact us.
- 17. Two copies of your classroom management plans must be turned into the Main office. If you change any of your expectations, you should also revise your original plans and notify the administrators.
- 18. When referring a student to either office, please specify the exact nature of the offense in writing on a discipline slip. This gives us a written record and a basis for future action if necessary. All discipline slips will be sent home to parents.
- 19. For specific, Board adopted discipline information, please see the student handbook.
- 20. Other Classroom management responsibilities:
 - a. Check attendance, period by period. This is the teacher's responsibility.
 - b. Check for students in your class whose names appear on the daily attendance sheet. If the student is on the absence list, and is in your classroom, send them to the Main Office for verification that they have signed in.
 - c. Students tardy (2nd through 8th periods) to your class should be admitted and your classroom management procedures should be applied. If tardiness becomes a continuing problem, send student to the office for further disciplinary action.
 - d. Never permit your students to leave your classroom without first signing out and receiving a written or wooden hall pass.
 - e. Plan to be at your door and assist in hallway supervision during all class changes. We all share equally in clearing hallways and maintaining order throughout the building.

CONFERENCE PERIODS

Conference periods are established for use in class preparation and planning. Each teacher will be given a minimum of 200 minutes of planning time per week. There will also be a team planning period each day.

COURSE OF STUDY

The school program for our students is designed to fill their schedules with a combination of academic and exploratory subjects.

<u>Grade 6</u>	Academic classes: Language arts, mathematics, science, reading, and social studies Exploratory classes: Physical education, vocal music, art, computer literacy, Trojan enrichment and instrumental music
<u>Grade 7</u>	Academic: Language arts, mathematics, social studies, reading and science. Exploratory: Physical education, vocal music, art, enrichment, spanish and instrumental music.

COMMUNICATION FORMS

Envelopes for inter-school business are provided. Contact the main office.

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CUSTODIAL FORMS

If you have a small task which needs to be completed, ask the building foreman. If he does not have time, or is unable to complete the job, please inform an administrator.

DAILY SCHEDULE

Please see opening day bulletin.

DETENTION

Detention, if given for classroom disturbances, will be handled by the teacher. All students should be given a day's notice **and parents should also be contacted**. Mass detention should never be employed. During the detention the teacher must be with the student(s). After school detentions are preferred, and should not be longer than 55 minutes. The office also assigns administrative detentions. These begin at 2:20 pm and end at 3:15 pm. Teachers are needed to volunteer their time to assist with this. Only those students assigned by the principal or assistant principal (excluding those of the monitor) are to report to administrative detention. Students are assigned administrative detention for some of the following reasons: tardiness to school, hallway-cafeteria-or other non-classroom rule infractions, disciplinary action taken by an administrator as a result of a teacher referral, skipping a class or truancy, or other reasons as determined by an administrator.

EVALUATIONS--INSTRUCTIONAL IMPROVEMENT

The evaluation of a teacher is a cooperative and continuing process for the purpose of improving the quality of instruction. A variety of strategies will be used by administrators, including short walk-throughs, to provide feedback to teachers on how their instruction can be improved.

Teachers will be evaluated in accordance with the Master Contract.

EXCUSING STUDENTS

No student is to be excused from school, leave early, or run an errand without first reporting to the office for permission. Dental or doctor appointments are valid reasons for excuses, however, a written parent note must first be presented to the attendance office, whereupon an appropriate pass will be issued.

FACULTY DRESS CODE

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 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.

FACULTY HOURS

The teaching day begins at 7:15 a.m. and concludes at 3:15 pm. Some may wish to establish more flexible times, if so, please see the principal to arrange such requests.

FACULTY SPONSORS

Faculty sponsors are required to attend all club or group meetings. When held at night, or after school hours, a building permit is needed to reserve the room(s). Activities held at night mean that the sponsor is to be in the building before the time scheduled for students to enter, **and remain until the students under his/her care have safely left the building.**

FEES

All fees will be collected in the main office during the first few days of the school year. The list of fees changes from year to year, thus, these will be announced in your opening day bulletin. Each child must receive a receipt. Often there are students who claim lack of funds and are unable to pay their school fees; please direct those students to the Main Office. Students may also pay fees on line.

FIELD TRIPS

Field trips are a major part of a good school program and are strongly encouraged at Central. They should be well planned in advance. There should be an appropriate purpose for taking the trip and all such visits must be approved by the principal. When planning such activities, make sure formal plans are devised and all parents receive appropriate permission slips and emergency medical form. No student will be permitted to go on an outing without a signed parent permission slip. Verbal approval may be permissible. Plan early, since funds for field trips are limited.

FIRE/TORNADO DRILLS

(Please see Appendix K-1 and K-2 for Evacuation Procedures)

- 1) During the first day of school, each teacher should go over these with every class. This includes cafeteria monitors. Fire drill/tornado drill procedures must be posted in every classroom.
- 2) In the event of a fire or a fire drill the following procedures should be adhered to:
 - a. The fire bell is the signal to leave.
 - b. Order comes first--speed second.
 - c. Walk in single file to proper exit.
 - d. Absolute quiet is mandatory.
 - e. The first person to the exit should hold the doors open for others
 - f. Make sure exit instructions are properly followed.
 - g. Special provisions have been made for the handicapped.
 - h. If an exit is blocked, proceed to the nearest exit and then to your assigned place outside the building.
 - i. Teachers should take their class books with them, and accurate attendance will be taken.

*In the unlikely event of a fire during the lunch period, the following will occur:

- a. Monitors should split the cafeteria into two sections--East and West. Teachers should be assigned to each section.
- b. East Section: Exit through southeast corner door --go upstairs and out S. Cory St. door. Proceed to homebase checkpoint.
- c. West Section: Exit through southwest cafeteria doors— go upstairs and out W. Main Cross St. doors. Proceed to homebase checkpoint.

***TEACHERS ARE EXPECTED TO CLEARLY EXPLAIN FIRE AND TORNADO PROCEDURES ON THE FIRST DAY OF SCHOOL.**

FORMS USED

There are many forms you should become familiar with this year. Make sure you know the following: absence (employee), accident, early dismissal, hall pass, detention card, announcement, assembly seating, discipline, counselor referral, field trip request, parent permission, insurance, form 15 and form 32, student absence, form 630, goals, evaluation, and building permits.

GRADES AND GRADE CARDS

Grade cards will usually be issued one week after the end of a grading period. Your grades must be posted using Progress Book. Please take your time when putting grades in the computer. All "I's" should be removed and changed to regular letter grades as soon as possible--normally within a week or ten days after a student returns to school. Incompletes become "F's" if work has not been completed.

Grades should be carefully determined and comply with board policy. A sufficient number of tests, quizzes, and other written work should be used to determine grades. An F should be given only when a teacher has looked at all aspects of a student's work. Regular attendance (or lack of same), the student's ability, the level of the class, and other considerations should be evaluated. Students in danger of failing should be referred to the counselors early on.

At no time will a teacher be permitted to raise or lower a grade for reasons involving student conduct. Conduct may be included in classroom participation or another category and used in averaging final grades. It is the teacher's responsibility to become familiar with current Board Policy regarding grading.

PART II.....GRADE REPORTS-MIDDLE SCHOOL (Board Policy)

LETTER GRADES OF A, B, C, D, F, S, U, I, WDP, or WDF are given in all subject areas. Students receive grade cards four times during the school year. The cards are distributed five school days following the end of each nine-week grading period.

The requirements for honor rolls are:

Merit Honor Roll, a student must receive at least a 3.00 average.*

Distinguished Honor Roll, a student must receive a 3.5 average.*

*Subjects are weighted on the number of days they meet during the week. Students with a D or F for the 9 week grading period are not eligible for the honor rolls.

In determining course averages and in differentiating between credit and no credit, the following regulations will be observed:

An average grade will be determined at the termination of all courses, both 1st semester and 2nd semester. TWO F's IN THE LAST TWO GRADING PERIODS OF A COURSE WILL DETERMINE NO CREDIT FOR THE COURSE.

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

[Type text]

Grade records will be annotated to indicate the type of section the student was enrolled in for each subject.

GUIDANCE COUNSELOR

Plan to make use of our counselor services. They are always available to help students and to assist staff in building strong relationships with our students.

Teachers are urged to make use of permanent records. These are housed in the main office, and should be used there as well. No records should be removed from the office without permission of the building principal.

HALL PASSES

Students must sign out and also carry a hand written pass when leaving a classroom during the school day. Please write a pass if you permit a student to leave your room; also have the student sign out on your sign out sheets. Please refrain from writing student passes as much as possible. During class time students should be in class!

Hall passes are found on the students Assignment Notebook. Students are expected to have these cards with them at all times during the school day. Students not having their card will have 24 hours to produce it.

HAZING POLICY

It is the policy of the Findlay Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil or criminal penalties in accordance with Ohio law.

HEALTH

The nurse is in our building each day from 7:30 am to 1:00 pm. When the nurse is in, all students should report to her when feeling ill. Otherwise, students should be sent to the principal or assistant principal.

First aid supplies are located in various places in the building. Often certain health problems go undetected. If a teacher is aware of a serious problem, or questioning something, please

contact the office or school nurse. Every effort will be made to notify staff of serious problems which may affect school performance.

HOMEWORK

Both a prior knowledge and educational research demonstrate the importance of time on task in any learning situation. Therefore, teachers will assign homework which complements instruction by providing opportunities to practice and expand learning that occurs in the classroom. The type and quantity of homework assigned should be determined by the needs of the individual student and should not require instruction beyond the class period, thereby requiring parents to provide instruction. Homework should be an application, adaptation and extension of a classroom experience. It must not be assigned for disciplinary purposes.

In addition to the work accomplished in class, assignments are made of work to be completed outside that classroom. These assignments consist of applications, adaptations and extensions of classroom learning. Such assignments might be completed during school hours in homebase, study times in class, or they may require work outside of the school day. All are considered homework.

Homework is required in all academic subjects as deemed necessary by the teacher. This includes at least language arts, math, science, social studies and reading. Homework or practice time is also encouraged in non-academic subjects.

Assignments for independent study are a normal part of the school program on all levels.

Independent study is that work which is not dependent on simultaneous instruction and which is completed by students with a minimum of supervision from the teacher. The complexity of the work and the degree of independence required to do the work will be controlled by the teacher to match the ability, maturity and developmental level of the student. Students are encouraged to develop independent study habits and to be creative in developing areas for such study. Teachers will assign topics from time to time for students to pursue on their own.

Although the time schedule for assignments must be flexible in terms of the needs of students and the course of study, the following table indicates the assignments that may be expected:

<u>Grade Level</u>	<u>Time Allotment</u>
K-3.....	10-30 minutes per day total
4-5.....	30-60 minutes per day total
6-8.....	20-30 minutes per subject, per day
9.....	30-40 minutes per subject, per day
10-12.....	30-45 minutes per subject, per day

The student is responsible for allotting periodic study time for long term assignments. A pupil may have to use holiday time to make up work or complete projects.

HOSPITALIZATION AND INSURANCE

Teachers are urged to avail themselves of all information regarding insurance. You are also eligible for student insurance when it is offered in the fall.

INDIGENT CHILDREN

For students who need help, help will be given. A procedure has been established whereby students may receive workbooks, clothing, shoes, medical attention, etc., if their parents are unable to furnish these things. If such a student becomes your concern, please notify a counselor.

LESSON PLANS

Clear lesson plans are a part of every good teacher's program. These are expected to be written out at least one week in advance. Lesson plans should follow the course of study and clearly state performance objectives as well as, methodology and assessment techniques. It is expected that all teachers will share written lesson plans when requested to do so by an administrator.

Lesson plan books should be available for use by a substitute. Emergency lesson plans are to be on file in the main office at all times after the turn in date of September 8th. These plans must be revised if duplicating the lesson will be a redundant activity.

LIBRARY

Procedures for using the library will be explained by the librarian at the beginning of the school year. Classes are urged to use the library as a regular part of the instructional program. Teachers should always check in advance to make certain that the library is available.

LOCKERS AND LOCKS

Each student is issued a locker and an assigned combination. Please check your homebase regularly to see if lockers are neat and being used properly. Please emphasize to students that combinations should not be shared. The list of combinations you receive for your homebase should not be shared with other students. At least two locker cleanouts will be held each year.

MONEY AND DEPOSITS

Money is never to be kept in your room overnight. All monies collected should be deposited with the MAIN OFFICE by 10:30 a.m. and you will be issued a receipt. DO NOT LEAVE MONEY IN THE OFFICE UNLESS ONE OF THE SECRETARIES IS THERE.

Purchase orders are required prior to the expenditure of any student activity money or Board funds. Staff members ordering any items or services without first having an approved purchase order will be held liable for the expense.

In an emergency, a school credit card is available to use with prior written permission of the principal. All purchases with a credit card must be tax exempt.

NIGHT USE OF BUILDING

Teachers who make use of the building at night should first clear its use with the principal. Normally there are no problems, however non-school functions are often held here at night.

NO SCHOOL DAYS

Whenever the weather is so poor that schools may be closed, students and teachers are advised to listen to the radio for this information. Normally these announcements are made very early in the morning. When school is cancelled due to inclement weather, all scheduled events are also cancelled.

PERMANENT RECORDS

The permanent records are located in the main office. Teachers are urged to use these records whenever possible. They should not be taken from the main office unless prior permission is first granted. Be sure to sign the records review form in the student file.

PERSONAL DAYS

Three personal days may be taken each year by a teacher. The purpose of these days is to take care of the unusual items of business that come up from time to time. A form, requesting the principal's permission, must first be completed. See the master contract for specific details.

PICTURES

Pictures are taken at the beginning of the school year and in the spring. Teachers do not pay for their pictures.

PUBLICITY

School publicity is very important and should be channeled through the principal. If you are doing something in your classroom or if your organization is conducting a worthy event, please report this to ensure proper coverage.

RESTROOMS

The following restrooms have been designated as those for ladies: the one near 107, and the restroom on the lower floor near the cafeteria. The following are for men: the restroom on the top floor at the far west end of the building, and the restroom in the little office by the vocal room. Also, males may use the one on the lower floor near the copy machine room. There are many "hidden" restrooms throughout the building.

SCHEDULE CHANGES

A request for a schedule change should originate from the counselor. Do not hesitate to recommend such changes when one seems advisable. Level changes normally are the chief areas of concern. Not all changes can be made, nor can many be made with ease.

SCHOOL PARTIES - ACTIVITIES

School parties are usually sponsored by different clubs. Individual room or section parties are discouraged. Class functions that are held during the school day should be educational in nature and limited in terms of serving refreshments. Often parents may be invited and this is strongly encouraged.

SCHOOL SECRETARIES

Central has three full time secretaries. Often, these people are placed in positions of delegated authority by the school administrators. Teachers are expected to understand that the secretaries are representing the school in carrying out these duties.

SCHOOL STORE

There are dispensing machines for pencils, pens and paper in the 2nd floor hallway near the main office, and the middle of the 1st floor hallway.

SMOKING

Faculty and staff are not permitted to smoke in any area INSIDE or OUTSIDE the school building.

STAFF MEETINGS

Administrators have been asked to hold regular staff meetings. Grade level and encore team meetings will be held on Tuesdays most weeks. We will be having a full staff meeting on a monthly basis. They are on the meeting schedule in the opening day packet and will be announced in advance in the weekly bulletin or via email. An administrator should be notified if you are unable to attend a staff meeting.

STUDENT ASSIGNMENT BOOKS

All staff members are requested to read both the assignment book information and student supplement. All student expectations and responsibilities are clearly outlined in these.

STUDENT ROSTER

A notebook is kept up to date in the main office. We also will have an accurate computer print out and mailing labels available.

STUDENT TEACHERS/FIELD EXPERIENCE STUDENTS

Findlay City Schools receive many requests each year to host student teachers and field experience students from area colleges and universities. A draft system is now being utilized by administrators to place these individuals in our buildings. Teachers who desire to work with a student teacher or a field experience student should notify the principal in writing or via email. Requesting a student teacher or field experience student does not guarantee placement. All placements must be handled by building administrators and receive prior approval before being initiated. Student teachers and field experience students should become a part of our staff and made to feel welcome. They are expected to attend appropriate meetings and participate in school activities. (Please check Board Policy and/or the FEA Master Agreement for eligibility to host a student teacher or field experience student.)

TESTING

Our testing program is usually completed by early May. Normally the program is set up so that children will not miss the same classes when being tested.

TEXTBOOKS

All textbooks will be assigned to students at the beginning of school and collected from them at the end of the school year. Any damage that exceeds normal wear and tear should be examined closely, and reasonable fines assessed. Lost or severely damaged books should be charged the full price, regardless of the age of the book. Use Form 15 when distributing your textbooks.

WITHDRAWALS

On the last day of attendance, a student who is withdrawing must report to the main office the first thing in the morning to complete necessary paper work. The student will then follow his/her regular schedule for the remainder of the day, turning in books and paying any fines he/she may owe. After the conclusion of the school day, the student is to return to the main office with the forms for grades, fees, and other fines to be completed. This will then be signed by the principal.

WORKBOOKS

Unless the workbook is a regular part of the course of study, teachers are urged to take a second look before such requirements are set up.

APPENDIX K-1 EMERGENCY RULES AND ROUTES FOR FIRE

GENERAL RULES

1. Pupils, with their teachers, should leave rooms quickly and proceed by the shortest route possible through the exit assigned in an orderly and quiet manner. Eliminate talking and unusual noises.
2. Pupils and teachers should move away from the building exit rapidly to allow other groups to leave the building.
3. Each teacher will have a designated spot outside the building to which they are to go in order that the teacher may make a pupil accounting. Teachers in charge should report to the designated areas after groups are out of the building.
4. Teachers should take their class lists with them at all times when leaving the building under emergency conditions.
5. When a room is vacated, see that all doors and windows are closed and lights are turned off.
6. If the emergency exit regularly assigned the classroom is blocked, proceed by the way of the closest exit.
7. Teachers who do not have classroom responsibilities during a fire drill are to help with the drill in every way possible by supervising students. These teachers may be assigned to have a teacher as a fire drill buddy.

South West Street Check Points (Report to Mr. Williams):

- Proceed to South West Street and follow map for classroom line up. All classrooms on South West Street Check in with Mr. Williams

West Main Cross Street Check Points (Report to Mrs. Ramirez):

- Proceed to West Main Cross Street and follow map for classroom line up. All classrooms on West Main Cross will check in with Mrs. Ramirez

Back Parking Lot Check Points (Report to Mr. Burrows):

- Proceed either out the back of the building or use the doors by North Cory Street to exit the building. Proceed to designated areas in the parking lot and check in with Mr. Burrows

[Type text]

Mr. Mike Hough - will report to Mrs. Kairys at Big Rock when the building has

[Type text]

been checked.

Cafeteria Help (Cooks) are to report to **Sharon Roddy** at the overhead door on Cory St.

After area attendance - all areas (Mr. Williams, Mrs. Ramirez and Mr. Burrows) are to send report to Mrs. Kairys at the Big Rock.

APPENDIX K-2
DISASTER PLAN - TORNADO, SEVERE STORM, ENEMY ATTACK
GENERAL RULES

1. A verbal warning through the fire alarm system will be the signal for this alert. This indicates a possible tornado, damaging severe winds, or a possible attack by bombing.
2. Assigned places are on a room basis and no matter which teacher is in the room they go to this assigned area.
3. The following procedures should be used:
 - a. Teachers should lead students quickly, orderly, and quietly to assigned area.
 - b. Students are to be seated facing the hall walls. If additional space is needed in the assigned area, students may lean over seated students with their arms against the wall and their heads down. Do not let students sit or stand in front of any door or window in the hall.
 - c. Everyone is to remain quiet for any public address directions.
 - d. Teachers should have with them at all times the class attendance record so that if they are requested to make a check of their group, they will be able to do so.
 - e. Teachers should be prepared to accept minor changes to any of the above directions. Other areas of building that could be used are: restrooms, parts of the cafeteria and the locker rooms.
4. All pupils are to remain in the designated area until the “all clear” announcement is made over the PA system.

Specific Locations:

1. All 6th grade students' classrooms should exit out of their rooms and proceed to the cafeteria. Those classrooms in the basement hall to stay to the middle of the hallways so the upper classrooms can line the basement hall. The first classrooms in the cafeteria must line the walls away from the window area first. After this space is taken, students will continue to sit behind the students, filling the space. Teachers are to assist with directing students.
2. All classrooms on the 2nd and 3rd floor for 7th grade students should proceed down the nearest staircase and line the basement hallway directly below their classrooms. Once students are seated facing the lockers, additional students may line up behind them if necessary. Teachers are to assist in the directing students
3. ENCORE: Students in the music classrooms, health and art should seat students in the cafeteria or just directly outside the cafeteria doors in the lower hallway. GYM/LIBRARY: please seat students in the basement hallway by the 7th grade students.

**APPENDIX K-3
Central Middle School
Lockdown Procedures**

Level 1 = Conduct class as normal with the following exceptions:

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or unless they are called down by the office.
3. Turn on and monitor your email page to gain any additional information and updates.
4. Students will change classes as normal. When the next class period begins, the lockdown will continue until it has been cancelled by an administrator coming to your room.

Level 2 = All of the above with the following added:

1. Take attendance at the beginning of the Level 2 Lockdown and notify the Attendance Office immediately via email of any students who have not returned to your class (i.e., they were out on a pass) or of any students present who are not assigned to your class (these students should stay in your room).
2. Lock and close all windows.
3. If you have an emergency, dial the main office ext. 8257 or ext. 8329. If you do not have a classroom phone, be resourceful and use your cell phone or a student's cell phone.
4. Keep all students in your classroom until the Level 2 Lockdown has been cancelled by an administrator coming to your room. Do not allow students out of your room unless an administrator or Security/Police comes to your door to get them.

Level 3 = Duck and cover immediately and stay there until escorted out of room by Security/Police accompanied by an administrator.

1. Stop teaching, turn off the lights, duck and hide.
2. Give the impression from the hallway that there is no one in the room. If possible put sticky note in outside window letting law enforcement know how many people are in the room.
3. Do not answer your door or respond to any verbal commands until directed by Security/Police to do so. We will do our best to evacuate people from the building in a safe and orderly fashion depending on the situation.
4. If you have an emergency in the classroom, use a phone to dial 9-1-1 first, then the main office.

Please keep this information in your substitute teacher folder at all times.

APPENDIX K-4 AUDITORIUM EMERGENCY FIRE ESCAPE PROCEDURES

The auditorium will be divided into sections and each section will exit by the door designated. The following is the plan to follow:

WEST	CENTER	EAST
Rows A-J	Rows A-J	Rows A-J
Rows K-Z	Rows K-Z	Rows K-Z

Upon exiting the building, students will go to their homebase check point.

During Class Changes

All students will leave the building by the nearest exit and then proceed to their homebase check point.

APPENDIX K-5 BOMB THREATS

In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are recommended:

1. When a bomb threat is received, the recipient of the call should attempt to determine from the conversation as many facts as possible (see bomb threat check list) and immediately inform the principal or his designee.
2. The responsibility for the decision on immediate evacuation of the school building shall be that of the **building principal**.
3. The principal or his designee shall immediately notify the police and fire department by calling the emergency 911 number and the superintendent will be notified.
4. A search of the building or premises shall be conducted under direction of the senior officer present from either protective department. School employees will not be required to assist in the search.
5. Strange or suspicious objects (possible bombs) are not to be touched or moved. Such objects should be handled only by those designated by the police and fire officials.
6. Return to the building will occur when the senior protective officer (fire or police) indicates that safe re-entry is in order.
In the event of inclement weather one area of the building (gym, cafeteria, auditorium) should be searched first and used as an assembly area until the total search is completed. Re-entry to this area will be made upon authorization by the senior protective office (fire or police).

7. Investigation of the incident will be made by the police and school employees, and subsequent action after the above procedures have been followed is the prerogative of the Superintendent or his designee.
8. Any decision concerning the dismissal of pupils and school employees, and subsequent action after the above procedures have been followed is the prerogative of the Superintendent or his designee.
9. Information regarding the above will be released to the news media only by the Superintendent or his designee.

APPENDIX K-6
EXAMPLE OF NOTIFICATION POLICIES OF NON-DISCRIMINATION

The Findlay City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities operated by the district.

It is the policy of the Findlay City School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap.

No student shall be denied admission to the Findlay City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, or handicap, or any other basis of unlawful discrimination.

To carryout these policy statements, persons and offices as identified herein shall be responsible for compliance within designated areas:

Title IX Coordinator
(non-discrimination on the basis of sex)
Name: Mr. Craig Kupferberg
Office: Central Administration Building
Telephone No.: 425-8364

Title VI Coordinator
(non-discrimination on the basis of race, color, national origin)
Name: Mr. Rich Steiner
Office: Central Administration Building
Telephone No.: 425-8231

Section 504 Coordinator
(non-discrimination on the basis of handicap)
Name: Mr. Rich Steiner
Office: Central Administration Building
Telephone No.: 425-8231

Questions or requests for information should be directed to the appropriate office or person.

APPENDIX K-7

Administrative Procedure
Findlay City Board of Education

8.11

USE OF VIDEOS IN MIDDLE SCHOOL CLASSROOMS
(Grade 6 thru 8)

Only G and PG rated films, movies and videotapes will be shown in middle school classrooms grades 6 thru 8.

Media used from television will follow the age appropriate guidelines.

Employee Accidents/Injuries

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, or 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 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 (Appendix K-8):

- * 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 (Appendix K-9).
- * 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, Assist. 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 is completed/issue closed
5. Make a copy for your records
6. Send completed form to Administration Office for the Safety Team

APPENDIX K-8 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 K-9
INITIAL INJURY REPORT**

NAME: _____ SS# _____

DATE OF INJURY: _____ TIME: _____

DATE REPORTED: _____ TO WHOM: _____

WHERE DID INJURY OCCUR? _____

NAMES OF WITNESSES: _____
(IF NONE PLEASE WRITE NONE)

DETAILED DESCRIPTION OF EXACTLY HOW INJURY OCCURRED:
(If additional space is required use back side of this form)

WHERE SPECIFICALLY ARE YOU HAVING PAIN? _____
(LIST ALL AFFECTED AREAS: LOW BACK, RIGHT UPPER ARM, ETC.)

HAVE YOU EVER SEEN A DOCTOR REGARDING THIS PROBLEM? YES _____ NO _____

IF YES, WHEN _____

DOCTOR'S NAME _____ PHONE _____

STREET ADDRESS _____ CITY _____ STATE ____ ZIP _____

FAMILY PHYSICIAN'S NAME _____ PHONE _____

STREET ADDRESS _____ CITY _____ STATE ____ ZIP _____

DO YOU WORK ANYWHERE OTHER THAN HERE? YES _____ NO _____

IF YES, WHERE? _____

SIGNATURE

DATE

GLENWOOD MIDDLE SCHOOL



TEACHER HANDBOOK

2012-2013

**GLENWOOD MIDDLE
SCHOOL
TEACHER HANDBOOK
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ACCIDENTS/INJURIES - EMPLOYEES

It is the policy of the Findlay City Schools 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 in the District. Concerns can be expressed to the Superintendent's office and the District's safety committee by calling extension 8212.

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 the 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, and practices and perform his/her duties in a safe manner. Employees are responsible for reporting via the Safety Alert Form (Exhibit U & U1):

- unsafe acts,
- unsafe conditions,
- potential hazards,
- accidents, and
- risks of any kind

to their 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 V)

- 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).

ACCIDENT REPORTS - STUDENT

Any time a student has an accident or is injured at school, an accident report must be completed. The staff member, in consultation with the student, should complete the report and file it with the principal. (**Appendix O**)

ANNOUNCEMENTS

Announcements will be read daily first period and at the end of the school day. Announcements should be written on the appropriate form by a staff member or emailed to the main office secretary, preferably by 7:15 a.m. or proofread by the staff member who has requested that a student prepare an announcement. Since daily announcements are our best method of communicating with the entire student body and staff, everyone is expected to cooperate in seeing that students are attentive. Please see **Appendix W** for a list of dates for when your homeroom is responsible for the Pledge of Allegiance.

Announcements will also be put on our online calendar for parents and students to see from home.

ASSEMBLIES

Students will be called to the auditorium over the public address system with those students housed in the north half of the building entering the north doors of the auditorium and those housed in the south entering the south doors filling up the floor and balcony areas respectively.

All teachers will sit with their respective classes during the assembly period while those teachers not assigned an academic assist will be monitoring other areas designated by the principal. Teachers are responsible for supervising their assigned students and assisting in maintaining the overall orderly atmosphere. Seating will take place in the order that classes are called.

ATTENDANCE PROCEDURES

Accurate attendance is an extremely important part of the school's day to day operations. Please follow procedures carefully. Teachers are required to take attendance through Progress Book (**Appendix A**) and send it to the attendance office by 8:00 a.m. each morning. Each teacher will then receive an attendance sheet, via e-mail, which teachers should review each period and report any discrepancies to the Attendance Office immediately.

Please attend to these details carefully. If students discover that their presence in your classroom is not important to you, it will not be important to them.

AUDIO -VISUAL AIDS

The audio-visual department exists to assist teachers. The equipment available for use is located in various places on separate floors.

- | | |
|--------------------------------|---|
| 1. One Television - each floor | 5. Overhead Projectors - Rooms |
| 2. VHS - Rooms | 6. Opaque Projector - Conference Room |
| 3. Camcorder - Library | 7. Projector Replacement Bulbs- Library |
| 4. Computer Speakers | 8. Digital Movie and Still Cameras |

The computer lab will coordinate a sign-out sheet for teacher convenience. It is imperative that equipment be signed back in. You are responsible for any equipment that has been signed out.

BOARD OF EDUCATION MEETINGS

The Findlay Board of Education meets the second and fourth Monday of each month at 5:30 p.m. in the Board Room at TLB Building or at a designated school. Staff members are always invited to attend. See attached schedule, **Appendix T**.

BOOK RECORDS

1. Form 15 - This record sheet is to be used by classroom teachers to record student's names, titles of the books, condition of the books, date books were given to students, date books were returned, fines due, and fines paid. The teacher retains this form until the end of the year when it is returned to the principal. (**Appendix B**) Teachers also need to give an accurate count of text books to the Assistant Principal when checking out at year-end. The count should include book count at the beginning of the school year, books collected and books lost at the end of the year. Form **Appendix B-1** should be completed and turned in at year-end.

2. Form 32 - This is a summary sheet of fines. It will be given to each classroom teacher near the end of the year. (**Appendix C & Appendix C1**)
3. Forms 32 and 15 must be stapled to the envelope containing the fine money when it is returned on the designated day.

BUILDING MAP (Appendix D)

BUILDING USE/SCHOOL EVENTS

With numerous co-curricular and extra-curricular activities scheduled, the Glenwood Middle School and Findlay City School calendars are very comprehensive. Teachers should note conflicts when scheduling any activity before and after school. Proper communication with administrators is essential in the process. In the event a teacher wishes to use the building for a school sponsored activity, an appropriate facilities permit (**Appendix E**) must be completed and filed with the principal. A complete FCS calendar is attached as **Appendix F**.

All events should be placed on the master calendar in the main office and should also be given to Mrs. Shank in order that the electronic calendar can be updated. This calendar is available to everyone through the website.

CHANNEL ONE

We are fortunate to have Channel One Network in our classrooms with television monitors and other video technology. Teachers may use the network to show videos or broadcast student events or activities. In the event there is a problem with your television monitor, report it to the librarian immediately.

CLASS CHANGES

Please do not dismiss any students from class before the dismissal bell as a reward or for any other reason. After the bell rings, teachers should **step into the hallway** and **remain** in the hallway or at their door during the passing period.

Teachers' presence in the hallways causes improved behavior in the halls and stairways. Therefore **all** staff members must help in this respect. The dividends will be evident, both in our hallways and at the beginning of classes. Unless you must travel to another classroom for the next period, you need to be **in your hallway or at your door** during the entire passing period. Any inappropriate hall or stairway behavior should be reported to the Assistant Principal's office or use of team strike system may be used.

COMPUTER LAB – Rm. 115, 209 and Library

The computer labs are for the use of teachers and students to expand the classroom objectives. Bringing technology to each curriculum is strongly encouraged. Each team has a computer lab available for use on their particular floor and is responsible for scheduling lab usage. Sign-up for lab time is scheduled through the computer lab aides and arrangements must be made in advance to use these areas.

COPY MACHINES

For teachers' convenience, copy machines are located on each floor. They are assigned as follows:

Main Floor – Main Office
Bottom Floor – Teachers' Lounge
Top Floor – Library

Please be sure to be prepared for class and make enough copies for all activities before school, during conference periods, or after school. **Do not send students during class to ask secretaries or library aide to make copies for you.**

CUSTODIAL SERVICE

If you have a small task which needs to be done, ask the custodian if he/she has time to do it. If he does not have the time, ask the principal or assistant principal to make the correct contacts with other custodial or maintenance personnel. Also, if any particular area of the building is consistently unclean, please notify an administrator so that appropriate action may be taken.

DISCIPLINE PROCEDURES

The primary responsibility for students at the Glenwood Middle School is that of the teachers. After establishing your own classroom rules and procedures and making your students aware of them, students will be expected to act appropriately. If a student is not meeting your expectations it is recommended that he or she be given a warning. It would be advantageous to the teacher to know when the student was warned by documenting this in the grade book or some place that can be called upon for reference. If the student persists, the teacher is advised to **contact the parent**. Often students misbehave because of a situation that has developed at home. Communication with parents is encouraged; there are telephones

available in Rooms 101, 102, 106, 202, 204, Library, Conference Room, Service Center Work Room, Room 309, 115, and both Principals' offices.

As explained on page 12 in this handbook under "Interdisciplinary Team Meeting", discussion of students at daily team planning sessions is standard procedure in middle schools. When necessary, parents will be asked to come to school to meet with entire teaching team. With good teaming sessions, all teachers can offer suggestions to improve student behavior. Also the intervention of the school guidance counselor is another avenue to be pursued in the case of those students who insist on misbehaving.

After you have followed the suggested procedures utilizing home communication, cooperation with fellow team members and guidance counselor, it still may be necessary to administer your own discipline. After school detention may be appropriate. If you choose to assign an after school detention, make sure you give the student at least 24 hours notice. Teacher assigned detentions should take place in the assigned teacher's classroom, and last no longer than one half hour per day. Longer detentions can be assigned by the teacher but must be done with permission of the administration and/or parents.

Teams may also select to operate a team detention time consistent with the building-wide discipline policy and our strike system. The strike system should be used with consistency, and records kept in student handbook as well as with the attendance office.

The call home after the second strike is important. A teacher should not give more than two strikes in a period. Simply remove the student after the second strike to give you the opportunity to call home. Our job as a professional is to de-escalate the problem, not help escalate a student's misbehavior by arguing

In the event it becomes necessary to refer a student to a principal, the appropriate form (**Appendix G**) must be completed. The discipline slip shown is the one that all teachers will use this year. If you need to send a student to the assistant principal or principal's office, please send the slip with the student or deliver it yourself. It is your responsibility to see that the slip accompanies the student in a timely fashion.

DEPARTMENT MEETINGS

To increase the communication between teams, there will be a subject level meeting each nine weeks. Minutes of these meetings will be shared with the administrator if his/her attendance is not possible. Each department will

need to schedule their own meeting and turn in a schedule. An encore representative is to attend the subject level meeting.

DISASTER DRILLS

Fire Drills

When a fire drill is conducted all students should vacate according to the map located in the classroom. Please leave your doors open upon exiting. Once all kids are out with their teacher, a representative from the classroom should take their Fire Accountability Form to the flagpole and hand it to one of the secretaries. There is a Fire Drill and Tornado Drill sheet by each classroom door stating where and how each class should exit.

Tornado Drills

When a tornado drill is conducted, each classroom should report to their respective locations (the boys or girl's locker rooms) stated on the sheet in your classroom. Please leave your classroom doors open upon exiting. **All students should move quickly and quietly.**

Classes being held on all three floors north of the main office are to enter the girls' locker room while those in rooms south of the main office should enter the boy's locker room. **(Appendix D)**

All teachers and students are to stay clear of openings (doors, windows, etc.) where they could be struck by flying glass and debris. Everyone will remain in the designated areas until instructed otherwise.

DUTIES

1. Cafeteria Duty

Student decorum in the cafeteria must be carefully monitored throughout the school year. Cafeteria duty assignments are congruent with core teaching teams. Encore teachers will have cafeteria duty 5A, 5B, 5C or 5D. Aides will cover lunch duty the other periods. A consistency in the enforcement of cafeteria rules is imperative. Listed as **Appendix H** are the rules all middle school students will be expected to abide by and enforced by teaching team members.

2. Detention Duty

One classroom per grade will be designated as the detention room. Students will serve detentions in the grade level classrooms when assigned. Rooms and monitors will be determined by the team. Considering the fact that administrative detainees assigned to this room must be present between 2:30 p.m. - 3:30 p.m., teachers who supervise will be granted compensatory time for their service.

EXCUSING STUDENTS

No pupil should be excused from school without first reporting to the Assistant Principal's office for permission. Dental or doctor appointments are valid reasons to be excused; however, a written parent note must be first presented to the Attendance Office whereupon an appropriate pass will be issued. All students who enter the building after 7:25 a.m. or who leave before 2:15 p.m. must sign in and out in the assistant principal's office.

FACULTY ROSTER

A complete roster of the Glenwood Middle School 2012-2013 faculty and staff is listed below.

Karen Acuna	Deb Kibble	Dawn Rose
David Alvarado	Gregg Lang	Cesar Ruiz
Jon Ammons	Angie Lerma	Deanna Shank
Kerry Appleton	Jill Leatherman	Mark Shively
Todd Armstrong	Ryan Lindahl	Jeff Smith
Kerri Buck	Maria Little	Mike Springer
Brenda Boster	Don Matthews	Ryan Sprout
Jason Callan	Chad Mathewson	Mike Stoner
Kelly Cheney	Tim Mattis	Jeff Stutzman
Frank Cunningham	Lisa McClain	Kevin Swan
Eric Dysert	Lisa Mentz	April Taylor
Sherri Federici	Pat Okuly	Marcus Tuttle
Jack Foltz	Dana Orians	Linda Van Der Molen
Sue Foltz	Dan Pack	Loveda Van Der Molen
Adam Gillespie	Mary Plumb	Eric VanRenterghem
Mark Gleason	Ken Pressel	Jeanne VanGunten
Jackie Gray	Sharon Pullom	Lisa Warren
Roseann Halliday	Kathy Rayle	Crystal Whipkey
Chuck Hollis	Pam Rice	Kate Winger
Josh Huber	Mark Ritzler	Teresa Yeater
Mike Katschke	Deb Rollins	

FEES AND FINES

Students who owe fees and/or fines are subject to having grade reports withheld. If a student has some outstanding financial obligation in your class, **Appendix I** should be submitted with nine weeks grades.

FIELD TRIPS

When funds are available to take students on planned, educationally beneficial field trips, arrangements may be made for such trips after consulting with the principal. Permission slips need to be sent home with the students for parent's permission. Early planning is essential, since a 15-day notice is required. The teacher planning the field trip is responsible for arranging transportation, covering of his/her classes (unless the principal's office has requested a substitute), permission slips, Emergency Medical Forms, notifying fellow teachers via email or Team Meetings, the cafeteria (if lunch will be involved) and the attendance office.

FIRE DRILLS

In compliance with the law we will have the equivalent of ten fire drills per school year. Teachers will find yellow signs posted near the classroom doors which thoroughly explain the suggested route of evacuation. As a classroom teacher, be aware of this information in all the rooms you teach and call it to the attention of your students very early in the school year. When you receive new students, make sure they are made aware of the evacuation route and alternate route. In the event the room sign is removed or damaged, report it immediately and a new one will be installed.

At the sound of the fire signal it is the responsibility of the teacher to maintain absolute quiet as students are evacuated. **Doors and windows must be closed.** Following the designated route students will be brought outside, at least 50 feet from the building.

Teachers have a supply of 10 Accountability Forms (**Appendix J**) in their hand book. Once attendance has been taken, a student runner will bring the completed forms to the principal or his designee, who will be stationed at the front of the building. **Teachers on conference period at the time of the fire drill must report also.**

The drill is not complete until all teachers have reported, so please move through this procedure in an expeditious fashion. See Appendix J to find a complete fire evacuation map.

GRADING SYSTEM

Glenwood's grading system will be uniform with the policies established for the Findlay City Schools. A 4 point system will be used:

A = 3.5 - 4.0
 B = 2.5 - 3.4
 C = 1.5 - 2.4
 D = .5 - 1.4

At no time should a teacher raise or lower a student's grade for reasons involving student conduct. All grades must be based on established criteria.

In determining a student's final course grade for the year, the final format should be followed:

	Total Points	Final Grade
A = 4 points	21 - 24	A
B = 3 points	15 - 20	B
C = 2 points	9 - 14	C
D = 1 point	3 - 8	D
F = 0 points	0 - 2	F

GUIDANCE SERVICES

Our counselors, Miss McClain and Mrs. Little, are available to assist both students and teachers. A teacher may initiate a report, which can be forwarded to the guidance counselor (referral forms available in the main office). The counselor will reply to the teacher after working with the student.

HALLWAYS - OUTSIDE

Each of us is busy. However, it is important that everyone take responsibility for the students in the building at all times to ensure a safe environment. Please have a minimum of two people per hall before and after school and at least one per grade helping outside during these times when possible. This is a time that students need supervision. Outside duties will be assigned.

HOME BASE

Glenwood Middle School will employ a Home Base period during 8th period. Academic assistance, as well as music and physical education, will be conducted during this period. Teachers must refrain from pulling students from Physical Education classes and Music classes to conduct extra study time for students. These are required courses and cannot be interrupted. Please only pull students from home base study halls.

INTERDISCIPLINARY TEAM MEETINGS

At the heart of the middle school concept is the interdisciplinary team made up primarily of core teachers. These teams will be represented by team leaders as follows:

6th Grade – Donnell Team – Lisa Canterbury
6th Grade – Glenwood Team – Angie Emans
7th Grade – Donnell Team – Nancy Sheaffer
7th Grade – Glenwood Team – Greg Philipp
8th Grade – Donnell Team – Dan Pack
8th Grade – Glenwood Team – Marc Tuttle

Team leaders will be responsible for communicating team decisions to the administration, fellow faculty members, parents and students. Mr. Alvarado, Ms. Rollins, Mrs. Little and Miss McClain will play an integral role in these teams.

Special education and encore teachers are encouraged to meet on a regular basis with the academic teams also.

The intent of the daily team meetings is to enhance communication between team members and others. Discussions about specific students should not be a regular agenda item. In the event the team feels a conference is necessary, it will be the responsibility of the team leader to notify parents and invite them to come to school to meet with the entire team. Special educators may attend team meetings to discuss their students in front of the entire team. However, the core team itself will establish these meeting times. Academic Assist will be a regular part of the team meeting with suggestions being made regarding ability grouping and special projects, including but not limited to interdisciplinary academic activities. Those team members desiring students to come to their rooms for Academic Assist must make this known to their colleagues during these meetings and use the appropriate form.

KEYS

All school keys in the possession of teachers should be stamped and recorded on a key receipt. Once the receipt is authorized teachers may keep their school keys with them year round. Of course, when in the building on weekends or times other than traditional school hours, building security must always be a paramount concern. Teachers are urged to check doors and windows prior to their departure from the building.

LESSON PLANS

Written lesson plans are the teachers' map for each class and/or unit. Written plans should be completed for **at least a one-week** period at a time. Lesson plans will **not** be collected on a weekly basis but may be requested the week before and after a formal observation or any time upon request of a principal. Emergency lesson plans should be on file in the main office.

LIBRARY

Glenwood Middle School's library should play an important role in the educational process. Team leaders should invite the Library Paraprofessional to their interdisciplinary team meetings on a regular basis. The role of the Library Paraprofessional is that of a close support person to not only specific subject areas, but to the entire interdisciplinary team planning experience, and the computer lab. In the absence of study halls, the library and computer lab will be available on a period-by-period basis for utilization by entire classes or individual students. However, the coordination for the activity must originate during interdisciplinary team planning. Again, team leaders and the library aide must communicate to avoid conflicts in the utilization of the facility. Glenwood has an excellent library. Teachers are encouraged to utilize this resource to the maximum.

LOCK DOWN

Lockdown Levels & Procedures

Level 1 = Conduct class as normal with the following exceptions:

1. Lock and close your classroom door.
2. Do not let students out of your class unless absolutely necessary or called down by the office.
3. Turn on and monitor your e-mail page to gain any additional information and updates when we announce over the PA system we are in a lockdown.
4. When the bell rings, students may change classes. When the next class period begins, the lockdown will continue until it has been canceled over the PA system.

Level 2 = All of the above with the following added:

1. Take attendance at the beginning of the Level 2 Lockdown and notify the Attendance Office immediately via PINK NOTES or email (**kbuck@findlaycityschools.org**) of any students who have not returned to your class or students present that are not assigned to your class. In addition, if you have an emergency in the classroom, put a needs assistance note in the window and dial the 419-425-8373 if you have a phone.

2. Lock and close all windows.
3. Do not allow students out of your room unless an administrator or Security/Police comes to your door to get them.
4. Students who are in the cafeteria during lockdown will move to the Upper Gym in a Level 2 or a Level 3 lockdown.
5. Ignore the bells – Keep students in your classroom until the Level 2 has been cancelled over the PA system.

Level 3 = Duck and cover immediately and stay there until the all clear is given.

1. Stop teaching, turn off the lights, duck and hide.
2. Give the impression from the hallway that there is no one in the room.

LOCKERS

Each student's locker number will be listed on his/her schedule. Combinations will be given to students at the time the locker is assigned and will thereafter be available in the assistant principal's office. Locker clean outs will be scheduled throughout the year at which time the **home room** teachers will be asked to inspect their students' lockers.

LOUNGES AND ROOM 101

The ladies' lounge is located at the end of the hall in the Service Center and the men's lounge is at the top of the north stairs. Room 101 is a Teachers' Workroom and Lunchroom. **Smoking is not permitted anywhere on the premises.**

MAILBOXES

Mailboxes for every teacher are provided in the Main Office. Please check your mailbox each morning upon your arrival to school, mid-day, and again in the afternoon. Please remove all contents daily.

MESSAGES & CORRESPONDENCE

In an attempt to cut down on classroom interruptions, teachers are asked to check their email the following times daily for messages and correspondence from the office:

- 1) Before school
- 2) Immediately after lunch
- 3) At the beginning of Home Base

Teachers will be contacted via the quick pop up (Pink Notes) ASAP when a message is received. You may also email the Main Office and Attendance Office with questions or messages throughout the day and you will receive a response more specifically and accurately than if sending a runner or messenger to the office.

Main Office – dshank@findlaycityschools.org
 Attendance Office – kBuck@findlaycityschools.org

Technology is an important tool in our building. All of us will use it.

MONEY

Please do not leave money in the building. When special collections are being made, deposit money with the appropriate person as soon as possible. Students should also be encouraged not to bring large sums of money or valuables to school.

NURSE

The nurse is part-time and is available most days from 8:00 a.m. to 11:30 a.m. If a student is ill outside of those hours, the teacher should send him/her to the attendance office with a pass.

PERMANENT RECORDS

Each student's permanent record is stored in the principal's office. Since this folder is the official record, its safety is imperative. Therefore, this record is not to be taken from the office without special permission and should never be taken from the building. Each time you look at a record you must record it on the sheet in the student's file.

P.T.O./PARENT ADVISORY COUNCIL

The P.T.O. is our most organized way of working cooperatively with our students' parents. All staff members are urged to attend the meetings. A listing of this year's PTO meetings can be found under **Appendix L**. Meetings will center more on building issues and less on PTO fundraisers.

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 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.

REQUISITIONS

To order materials through the administration building, teachers must complete a Form 33. This form must be signed by the Principal. A purchase order (PO) will then be written by Mrs. Buck.

NO orders are to be placed before a P.O.# has been assigned by the system's treasurer. In the event of a last minute request, see the principal so that he can get a P.O. # by telephone. There are no exceptions to this procedure.

The school credit card is best used for smaller purchases of \$250 or less. You may access use of the card in the main office.

SCHOOL CLOSINGS

If severe weather makes it necessary for the schools to close, radio stations 1330 AM – WFIN, and MIX 96.7, will announce this early in the morning. You may also check The Courier InfoLine by dialing 421-8888 and extension 3333 or access the Findlay City Schools website, www.findlaycityschools.org. School activities (including athletic practices) will be cancelled in such cases. We will follow delay schedules and daily times (**Appendix R, R1, R2**). Upon a delay we will follow the scheduled times as indicated in R1, R2.

STUDENT TESTING

Any student who you feel may be having problems succeeding due to behavior or academic ability, may be taken to your IAT (Individual Assistance Team) for help. (**Appendix M, 1-5**) Be certain parents, counselors, school psychologist and administrators are involved in IAT's.

SUBSTITUTE TEACHERS

All teachers must put on file in the main office an emergency one-day lesson plan. This plan should be easily understood and supplemented with the following items.

1. A copy of the teacher's daily schedule
2. Academic assist and advisor/advisee information if appropriate
3. A list of dependable students who would be helpful
4. Fire/Disaster drill procedures

5. A note concerning special duties that may be expected of the substitute.
6. A current and accurate seating chart

This information must be placed on file with Mrs. Shank within **the first ten days** of each school year.

This information, Item 1 – 6, must also be kept in a folder in your room for substitutes.

All Paraprofessionals must have on file in the Main Office instructions for their substitutes, including their daily schedule with classroom numbers for each period of the day, and any special daily responsibilities.

If you know you are going to be absent and know who your substitute will be, a telephone conversation may be helpful. When possible please leave your phone number so the substitute can call you if necessary. Please instruct your students as to what they may do to help the substitute in the event of your absence.

SUPPLIES

Supplies for classroom use such as white board markers, paper clips, erasers, pens, pencils, tape, staples, forms (these can also be found on the FCS, staff, electronic forms site), etc. may be obtained from the main office.

TEACHER EVALUATIONS

Teacher evaluations will be conducted with the provisions of the MASTER AGREEMENT. A list of this year's assignments are attached as **Appendix P**.

TEACHER ABSENCES/ILLNESS

If you are unable to report for work, you must call David **no later than 6:30 a.m.** His home phone number is 419-937-2022 and his cell is 419-937-8700. Should you be unable to reach David, you should call Deb at 419-348-2408 prior to 6:30.

Your absence sheet will be placed in your mailbox prior to the 15th or 31st of the month for your signature. Please return it to the main office by the end of the day.

TEACHER'S DAILY TIME SCHEDULES

7:15 a.m. - Teachers should be in the building.

7:25 a.m. - Teachers should be in their doorway.

Individual Conference Period - The intended use of this period is to give teachers time during the school day for preparation of lessons and conferences with students, school personnel, and parents. This period is part of a teacher's contract day, and it may be used for non-school related business only in extraordinary circumstances, and ***only with prior permission of the principal. Teachers should never leave the building during the school day without notifying the principal's office.*** A sign out sheet is provided there.

Please do not spend free time in the offices "visiting". Secretaries are busy.

2:15 - 2:20 - Teachers should supervise the hallways near their classrooms.

2:20 - 3:15 - Teachers should be available to students.

3:15 - Teachers may leave the building

The above eight-hour school day schedule may be modified according to a teacher's responsibilities with permission of the principal.

TEACHER'S MEETINGS

The purpose of teacher's meetings will be to provide for staff development and to handle matters which require the attention of the entire staff in a timely fashion. Teachers will receive as much notice of such meetings as possible and everyone is expected to attend. Coaches who are obligated to supervise students or who must leave for out-of-town contests are responsible for having at least one representative at each meeting and for seeing the principal or assistant principal after the meeting to clarify any matters discussed at the meeting. Schedule of this year's meetings are in your handbook.

TEAM MEETINGS

The purpose of daily team meetings is for the teams to work together to plan curriculum that is connected across the disciplines, discuss individual and group student needs, in-service of teams on timely topics, meet parents for needed planning, and plan Advisor/Advisee activities. Every staff member will be expected to attend the grade level meeting. Arts Professionals will

attend regularly and are invited daily. (See **Appendix Q**) Team meetings need to follow a minimum agenda throughout a week.

- I. **Weekly plans shared**
- II. **Connections of disciplines that can be made**
- III. **Contact everyone affected by changes**
- IV. **Schedule all events through office**

TELEPHONES

Teachers are asked, whenever possible, to use the phone in Room 101, 102, 106, 115, 202, 204, 309, Conference Room, Service Center, Library, or the Assistant Principal's Office. Staff members who make long distance calls involving school business should receive permission from an administrator before making such calls. Teachers placing personal long distance calls should have charges placed on their home phone bills or use their cell phones.

VISITORS

Parents are encouraged to visit school at any time. Students from other schools and pre-school children are not permitted to visit classrooms. ALL visitors to the building are to report to the main office upon entering the building. Visitors should be wearing a Visitor's Pass obtained from the main office. Any stranger whose presence in the building you may have reason to question should be directed to the office for proper admission.

Findlay High School

Faculty & Staff Handbook

2012-2013 School Year



Updated 7/27/2012

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Findlay City Schools Mission

The mission of the Findlay City Schools, a community partnership committed to educational excellence, is to instill in each student the knowledge, skills and virtues necessary to be lifelong learners who recognize their unique talents and purpose and use them in pursuit of their dreams and for service to a global society. This is accomplished through a passion for knowledge, discovery and vision shared by students, families, staff and community.

Strategic Planning, Mission Statement and Strategies

The mission of the Findlay City Schools, a community partnership committed to educational excellence, is to instill in each student the knowledge, skills and virtues necessary to be lifelong learners who recognize their unique talents and purpose and use them in pursuit of their dreams and for service to a global society. This is accomplished through a passion for knowledge, discovery and vision shared by students, families, staff and community.

Strategy 1 – We will continually align our curriculum with state standards and effectively utilize data and best instructional practices to help every student achieve a proficient or higher rating on all State of Ohio assessments.

Strategy 2 – We will develop and implement plans to ensure sufficient funding for current and future operations, programs and facilities.

Strategy 3 – We will nurture and foster trusting relationships among all members of the school and community partnership in order to improve communication, understanding and commitment necessary to achieve the mission and objectives.

Strategy 4 – We will design to assist students in settings, achieving and assessing personally challenging educational goals related to their unique purpose and dreams.

The District Action Steps and comments regarding the Strategic Planning Strategies can be found on the district website under Strategic Plan.

District Rocks

- Reading – Emphasis will be placed on best instructional practices and assessment, in order to meet AYP targets, with all students scoring proficient or better on the state reading assessments by 2014.
- Mathematics – Emphasis will be placed on best instructional practices and assessment, in order to meet AYP targets, with all students scoring proficient or better on the state math assessments by 2014.
- Learning Environment – By 2014, Findlay City Schools will provide 21st Century learning environments that are safe and inviting, promote parent involvement and service learning, and set high expectations in order to increase student engagement, graduate rate and parent satisfaction.

Findlay High School Philosophy

Findlay High School is committed to the belief that education is a pre-requisite for a meaningful life and that it is the right of every student to obtain an education that will maximize his or her potential. The value of the work ethic should be instilled in young people as they prepare for further education and entrance into the world of work. The desire to learn, the ability to utilize available resources, and the ability to self-educate are important values that each student should attain. A student's ability to solve problems, to critically analyze information, and to understand technology, today and in the future, is vital skills for survival.

The school will provide a physical and cultural environment that will enhance learning. It will also recognize, differentiate, and compensate for differences in students' abilities. Further, students should be encouraged to exhibit creativity, to have meaningful aesthetic experiences, and to explore a variety of areas of knowledge, both curricular and extra-curricular. Students will be given every opportunity and encouragement to demonstrate excellence.

The rights of students will be protected while at the same time the necessity for each student to learn to be both personally and socially responsible will be emphasized. To this end, the school will promote tolerance and respect for individual differences and will foster student understanding of American democracy in a global setting. In addition, it is the obligation of the school to transmit the cultural heritage of previous generations.

The school recognizes the necessity for providing students with rewarding, meaningful, and relevant educational experiences that will promote not only future education and employment but also continued personal growth and skills for wise use of leisure time.

1. To offer opportunities, facilities, and resources which will enhance the desire to learn and promote self-education.
2. To make problem solving, critical analysis, decision making, and study and communication skills an integral part of each curriculum.
3. To insure that every graduate is technologically literate.
4. To raise standards to challenge and encourage students to strive toward excellence.
5. To reinforce in students a sense of personal responsibility and pride in their work.
6. To promote social responsibility as well as tolerance of individuals and groups.
7. To provide a setting that encourages creativity, exploration, and educational experimentation.
8. To foster among students an understanding of American democracy in an ever-changing world.
9. To instill in students an understanding of human cultural heritage and an appreciation of beauty.
10. To underscore the importance of personal growth and wise use of leisure time as an extension of education.

2012 – 2013 School Calendar

IMPORTANT DATES TO REMEMBER FOR FHS

AUGUST

- 21..... Convocation – Building and Department Meetings
- 22..... First Day of School for Students
- 23..... Open House, Community Resource Fair
- 29-31 1 Hr. Early Release for Students

SEPTEMBER

- 3..... Labor Day - No School
- 5 Sophomore Class Parent Meeting
- 6 Senior Class Parent Meeting
- 8 ACT Test
- 10..... Freshman Class Parent Meeting
- 12..... Junior Class Parent Meeting
- 14..... 2 Hour Teacher Inservice
- 19..... "Taste of Reality"
- 20..... College Fair
- 26..... Herff Jones/Class Ring meeting with Freshmen
- 26..... Herff Jones/Senior Class Assembly/Graduation
- 29..... Findlay Band Festival

OCTOBER

- 3 Herff Jones Senior orders during lunch; Parent Night Ring/senior orders
- 4 Parent Teacher Conferences 3:30-7:30
- 4 Herff Jones on-site to take Class Ring/Graduation orders
- 6 SAT Test
- 8 Columbus Day – Teacher Inservices
- 15-19 Homecoming Spirit Week
- 17..... Fall Choir Concert
- 19..... Homecoming Parade, Pep Rally
- 20..... PSAT Test
- 20..... Homecoming Dance
- 22..... Alumni Concert
- 22-26 Ohio Graduation Test (OGT) Testing for Jr/Sr only
- 23..... FTMB at Halloween Parade
- 26..... End of First Nine-Week Grading Period
- 27..... ACT Test
- 27..... Fall Show Choir Fest
- 28..... State Marching Band Finals
- 30..... FTMB Concert

NOVEMBER

- 2-4 Fall Play
- 3 PLAN Test
- 4 State Marching Finals

6-9 Challenge Day
 9-11 Fall Play
 11 Veteran's Day Parade
 12,26 Football Awards Program
 14 Senior Citizen Lunch
 15-16 Pops Concert
 19 Parent/Teacher Conferences 3:30 - 7:30 p.m.
 20 Parent/Teacher Conferences 8 a.m.- 12 noon
 21-25 Thanksgiving Break for FHS

DECEMBER

4 2-Hour Delay for Teacher In-Service
 8 ACT Test
 8 FFE/VIP Holiday Dinner
 12 Senior Citizen Lunch
 14 Reverberation Concert
 19 FHS Choir Concert
 24-Jan 2 Winter Break

JANUARY

3 First Day of School after Winter Break
 7 Financial Aid Meeting
 9 Senior Citizen Lunch
 9-11 Semester Exams
 11 End of Second Nine-Week Grading Period/First Semester
 12-13 OIPA Color Guard/Drumline Show
 13 Millstream Career & Technology Center Open House
 18 All City Orchestra Festival
 21 Martin Luther King, Jr. Day – No School
 23 8th Grade Parent Visitation
 25 Arts Partnership Show / Pantasia/FFE Concert
 26 SAT

FEBRUARY

2 Findlay Fest
 9 ACT
 13 Senior Citizen Lunch
 16-17 OIPA Color Guard/Drumline Show
 18 Presidents' Day, Teacher Inservice
 21 Parent/Teacher Conferences 3:30 - 7:30 p.m.
 21 Transition Fair
 25 Bandtasia Concert
 28 Post-Secondary Options Meeting

MARCH

6 2-hr Delay for Teacher Inservice
 11-15 OGT Testing
 15 End of Third Nine-Week Grading Period

20..... Grades Due
 20..... Senior Citizen Lunch
 22-23 Musical
 25-Apr 1 Spring Break

APRIL

2 First Day of School after Spring Break
 10..... Senior Citizen Lunch
 12..... An Evening of Percussion Concert
 13..... ACT
 17..... 3.75 Banquet
 25..... Music Awards Banquet
 26, 27..... State Band Contest at FHS

MAY

2 2 Hr. Delay for Teacher Inservice
 3-4 FFE Cabaret
 4 SAT
 6 Art Reception
 6-10, 13-17... Art Week
 6-17 AP Testing
 8 Senior Citizen Lunch
 10..... VIP Spring Fling
 11..... FHS Prom
 14..... National Technical Honor Society
 16..... Millstream Passport Awards Program
 20..... Orchestra Spring Concert
 21..... ExtravaBandza Concert
 22..... Choir Concert
 23..... Senior Awards Program
 24, 27-28 Final Exams
 27..... Memorial Day Parade, No School
 28..... Jazz Band Concert
 29..... End of Fourth Nine-Week Grading Period, Last Day for Students
 30..... Clerical Day for Teachers
 30..... Graduation Rehearsal

JUNE

1 Graduation

NOTE: If "weather/calamity days" are eliminated or use exceeds allotment, the following priority will be used to schedule make-up days: May 30, 31, June 3-7.

Two-hour delay dates for teacher in-service:

Friday, September 14, 2012

Wednesday, March 6, 2012

Tuesday, December 4, 2012

Thursday May 2, 2013

Meeting Dates – 2012-2013

Listed below are meetings for 2012-2013. All full faculty meetings will typically be held on the second Tuesday and will be required of all staff members. Since this list is being provided now for the entire year, please plan athletic practices, music rehearsals, doctor's appointments, etc. around these dates. Agendas for these meetings will be planned jointly by teachers and administrators. Full faculty meetings will last from 2:45 to 3:30 p.m. with teacher hours from 7:15 to 3:30 p.m. Faculty Council meets on the first Tuesday and Department Chairs meet on the third Tuesday of each month.

Sep 4	Faculty Council	Feb 5	Faculty Council
Sep 11	Faculty Meeting	Feb 12	Faculty Meeting
Sep 18	Department Chair Mtg	Feb 19	Department Chair Mtg
Oct 2	Faculty Council	Mar 5	Faculty Council
Oct 9	Faculty Meeting	Mar 12	Faculty Meeting
Oct 16	Department Chair Mtg	Mar 19	Department Chair Mtg
Nov 6	Faculty Council	Apr 2	Faculty Council
Nov 13	Faculty Meeting	Apr 9	Faculty Meeting
Nov 20	Department Chair Mtg	Apr 16	Department Chair Mtg
Dec 4	Faculty Council	May 7	Faculty Council
Dec 11	Faculty Meeting	May 14	Faculty Meeting
Dec 18	Department Chair Mtg	May 21	Department Chair Mtg
Jan 1	Faculty Council		
Jan 8	Faculty Meeting		
Jan 15	Department Chair Mtg		

Millstream faculty meeting dates (2nd Wednesday of each month):

Sep 12, Oct 10, Nov 14, Dec 12, Jan 9, Feb 13, Mar 13, Apr 10 and May 8

2012-2013 Findlay High School Faculty

Mrs. Victoria Swartz	FHS Principal
Ms. Janice Panuto	Freshman Class Assistant Principal
Mrs. Kelly Glick	A-G grades 10-12 Assistant Principal
Mr. Nate Sorg	H-Q grades 10-12 Assistant Principal
Mr. Ryan Imke	R-Z grades 10-12 Assistant Principal
Mr. Rich Steiner	Director of Secondary Instruction
Mr. Nate Weihrauch	Athletic Director
Mr. Chris Renn	Director of Millstream
Mrs. Kristyn Bishop	Freshman Class Counselor
Mr. Ray Elbin	A-G grades 10-12 Counselor/Department Chair
Mrs. Mary Burget	H-Q grades 10-12 Counselor
Mr. Greg Distel	R-Z grades 10-12 Counselor
Mr. Ryan Allshouse	Science
Mrs. Martie Andrews	Special Education
Mrs. Susan Atkins	Interpreter
Mrs. Lisa Baer	Multiple Handicapped
Mr. Bill Barberree	Social Studies
Ms. Janet Baretta-Boyce	Millstream Secretary
Mr. David Barkey	Social Studies
Mrs. Debbie Benson	Communications/Department Chair
Mr. Jesse Blackburn	CBA Science
Ms. Kim Blake	Aide
Mrs. Susan Blasius	Attendance
Mr. Todd Boblitt	Math
Ms. Tammy Bordner	Aide
Mr. Rick Briggie	Science
Ms. Meagan Brown	Attendance
Ms. Norma Brown	Assistant Food Service Director
Mrs. Heather Bryan	Science
Mrs. Becky Bucher	Cosmetology - M.S.E.
Mr. Andy Cantrell	Communication
Ms. Rita Casper	Interpreter
Ms. Carolyn Clevenger	District Attendance Officer and PASS Coordinator
Ms. Leslie Cochensparger	Special Education
Ms. Kim Coffman	Special Education
Mrs. Lori Cole	Math
Ms. Laurie Collert	Family & Consumer Science
Ms. Chris Cooperrider	Main Office Secretary
Ms. Cheryl Corron	Employability Foundations
Ms. Alyssa Cummins	Foreign Language
Mr. Gene Damon	Social Studies
Ms. Linda Dangelo	Special Education
Mrs. Susan Davidson	French
Ms. Laura Davis	Social Studies
Mr. Mark Dickman	Social Studies/Department Chair
Mrs. Catherine Dunham	English

EXHIBIT G

Mrs. Gera Durbin	Childhood Education and Care
Mrs. Amber Elliott	Math
Mrs. Vickie Essinger	English
Mrs. Lori Faeth	Special Education/Department Chair
Mrs. Kim Fenimore	MH/DH Aide
Mr. Anthony Fenstermaker	College Tech Prep English/
Mrs. Kim Fillhart	Science
Mr. Jack Foltz	Physical Education
Mrs. Nancy Frankenfield	Art
Mrs. Vanessa From	Aide
Mr. Jon Gaberdiel	Art
Mrs. Maureen Gannon	Social Studies
Mrs. Sandy Garrick	Media/Writing Lab Assistant
Mrs. Jodi Garver	Health/Physical Education/Department Chair
Mrs. Maribeth Geaman	English
Mrs. Barb George	Athletic Secretary
Mrs. Melissa Gephart	Aide
Ms. Amy Gerten	Interpreter
Mr. Joe Gogolin	Intervention Specialist
Mr. Daniel Gosser	Science
Mr. Gary Greer	VOSE/Career Development
Mrs. Janet Greiner	Culinary Arts - M.S.E/Department Chair.
Mrs. Sherry Grieser	Secretary
Mr. Andy Groman	Technology
Mrs. Rachel Haas	English
Mr. Jeff Harper	Mathematics
Mrs. Valli Hayden	Career Assessment Aide
Mr. Ryan Headley	Math
Mr. Rob Heinze	Auto Maintenance – M.S.E.
Ms. Erin Hemmelgarn	Physical Education
Mrs. Maryl Hill	Special Education Coordinator
Mr. Shawn Hirt	Latin
Mrs. Kim Holdman	Main Office Secretary
Ms. Kimberly Hord	English
Mrs. Amy Hurt	Science
Mrs. Grace Johnsson	Employability Foundations Aide
Mrs. Laura Julien	Business Education
Dr. Mary Beth Kennedy-Mowrey	Communications
Mrs. Elaine Kidwell	Attendance
Ms. Kelli Kiesler	Hearing Impaired
Mr. Ben Kirian	Social Studies
Mr. Dean Kirian	Science
Mrs. Jennifer Kovach	Kinder Village Teacher – M.S.E.
Mrs. Judy Krantz	M.H. Aide
Mrs. Becky Kupferberg	Essay Writing
Ms. Christie Lammers	School Psychologist
Ms. Julie Lane	O.T. / Hospitality & Food Services - M.S.E.
Ms. Ellen Laube	Mathematics/Department Chair

EXHIBIT G

Mr. Mark Laux	Science
Mrs. Pam Leass	Aide
Mrs. Sue Leddy	Activities Secretary
Ms. Donna Leonard	D.H.
Ms. Jessica Loomis	English
Ms. Michelle Lucas	Special Education
Mrs. Kathy Lyon	Foreign Language
Mr. Mike Magnes	Programming & Software Dev.
Mr. Kevin Manley	Vocal Music/Department Chair
Mr. Mike Martien	Security Coordinator
Ms. Deb Martens	Aide
Mrs. Jill Mathewson	V.O.S.E. Coordinator
Mr. Tim Mattis	Band Director
Mr. Steve McAdoo	CBA - M.S.N.
Ms. Nicole Metzger	Art/Department Chair
Mrs. Jan Miller	Office Services
Mr. Chuck Mitchell	S.B.H.
Mr. Aaron Moyer	Mathematics
Mrs. Sandy Nadler	Aide
Ms. Peggy Nigh	Millstream Secretary
Ms. Terri Nonnemaker	Special Education
Mr. Anthony Nugeness	Social Studies
Mrs. Erin O'Brien	Science
Ms. Paula Oehlhof	Interpreter
Mr. Tim Opp	Science
Mr. Jimmy Orr	English
Ms. Carol Ouwenga	Computer Lab Aide
Ms. Karen Ouwenga	Math
Mrs. Cheryl Pellam	Nurse
Mrs. Becky Pfaltzgraf	English/Department Chair
Ms. Joyce Pippert	Science
Mr. Roger Powell	Alumni Director
Ms. Michelle Prater	Special Education
Mr. Ken Pressel	Instrumental Music
Ms. Katrina Pritchett	Career Assessment
Mrs. Resa Puchta	Main Office Secretary
Mrs. Cortney Rapp	Math
Ms. Sue Read	Secretary
Mr. Craig Rennels	Industrial Technology - M.S.N. /Department Chair
Mrs. Debbie Reynolds	Library/Department Chair
Mrs. Chris Ring	Kinder Village Intervention Specialist
Mrs. Ruth Rinker	Business Education
Ms. Teresa Roberts	Building Foreman
Mr. Brian Rosendale	Health/Physical Education
Mr. Jim Rucki	Social Studies
Mrs. Roxanne Runion	Science/Department Chair
Ms. Missi Rustemeyer	Study Hall Aide
Mr. Michael Ruthenberg	Science

EXHIBIT G

Mrs. Diana Sanders-Wiseley	E.S.L.
Mrs. Kathie Saum	SBH Aide
Ms. Linda Savieo	Business Education/Department Chair
Ms. Deb Schlachter	Aide - M.S.N.
Mr. Bruce Schomaeker	Welding – M.S.N.
Mrs. Heather Schroeder	Cosmetology - M.S.E.
Mrs. Diana Schweinfurth	Social Studies
Mrs. Wendy Shively	Special Education
Mrs. Teresa Simons	Hearing Impaired
Mrs. Anne Smith	Interpreter
Mrs. Beth Smith	Family & Consumer Science
Mr. Tyler Smith	Science
Mrs. Lisa Snook	Spanish/Department Chair
Ms. Jennifer Snyder	Special Education
Ms. Sharon Snyder	Guidance Secretary
Mrs. Carrie Soellner	Mathematics
Mrs. Elizabeth Sprout	Special Education
Ms. Marla Stacey	M.S.N.
Ms. Deborah Stall	Spanish
Mr. Richard Steiner	Director of Secondary Instruction
Ms. Stephanie Stephan	Science
Mr. Tim Stroub	Automotive Technology
Mrs. Barb Tardibuono	English
Mr. Craig VanRentergham	Music
Ms. Jeanne Vermillion	Aide
Ms. Julie vonStein	School Psychologist
Mrs. Ruth Waite	Math
Mr. Paul Waldman	Automotive Technology
Mrs. Tami Wallace	Career Tech Coordinator at Millstream
Mrs. Lisa Warren	Foreign Language
Mrs. Lori Web	CSA-MSN
Mrs. Teresa Welty	Foods Service Secretary
Mrs. Lisa Willson	Marketing
Mrs. Judy Withrow	Gifted
Mrs. Christina Zacharias	Attendance Aide

BELL SCHEDULES (updated bell schedule to reflect new starting/ending time)**Regular Schedule**

Teachers on Duty	7:00-7:15
Period 1	7:25-8:08
Period 2	8:12-8:55
Period 3 (& announcements)	8:59-9:52
Period 4 (Freshman lunch)	9:56-10:39
Period 5 (lunch)	10:42-11:25
Period 6 (lunch)	11:28-12:11
Period 7 (lunch)	12:14-12:57
Period 8	1:00-1:43
Period 9	1:47-2:30

Thursday Schedule

Teachers' Collaborative Mtgs	7:00-7:40
Period 1	7:44-8:25
Period 2	8:29-9:10
Period 3 (& announcements)	9:14-10:04
Period 4 (Freshman lunch)	10:08-10:49
Period 5 (lunch)	10:52-11:33
Period 6 (lunch)	11:36-12:17
Period 7 (lunch)	12:20-1:01
Period 8	1:04-1:45
Period 9	1:49-2:30

- Freshman will be assigned to a 20 minute A or B lunch during 4th period.
- Millstream students attend first period Millstream class at the regularly scheduled time (7:25) on Thursdays.

One-Hour Delay

Teachers on Duty	8:00-8:15
Period 1	8:25 - 9:02
Period 2	9:06 - 9:43
Period 3 (announcement - 5 min)	9:47 - 10:28
Period 4 (Freshman lunch)	10:32 - 11:09
Period 5 (lunch)	11:12 - 11:49
Period 6 (lunch)	11:52 - 12:29
Period 7 (lunch)	12:32 - 1:09
Period 8	1:12 - 1:49
Period 9	1:53 - 2:30

Two-hour Delay

Teachers on Duty	9:00-9:15
Period 1	9:25-9:55
Period 2	9:59-10:29
Period 3 (announcements - 7 min)	10:33-11:10
Period 4 (Freshman lunch)	11:14-11:44
Period 5 (lunch)	11:47-12:17
Period 6 (lunch)	12:20-12:50
Period 7 (lunch)	12:53-1:23
Period 8	1:26-1:56
Period 9	2:00-2:30

Three-Hour Delay

Teachers on Duty	10:00-10:15
Period 1	10:25-10:55
Period 2	10:59-11:29
Period 3 (announcements - 7 min)	11:33-12:10
Period 4 (Freshman lunch)	12:14-12:44
Period 5 (lunch)	12:47-1:17
Period 6 (lunch)	1:20-1:50
Period 7 (lunch)	1:53-2:23
Period 8	2:26-2:56
Period 9	3:00-3:30

One-Hour Early Release

Teachers on Duty	7:00-7:15
Period 1	7:25 - 8:02
Period 2	8:06 - 8:43
Period 3 (announcements - 5 min)	8:47 - 9:28
Period 4 (Freshman lunch)	9:32 - 10:09
Period 5 (lunch)	10:12 - 10:49
Period 6 (lunch)	10:52 - 11:29
Period 7 (lunch)	11:32 - 12:09
Period 8	12:12 - 12:49
Period 9	12:53 - 1:30

Two-Hour Early Release

Teacher on Duty	7:00-7:15
Period 1	7:25 – 7:55
Period 2	7:59 - 8:29
Period 3 (announcements - 7 min)	8:33 - 9:10
Period 4 (Freshman lunch)	9:14 - 9:44
Period 5 (lunch)	9:47 - 10:17
Period 6 (lunch)	10:20 - 10:50
Period 7 (lunch)	10:53 -11:23
Period 8	11:26 -11:56
Period 9	12:00 - 12:30

Exam Schedule

1 st Exam	7:25 – 9:20
Announcements	9:20 – 9:30
2 nd Exam	9:40 – 11:35
Lunch	11:35 – 12:35
3 rd Exam	12:35 – 2:30

Assembly and Pep Rally Schedules and Procedures

Throughout the school year, assemblies will be held in the auditorium or in the gymnasium depending on the size of the assembly. Teachers whose classes are attending the assembly must attend and supervise the behavior of all students. Specific instructions regarding the procedures for the assembly will be provided by e-mail or on a handout. Teachers who have a duty during the period for the assembly may be asked to help monitor student behavior and/or student traffic during the assembly.

One Hour Assembly Schedule

1 st	7:25 - 8:01 (36 min.)
2 nd	8:05 - 8:41 (36 min.)
3 rd	8:45 - 9:30 (45 min.)
4 th	9:34 - 10:10 (36 min.)
5 th	10:13 -10:49 (36 min.)
6 th	10:52 -11:28 (36 min.)
7 th	11:31 -12:07 (36 min.)
8 th	12:10 -12:46 (36 min.)
9 th	12:50 -1:26 (36 min.)
Assembly	1:30 - 2:30 (60 min.)

45 Minute Assembly Schedule

1 st	7:25 - 8:03 (38 min.)
2 nd	8:07 - 8:45 (38 min.)
3 rd	8:49 - 9:33 (44 min.)
4 th	9:37 -10:15 (38 min.)
5 th	10:18 -10:56 (38 min.)
6 th	10:59 -11:37 (38 min.)
7 th	11:40 -12:18 (38 min.)
8 th	12:21 -12:59 (38 min.)
9 th	1:03 -1:41 (38 min.)
Assembly	1:45 - 2:30 (45 min)

Jodee Blanco Presentation

Period	Start	End	
1	7:25	8:06	Junior & Senior Presentation
2	8:10	8:50	
3	8:54	9:29	announcements last 5 minutes
4	9:33	10:08	Freshman lunch-no mentorship
5	10:11	10:46	Lunch
6	10:49	11:24	Lunch
7	11:27	12:02	Lunch
8	12:05	12:46	Freshman & Sophomore presentation
9	12:50	1:30	

Building Principal Team & Duties

Victoria Swartz 419-425-8302

Chris Cooperrider, Principal's Secretary 419-425-8278

Sharon Snyder, Guidance Secretary 419-427-8270

Sherry Grieser, EMIS Secretary 419-427-5412

Michael Martien, Security Coordinator 419-427-5400

1. Supervise & evaluate Assistant Principals, Athletic Director, Staff (novice teachers or as assigned)
2. Supervise Security Coordinator, Librarian, Lead Secretary, EMIS Secretary & Guidance Secretary
3. Communicate and address concerns related to building issues
4. Supervise overall Credit Recovery Program
5. Employment of teachers, instructional aides and secretaries
6. Curriculum and Instruction
7. Evaluate and coordinate School Reform initiatives
8. Coordinate Building level Professional Development
9. Master Schedule/Teacher assignments
10. North Central reporting and evaluating
11. Walk-through observations using iObservation (5x per week)
12. Attend extra-curricular activities
13. Faculty/Steering Committee/Faculty Council meetings
14. HS DLT representative & FHS BLT leader
15. New teacher orientation
16. Building budgets
17. Review concerns related to custodial, maintenance, cafeteria, secretarial and aides and communicate needs to necessary departments
18. Attend monthly Board of Education meetings
19. Meet regularly with Director of Operations, Maintenance Supervisor, Director of Technology & Food Services
20. Attend Committees (FEA Roundtable, Secondary Principal, County Principal, Math Solutions, Community Foundation Advisory Council, Athletic Advisory Council, LPDC, Teacher Evaluation, etc.)
21. Coordinate Community Partnerships & Public Relations
22. Complete all State Principals' reports as required
23. Review & Revise Faculty Handbook
24. Other duties as appropriate

Chris Cooperrider, Principal's Secretary 419-425-8278

1. Generate requisitions
2. Run and reconcile Transmittal Reports
3. Reconcile fee receipts/make out deposit form
4. Receive/record paid class fees
5. Record Pay Schools payments for student fees
6. Make deposits
7. Maintain Credit Cards
8. Order supplies
9. Collect time sheets for classified staff
10. Enter absences in Renhill
11. Maintain key inventory
12. Assist in organizing Open House, Assistance Fairs, Retired Teacher Luncheon, building level Professional Development
13. Coordinate and prepare High School Newsletter
14. Run labels as needed
15. Prepare student scheduling registration
16. Organize Scholarship Season
17. Keep records of scholarship winners
18. Arrange for payment for Scholarships
19. Attend/assist with Senior Awards program & Graduation meeting
20. Maintain principal's calendar
21. Run labels for failures and financial aid information for seniors
22. Fill out request for Bulk Mail check for newsletters
23. Run class room lists and maps for Open House and P/T conferences
24. Run class lists multiple times for study hall monitors
25. Generate schedule of fees for approval of board
26. Meet w/principal daily
27. Prepare/distribute tiles for Big Board Day
28. Assist with organizing Principal meetings
 - a. Order refreshment, materials for meetings
 - b. Secure meeting locations
 - c. Coordinate invitations
29. Coordinate interviews
30. Create, maintain list for drug testing
31. Other secretarial duties as assigned
32. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct

Sharon Snyder, Guidance Secretary 419-427-8270

1. Process student admissions
2. Process student withdraws
3. Process & distribute interim reports
4. Process & distribute grade cards
5. Enter PASS and Home Instruction grades
6. Enter PE Waivers, Credit Flex grades, Educational Options, Summer School and correspondence course credits and grades into the student course history
7. Process and verify cumulative GPA and class rank for current students
8. Verify GPAs for students for insurance discounts
9. Verify and sign Social Security paperwork for non-current students as required by law
10. Process PSAT, PLAN, and AP testing
 - a. Register students, collect fees, and input test scores into DASL
11. Clean out graduation senior files and record graduation date, GPA, class rank and number of credits on permanent folders
12. Process transcript requests
13. Maintain and communicate information regarding student course history
 - a. Maintain withdrawal files
 - b. Address questions regarding transcripts, GPA, student records, Bureau of Disability, Adult Probation, Corrections, and other local, state, and federal agencies as required by law.
 - c. Process records requests
14. Perform miscellaneous tasks for counselors
15. Sort mail during summer, as needed
16. All other duties as assigned by the principal
17. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Sherry Grieser, EMIS Secretary 419-427-5412

1. Enroll all students coming into the building
2. Maintain Notary Public certification and notarize OHSAA applications and as necessary
3. Withdraw all students leaving
 - a. Send/administer exit survey
4. Gather information for Count Week in October
5. Set up Post-Secondary classes in EMIS
6. Enter Special Education schedules
7. Maintain records of Free/reduced lunch names
8. Waive fees for free/reduced students
9. Enter all contact information on profile page in DASL
10. Organize Student Health forms
11. Enter all information into DASL (EMIS) as directed by the superintendent, principal, or designee.
12. Clean up any EMIS or DASL errors by given deadline
13. Construct and upkeep of data base for records release consent
14. Construct reports as requested by principals
15. Act as liaison between EMIS coordinator or EMIS site and building
16. Post out-going mail
17. Keep track of Closed lunch/results
18. Maintain data base for Attendance Case Manager
19. Assist in answering phones/greeting visitors during times of need
20. Record student fee payments
21. Mail summer newsletters
22. Maintain file of Administrative detentions
23. Maintain file of Closed lunch detainees
24. Schedule all parent/teacher conferences for 3 Parent/Teacher Conferences
25. Maintain spreadsheet of all scholarships awarded at Senior Awards program
26. Attend/assist with Senior Awards program
 - a. Maintain Scholarship Awards spreadsheet
 - b. Print certificate for Senior Awards program
 - c. Set up and attend Senior Awards program
27. Assist in organizing Retired Teacher Luncheon
28. Sort all incoming mail during summer
29. Assist with processing work permits
30. Print student schedules at beginning of year and as requested by the principal
31. Other duties as assigned by the Superintendent or his/her designee
32. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Michael Martien, Security Coordinator 419-427-5400

1. Performs, supervises and oversees security of Findlay High School including: state mandated fire, tornado and evacuation drills, safety patrols, organize drug dog searches
2. Serves as a member of the Crisis Response Intervention Team
3. Investigates or assists in investigating complaints related to safety or security associated with Findlay High school, especially issues related to assaults, theft, weapons, and vandalism
4. Perform threat assessment reviews, safety/security maintenance inspections, and other safety reviews
5. Provide training opportunities to guards, staff, faculty, students and the public
6. Supervision of security guards including: assignments, training, assist with performance evaluations, and locates substitutes, and extra duty details for officers as requested
7. Organizes interior safety and patrols of Student Areas (cafeteria, hallways, courtyard, corner, etc.)
8. Organizes exterior patrols including parking lot, issuing parking tickets, directing on campus traffic, etc.
9. Create and maintain partnerships with the Findlay Police Department, Fire Department, area Police and Sheriff Departments, Hancock Reducing Risk committee, FCS Facilities Department, etc.
10. Monitor camera system and provide recording of incidents as necessary
11. Performs such record-keeping functions: collect and review payroll, security department budget, monthly safety drill reports
12. Attend various events including: Friday Collaborative, Full Faculty, Open House, Graduation meetings, Graduation, or other meetings as assigned
13. Serves as district A.L.I.C.E. trainer
14. Other duties as assigned by the principal

Assistant Principal Teams & Duties

Janice Panuto, Freshman Team 419-425-8279

Ms. Kristyn Bishop, Counselor 419-425-8269

Kim Holdman, Secretary 419-420-7059

Chris Zacharias, Attendance 419-420-7058

1. Supervise and evaluate teaching staff (Freshman teachers, English, Art, Special Education), counselor, attendance aide, secretary, Substitute teachers
2. Monitor and assign attendance watch and truancy intervention plans
3. Freshman Activities
 - a. Freshman scheduling
 - b. Eighth Grade Parent meetings (Kristyn Bishop)
 - c. Honors Parent Meeting (Judy Withrow)
 - d. Freshman Orientation
 - e. Freshman Teacher Retreat
 - f. Meet regularly w/Freshman teams
 - g. Freshman Class meeting
 - h. Middle schools transition
 - i. Taste of Reality (Kristyn Bishop)
 - j. Freshman OGT practice test (Kristyn Bishop)
 - k. Attend freshman extra-curricular activities (priority)
4. Identify At-risk Freshman students for targeted interventions (credit recovery)
5. Freshman Budget
6. Supervise Student Areas (cafeteria, hallways, courtyard, corner, etc.)
7. Assist Security Coordinator with general safety and Fire, Disaster and Tornado Drills
8. Attend and facilitate court intervention
9. Assist with annual awards ceremonies, parent nights, Open House, conferences, etc.
10. Attend extra-curricular activities (Homecoming and on an as-needed basis)
11. Serve on committees as assigned (RttT, Secondary Principal, Safety, BLT, RTI and as needed)
12. Attend IAT's, IEP's and MFE's
13. Meet with departments during collaborative time
14. Walk-through observations using iObservation (5x per week)
15. Coordinate Course Selection Guide
16. Coordinate teacher attendance
17. Supervise substitute teachers (Renhill)
18. Counselor Middle School/High School Scheduling Information meeting
19. Coordinate the Freshman Resource Webpage, (Laura Julien, webmaster)
20. Other duties assigned

Kim Holdman, Freshman Secretary 419-425-7058

1. Meet with assistant principal daily/weekly
2. Record Discipline and other student related information
3. Type discipline letters
4. Maintain Assistant principal's calendar
5. Recruit and train student runners
6. Revise Course Selection Guide
7. Plan Freshman Orientation
8. Plan Freshman Retreat
9. Organize Office
10. Answer phones/greet visitors.
11. Record student's fee payments
12. Answer, screen and transfer inbound phone calls
13. Perform general clerical duties including typing, photocopying, fax and mailing
14. Maintain electronic and hard copy filing system
15. Retrieve documents from filing system
16. Handle requests for information and data
17. Resolve administrative problems and inquiries
18. Prepare written responses to routine enquiries
19. Prepare and modify documents including correspondence, reports, drafts, memos and emails
20. Open, sort and distribute incoming correspondence
21. Maintain office supply inventories
22. Coordinate and maintain office records
23. Distribute information to students
24. Email homework requests
25. File letters in perm folders
26. Assist/Mail final grade cards
27. Distribute schedules at orientation
28. Apply pictures to perm folders
29. Construct reports as requested by principals
30. Assist with hallway supervision during collaborative time
31. Other duties as assigned by the principal
32. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Chris Zacharias, Freshman Attendance Aide 419-425-7058

1. Meet with assistant principal daily/weekly
2. Coordinate substitute teachers (Renhill)
3. Coordinate teacher related timesheets
4. Assign and record Attendance related discipline
 - a. Prepare discipline for excessive tardiness to school.
5. Organize Student Attendance Data
 - a. Update attendance information to reflect sign-ins/outs/any errors.
 - b. Generate Student Attendance reports and letters reports (Attendance Watch, court referral reports, etc.)
 - c. Run attendance sheets for all teacher substitutes
 - d. Review EMIS report for count week
 - e. Enter all field trips and adjust attendance
 - f. Adjust PASS and Home Instruction attendance
6. Communicate attendance information:
 - a. Contact the parent/guardian of absent students who have not already called the school.
 - b. Send postcards to those who cannot be reached.
 - c. Apprise principals and Attendance Case Manager of unexcused absences and students meeting Attendance Watch criteria.
 - d. Contact the parent/guardian of students who need to leave school before the end of the day.
 - e. Communicate appropriate attendance information to high school staff.
7. Assist with hallway supervision during collaborative time
8. Sort mail, as needed
9. Other duties as assigned by the Superintendent or his/her designee.
10. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Assistant Principal Teams & Duties

Kelly Glick, A-G Team 419-427-5409

Mr. Ray Elbin, Counselor & Department Chair - 419-427-5414

Sue Read, Secretary 419-427-5439

Sue Blasius, Attendance 419-425-8228

1. Supervise and evaluate teaching staff (Science, Communication, Music, Special Education) counselor, attendance aide, secretary, & Student Activity Advisor
2. Monitor and assign attendance watch and truancy intervention plans
3. Supervise Student Areas (cafeteria, hallways, courtyard, corner)
4. Assist Security Coordinator with general safety and Fire, Disaster and Tornado Drills
5. Supervise and assist students on credit recovery / Plato
6. Attend and facilitate court intervention
7. Attend extra-curricular activities
8. Assist with annual awards ceremonies, parent nights, Open House, conferences, class meetings, assemblies, schedule pick-up, etc.
9. Serve on committees as assigned (Curriculum Council, BLT, Wellness and as needed)
10. Attend IAT's, IEP's and MFE's
11. Meet with departments during collaborative time
12. Walk-through observations using iObservation (5x per week)
13. Supervise ISA, detentions & conduct evaluation
14. Coordinate Challenge Day
15. Coordinate Foreign Exchange Programming (Ray Elbin)
16. Coordinate Textbook repair and disposal
17. Coordinator student teachers and observation students
18. Coordinate speakers / assemblies; OGT week Lecture Series
19. Review and Revise Student Handbook
20. Supervise Field Trip request
 - a. Ensure procedures
 - b. Supervise Travel budgets
21. Assign and monitor Student Parking Permits
22. Coordinate the Sophomore Resource Webpage (Laura Julien, webmaster)
23. Other duties as assigned

Sue Read, A-G Team Secretary 419-425-8289

1. Meet with assistant principal daily/weekly
2. Type and record discipline letters and other student-related information
3. Maintain Assistant principal's calendar
4. Recruit and train student runners
5. Organize Office
6. Answer phones/greet visitors
7. Record student's fee payments
8. Assist with answering, screening and transferring inbound phone calls
9. Perform general clerical duties including typing, photocopying, fax and mailing
10. Maintain electronic and hard copy filing system
11. Retrieve documents from filing system
12. Handle requests for information and data
13. Resolve administrative problems and inquiries
14. Prepare written responses to routine inquiries
15. Prepare and modify documents including correspondence, reports, drafts, memos and emails
16. Open, sort and distribute incoming correspondence
17. Receive, maintain, and distribute student parking permits
18. Maintain office supply inventories
19. Coordinate and maintain office records
20. Distribute information to students
21. Email homework requests
22. File letters in perm folders
23. Assist/Mail final grade cards
24. Distribute schedules at orientation
25. Apply pictures to perm folders
26. Construct reports as requested by principals
27. Assist with hallway supervision during collaborative time
28. Assist with textbook repair and disposal
29. Assist with student teachers and observation students
30. Field Trip requests; ensure procedures, travel budgets
31. Assist with radio traffic and emergency calls
32. Other duties as assigned by the principal
33. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct

Sue Blasius, A-G Team Attendance 419-425-8228

1. Meet with assistant principal daily/weekly
2. Compiles Attendance reports as assigned by the principal
3. Assign and record Attendance related discipline
 - a. Prepare discipline for excessive tardiness to school.
4. Organize Student Attendance Data
 - a. Update attendance information to reflect sign-ins/outs/any errors.
 - b. Generate Student Attendance reports and letters reports (Attendance Watch, court referral reports, etc.)
 - c. Run attendance sheets for all teacher substitutes
 - d. Review EMIS report for count week
 - e. Enter all field trips and adjust attendance
 - f. Adjust PASS and Home Instruction attendance
5. Communicate attendance information:
 - a. Contact the parent/guardian of absent students who have not already called the school.
 - b. Send postcards to those who cannot be reached.
 - c. Apprise principals and Attendance Case Manager of unexcused absences and students meeting Attendance Watch criteria.
 - d. Contact the parent/guardian of students who need to leave school before the end of the day.
 - e. Communicate appropriate attendance information to high school staff.
6. Assist with hallway supervision during collaborative time
7. Sort mail, as needed
8. Other duties as assigned by the Superintendent or his/her designee.
9. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Assistant Principal Teams & Duties

Nate Sorg, H-Q Team 419-427-5433

Mrs. Mary Burget, Counselor 419-425-8313

Resa Puchta, Secretary 419-425-8289

Teresa Line, Attendance 419-427-5478

1. Supervise and evaluate teaching staff (Foreign Language, Math, Special Education), counselor, attendance aide, secretary, study hall monitors
2. Monitor and assign attendance watch and truancy intervention plans
3. Supervise Student Areas (cafeteria, hallways, courtyard, corner, etc.)
4. Assist Security Coordinator with general safety and Fire, Disaster and Tornado Drills
5. Supervise and assist students on credit recovery / Plato
6. Attend and facilitate court intervention
7. Assist with annual awards ceremonies, parent nights, Open House, conferences, class meetings, assemblies, schedule pick-up, etc.
8. Attend extra-curricular activities
9. Serve on committees as assigned (Math Solutions, FHS Building Project Transition, DI Team and as needed)
10. Attend IAT's, IEP's and MFE's
11. Meet with departments during collaborative time
12. Walk-through observations using iObservation (5x per week)
13. Study Halls
 - a. Assign students and staffing
 - b. Supervise & evaluate monitors
14. Coordinate the assignment of extra duties/duty day
15. Monitor calls from Walkie-Talkie and Emergency Call Button
16. Coordinate graduation
17. Coordinate Senior Resource Webpage (Laura Julien, webmaster)
18. Supervise locker distribution
19. OGT testing
 - a. Coordinate all phases of testing (Fall, Spring & Summer)
 - b. Coordinate alternate schedules
 - c. Coordinate the assignment of staff, monitors, & aides
 - d. Assist freshman principal with practice test scheduling issues
 - e. Organize, analyze, & distribute testing data as appropriate
20. Other duties assigned

Resa Puchta, H-Q Assistant Principal Secretary 419-425-8289

1. Meet with assistant principal daily/weekly
2. Record Discipline and other student related information
3. Type discipline letters
4. Maintain Assistant principal's calendar
5. Recruit and train student runners
6. Organize office
7. Greet visitors
8. Record student's fee payments
9. Answer, screen and transfer inbound phone calls
10. Assist with emergency calls and radio traffic to the main office
11. Construct master schedule document for distribution to faculty
12. Distribute, create, and record work permits
13. Perform general clerical duties including typing, photocopying, fax and mailing
14. Maintain electronic and hard copy filing system
15. Retrieve documents from filing system
16. Handle requests for information and data
17. Resolve administrative problems and inquiries
18. Prepare written responses to routine enquiries
19. Prepare and modify documents including correspondence, reports, drafts, memos and emails
20. Open, sort and distribute incoming correspondence
21. Maintain office supply inventories
22. Coordinate and maintain office records
23. Distribute information to students
24. Email homework requests
25. File letters in perm folders
26. Assist/Mail final grade cards
27. Distribute schedules at orientation
28. Apply pictures to perm folders
29. Construct reports as requested by principals
30. Assist with hallway supervision during collaborative time
31. Locker distribution
32. Other duties as assigned by the principal
33. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Teresa Line, H-Q Attendance Aide 419-425-5478

1. Meet with assistant principal daily/weekly
2. Greet/register all visitors
3. Stock supplies in mailroom, communicate supply needs with Principal's secretary
4. Assign and record Attendance related discipline
 - a. Prepare discipline for excessive tardiness to school.
5. Organize Student Attendance Data
 - a. Update attendance information to reflect sign-ins/outs/any errors.
 - b. Generate Student Attendance reports and letters reports (Attendance Watch, court referral reports, etc.)
 - c. Run attendance sheets for all teacher substitutes
 - d. Review EMIS report for count week
 - e. Enter all field trips and adjust attendance
 - f. Adjust PASS and Home Instruction attendance
6. Communicate attendance information:
 - a. Contact the parent/guardian of absent students who have not already called the school.
 - b. Send postcards to those who cannot be reached.
 - c. Apprise principals and Attendance Case Manager of unexcused absences and students meeting Attendance Watch criteria.
 - d. Contact the parent/guardian of students who need to leave school before the end of the day.
 - e. Communicate appropriate attendance information to high school staff.
7. Assist with hallway supervision during collaborative time
8. Sort mail, as needed
9. Other duties as assigned by the Superintendent or his/her designee.
10. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Assistant Principal Teams & Duties

Ryan Imke, R-Z Team 419-425-8304

Greg Distel, Counselor 419-425-8356

Sue Leddy, Secretary 419-425-8260

Carol Ouwenga, Attendance 419-425-3582

1. Supervise and evaluate teaching staff (Social Studies, PE/Health, Special Education), counselor, attendance aide, secretary, ISA monitor
2. Monitor and assign attendance watch and truancy intervention plans
3. Supervise Student Areas (cafeteria, hallways, courtyard, corner, etc.)
4. Assist Security Coordinator with general safety and Fire, Disaster and Tornado Drills
5. Supervise and assist students on credit recovery / Plato
6. Attend and facilitate court intervention
7. Assist with annual awards ceremonies, parent nights, Open House, conferences, class meetings, schedule pick-up, etc.
8. Attend extra-curricular activities
9. Serve on committees as assigned (Safety Taskforce, Coordinating Council, FIP team and as needed)
10. Attend IAT's, IEP's and MFE's
11. Meet with departments during collaborative time
12. Walk-through observations using iObservation (5x per week)
13. Senior Class: class motto, ring assembly, senior class picture
14. Student Visas (Greg Distel)
15. Assist with Master Schedule Building
16. Coordinate/Supervise Student Activities
 - a. Sue Leddy
 1. Activity budgets and accounts
 2. Activity calendar / database
 3. I.D. cards
 4. Facilities/Building Permits
 - b. Student Council
 1. Pep Rallies
 2. Homecoming Court / Parade / Dance
 3. Prom
 4. Senior Picnic
 - c. Student Activity Budget
 - d. Approve and submit advisors for board approval (monitor BCI/FBI)
 - e. Coordinate student pictures with Lifetouch
 - f. Coordinate Student Activities Advisor Handbook (Assistant Treasurer)
 - g. Advisor meetings (Debbie Benson)
 - h. CPR certification
 - i. Senior Mural (Nancy Frankenfield)
17. Coordinate the Junior Resource Webpage, (Laura Julien, webmaster)
18. Other duties assigned

Sue Leddy, R-Z Team Secretary 419-425-8260

1. Meet with assistant principal daily/weekly
2. Record Discipline and other student related information
3. Type discipline letters
4. Maintain Assistant principal's calendar
5. Recruit and train student runners
6. Organize Office
7. Assist with the administration Student Activities
 - a. Activity budgets and accounts
 - b. Activity calendar / database
 - c. I.D. cards
 - d. Facilities/Building Permits
 - e. Graduation duties
8. Record student's fee payments
9. Assist with answering, screening and transferring inbound phone calls
10. Perform general clerical duties including typing, photocopying, fax and mailing
11. Maintain electronic and hard copy filing system
12. Retrieve documents from filing system
13. Handle requests for information and data
14. Resolve administrative problems and inquiries
15. Prepare written responses to routine enquiries
16. Prepare and modify documents including correspondence, reports, drafts, memos and emails
17. Open, sort and distribute incoming correspondence
18. Maintain office supply inventories
19. Coordinate and maintain office records
20. Distribute information to students
21. Email homework requests
22. File letters in perm folders
23. Assist/Mail final grade cards
24. Distribute schedules at orientation
25. Apply pictures to perm folders
26. Construct reports as requested by principals
27. Assist with hallway supervision during collaborative time
28. Other duties as assigned by the principal
29. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Carol Ouwenga, R-Z Team Attendance 419-425-3582

1. Meet with assistant principal daily/weekly
2. Greet/register all visitors in SAC office
3. Assign and record Attendance related discipline
 - a. Prepare discipline for excessive tardiness to school.
4. Organize Student Attendance Data
 - a. Update attendance information to reflect sign-ins/outs/any errors.
 - b. Generate Student Attendance reports and letters reports (Attendance Watch, court referral reports, etc.)
 - c. Run attendance sheets for all teacher substitutes
 - d. Review EMIS report for count week
 - e. Enter all field trips and adjust attendance
 - f. Adjust PASS and Home Instruction attendance
5. Communicate attendance information:
 - a. Contact the parent/guardian of absent students who have not already called the school.
 - b. Send postcards to those who cannot be reached.
 - c. Apprise principals and Attendance Case Manager of unexcused absences and students meeting Attendance Watch criteria.
 - d. Contact the parent/guardian of students who need to leave school before the end of the day.
 - e. Communicate appropriate attendance information to high school staff.
6. Assist with hallway supervision during collaborative time
7. Sort mail during school year
8. Other duties as assigned by the Superintendent or his/her designee.
9. Understand, uphold and follow professional ethics, policies and legal codes of professional conduct.

Duties of Career-Technical Director

Mr. Chris Renn EXT 8293

Tami Wallace, Millstream Adult Education/Career Center Supervisor EXT 8256

Peggy Nigh, Secretary EXT 8277

Janet Baretta-Boyce, Secretary EXT 8214

1. Supervise and evaluate Millstream Staff (Business and Marketing, College Tech Prep English, Programs and Grants coordinator, Millstream Attendance secretary/aide, Millstream Special Needs Programs, Millstream Transportation, Technology and Facilities, T&I and CBA, Career Development Coordinator, Adult Education, Millstream Technology Coordinator, Secretaries & VOSE).
2. Serve as liaison between member schools; FCS curriculum directors and department chairs in regards to academic and career-tech issues; conduct Millstream Executive Council of Superintendents
3. Supervise the curriculum development and delivery systems for all Career-Tech and single period Millstream programs and courses, specifically all courses of study, textbooks, etc.
4. Oversee post-secondary option credit for all programs including programs of study, CT₂, Articulation Agreements, Dual Credit, DASL Enrollment); including submission of data and supervision of Tech Prep Coordinator's activities
5. Supervise and maintain EMIS data and DASL; serve as liaison between member schools, offering assistance as needed
6. Supervise MCTC's technology coordination; liaison with FCS technology director and staff as well as MCTC technology staff
7. Supervise Millstream programs
8. Supervise MCTC Facilities and liaison with FCS Facilities Director
9. Supervise and evaluate Adult Education Director, College Tech Prep & Grants Coordinator, Millstream Counselor & Career Development Coordinator and special needs programs
10. Develop master schedule and teacher assignments, including extra duties
11. Manage Health & Safety inspection
12. Assist in public relations
13. Attend designated state, regional, district & local meetings & functions
14. Work with discipline and serve as final step in appeal of any Millstream discipline
15. Administer Millstream budget, including overseeing grant administration; monitor all student fees, student activities & rotary accounts for Career-Tech programs
16. Develop MCTC In-service programs
17. Attend Millstream co-curricular and other activities
18. Transportation liaison with member school
19. Conduct new teacher orientation
20. Plan in-school assemblies: Student Youth Organization; NTHS, Awards & Make a Difference Day activities;
21. Participate in planning & supervising all MCTC events
22. Serve on community, school, professional committees as assigned
23. Complete other duties as assigned

HELP FOR STUDENTS

Child Abuse

By law, teachers are required to report suspected child abuse victims.

1. Contact appropriate principal immediately.
2. Give principal a description of suspected abuse.

Contact Children Protective Services at: (419) 424-7022.

Counseling

The counselors do personal, vocational and academic counseling. This counseling is accomplished by individual, small group, or large group sessions.

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 appropriate assistant principal(s) as quickly as possible. Depending upon the nature of the behavior, a report should be made to the administration immediately.

School Nurse

1. Student should have a pass to see the nurse from:
 - a. The class he/she is presently in
 - b. The class he/she is going to
2. Student should not “drop in” to the nurse’s clinic between classes since attendance is taken at the beginning of each period.
3. Emergency medical information regarding students is recorded in DASL and is designated by the Red Cross symbol.
4. The nurse screens for vision and hearing on all 9th graders, hearing impaired students, and those students new to the school system. However, teachers may contact the nurse any time a health problem is suspected.
5. The nurse will complete an assessment as part of the student’s IEP or MFE when requested by the teacher.
6. Teachers obtain Emergency Medical Records from the nurse to take on field trips. **THERE ARE NO EXCEPTIONS.**
7. Students are NOT permitted to possess medications on campus. Students must register all medicine with the nurse, including over the counter medications and prescriptions. The student’s parents/guardian need to provide prescription medicine in its original container along with a form signed by parent/guardian and doctor for any medication to be given at school.
8. School nurse will assure all students have a health card with current immunizations info.
9. Teachers may request information regarding health issues for their classes from the nurse.
10. School nurse will contribute to maintaining a healthy environment for students, faculty, and staff.

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 appropriate principal.

Helpful Phone Numbers

Need Help Finding Help? Dial 2-1-1

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

Hancock County Toll Free Crisis Hotline 1-888-936-7116

Do you or someone you know need help, need to talk, or feel stressed? The Hotline is available 24 hours a day, 7 days a week.

Helping Agencies

Family Resource Center 422-8616

Food

- Chopin Hall 422-6401
- Salvation Army 422-8238
- Women Infants Children (WIC) 424-0720
- Hancock Christian Clearing House 422-2222

Food and/or Homeless Shelter

- City Mission 423-9151

Housing Services

- Hope House 425-4673

Information and Referral

- HC Family First Council 425-0588
- HC Job and Family Services 800-228-2732 and 422-0182

Library, Hancock County 422-1712

Medical and Prescription

- Caughman Clinic 427-0809
- Women's Resource Center 424-9575

Support Groups

- Depression/Bipolar 422-9381
- Mental Illness 957-9423
- PALS / Suicide Loss 422-3711

Utility Assistance –

- Associated Charities 423-2021

School Alert – Help Keep Our Schools Safe!

School Alert is to report any incidents that might negatively impact our schools, students, or staff. **It is not intended for emergencies. Dial 421-8888 and then enter 7234.**

ACADEMIC INFORMATION

Academic Freedom

The policy of the Board is to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to mold sound moral values and beliefs, and to ensure knowledge of and respect for the Constitution and the Bill of Rights. These values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon inquiry and learning, and in which academic freedom is encouraged for the teacher and the student.

Academic freedom is essential to the fulfillment of the educational purposes of the Findlay City School System. Therefore, teachers have the right to protection from censorship or restraint that might interfere with their obligation to teach the adopted curriculum and/or course of study. While it is recognized that freedom carries responsibility, freedom of individual expression shall be encouraged. Within the preceding frame of reference, academic freedom in the school is defined as:

1. The right to teach and to learn about controversial issues appropriate to the age and maturity of students in relation to subjects taught in the curriculum guide and/or course of study.
2. The right to use materials and methods that meet the objectives of the course of study and which are professionally deemed appropriate to the levels of ability and maturity of the

students.

3. The right to maintain a classroom environment which is conducive to the free examination and exchange of ideas.
4. The right of teachers and students to debate and discuss divergent ideas, keeping in mind and respecting the standards of the community and the policies of the board.

Standards for Academic Freedom

In the implementation of the Board's Policy of academic freedom, it is recognized that the right of academic freedom is not an absolute right, but rather a right which must be balanced against the interest of valid educational objectives and the interest of the students in having an environment free from embarrassment, dogmatism and unnecessary diversions.

In determining what materials and methods are appropriate and necessary to a valid educational objective, including extracurricular activities sponsored or approved by the Board, the Board establishes the following standards to be observed in determining whether materials or methods are acceptable within the realm of academic freedom.

Materials or instructional methods to be used in a classroom or in a school sponsored function which contains obscene words, offensive language or sexually explicit material shall not be utilized unless they meet all of the following standards:

1. Standards of decency for the appropriate age and grade level shall prevail, not those for adults.
2. The words or materials shall not be introduced artificially or sensationally but shall be used in an appropriate manner for a valid educational purpose.
3. The materials shall be in the educational interests of the students and shall be relevant to the subject being taught or the activity being presented.
4. The material shall not be such as to cause intentional embarrassment to students.
5. The material must be considered with respect to the age, sophistication, level of intellectual development, and the maturity level of the students and the male/female composition of the class.
6. Motion pictures which have been rated "R" or "X" by the Motion Picture Industry of America shall not be used without peer and administrative review and approval.
7. Materials not in the public school libraries nor furnished by the school system as a part of its regular and established curriculum and which contain obscene words, offensive language, or which are sexually explicit, shall not be used without peer and administrative review and approval.

It is expected that the teacher shall apply these criteria when considering the educational use of materials and methods. If there is any concern or if the appropriateness is not clear, the teacher shall submit the materials or methods for peer and administrative review and approval. The peer and administrative review of materials shall be governed by the standards established in this policy.

Student Presentation/Speeches involving potentially dangerous or questionable materials:

Students should be discouraged from making any presentations involving the use of any potentially dangerous or questionable items/materials such as knives, weapons (even of historical value), swords, ninja stars, guns of any kind including toys, matches, lighters, explosive devices such as firecrackers and fireworks, piercings/tattooing/blood related items, babies, animals, drugs, alcohol,

tobacco or anything related to these items. Teachers should speak with the principal in charge of security (Nate Sorg) or the appropriate principal at least one week prior to the presentation for permission and/or procedures that need to be followed for items being brought to school. Students should be encouraged to bring in photographs of the items/materials for their presentation rather than the actual items/materials.

Academic Dishonesty

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

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

Academic Study Halls

1. When a student receives a mid-term or 9 weeks grade of D or lower, the subject teacher may assign the student to an available academic departmental study hall. Students remain there until the grade becomes a C or better at the next mid-term or next 9 weeks grade.
2. Students may be temporarily assigned to academic study hall for immediate short-term help using a work pass at any time.
3. Students must be in the academic study hall everyday unless they have a work pass for a

- class assignment to the library or computer lab, etc.
4. Students will be required to bring necessary assignments, books & materials with them to academic study hall.
 5. Upon written recommendation of subject teacher, counselors will assign / remove students from academic study hall.
 6. Teachers assigned to academic study halls should help individuals or groups with assignments and / or study skills.
 7. Teachers wishing to use an academic study hall for make-up tests should send the student with the test in a sealed envelope to the academic study hall. The completed test should be returned to the teacher's mailbox that same day.
 8. Peer tutors may be assigned to assist academic study hall teachers.

Bloom's Taxonomy

Bloom's Taxonomy is often used to develop curriculum and class lessons. There are six levels within the taxonomy that move from basic to high levels of thinking. These include knowledge, comprehension, application, analysis, synthesis and evaluation. Knowledge can be defined as memorizing information, observation and recall. Comprehension is being able to restate ideas in your own words, paraphrasing, summarizing and translating. Application is being able to use information to solve problems. Analysis is defined as being able to identify components, recognizing the hidden meaning, seeing patterns, determine the arrangement and logic. Synthesis can be defined as using old ideas to create new ones, to predict and draw conclusions. Evaluation is defined as making judgments about the value of ideas or materials.

Curriculum

Common Assessments

1. It is a Findlay High School practice that common assessments are given in all courses. It is an expectation that all courses give a minimum of four common assessments.
2. It is recommended that common assessment data be analyzed and that the data be used to adjust the curriculum accordingly and develop appropriate interventions to enhance student learning.

Curriculum Focus

Address three basic questions:

- What do we want students to know?
- How do we know that students have learned the content?
- What do we do when students do not learn the expected content?

Three Components of Effective Classroom Pedagogy

- Use of effective instructional strategies
- Use of effective management strategies
- Use of effective classroom curriculum design strategies

The Art and Science of Teaching by Robert Marzano (2007)

10 Instructional Design Questions for lesson planning:

1. What will I do to establish and communicate learning goals, track student progress, and celebrate success?
2. What will I do to help students effectively interact with new knowledge?
3. What will I do to help students practice and deepen their understanding of new knowledge?
4. What will I do to help students generate and test hypotheses about new knowledge?
5. What will I do to engage students?
6. What will I do to establish or maintain classroom rules and procedures?
7. What will I do to recognize and acknowledge adherence and lack of adherence to classroom rules and procedures?
8. What will I do to establish and maintain effective relationships with students?
9. What will I do to communicate high expectations for all students?
10. What will I do to develop effective lessons organized into a cohesive unit?

Curriculum Materials

1. Courses of Study can be located on the Findlay City Schools webpage.
Webpage directions: a. www.findlaycityschools.org, b. Open blue tab at top titled District Information, c. In the drop down box open Curriculum, d. Select High School. Contact the Director of Secondary Instruction for help with getting copies of courses of study.
2. Content Standards books can be secured from the Director of Secondary Instruction.
3. Teacher edition of texts will be given to you by your department chair.
4. Student textbooks are stored by department. Please ask your department chair for the locations of the books that you will need.

Grading Procedures

Grade Reports

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

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

- A counselor makes a recommendation to an administrator for a withdrawal with no penalty after consulting with the student and parent(s) and determining if there are extenuating circumstances.
- The final decision regarding whether the student receives WD/F will be made by the high school principal.

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

Failure Reports

Teachers must fill out failure reports for each student who fails their course (semester or year) and return the reports to the appropriate counselor. This must be done as soon as the student has failed.

Senior Failures

Particular attention must be paid to second semester seniors who typically are not required to take a final semester exam. The senior must be told in advance if they need to take the final exam in order to earn second semester credit. It is possible that the student needs the semester credit in order to earn the 21 credits required for graduation. Seniors must take the exam to pass the semester if they failed one of the quarters that semester.

Grades 9 - 12

Letter grades of O, A, B, C, D, F, S, U, I, or WD-F are granted in courses as indicated in grading criteria on page. Grade reports will be issued to the students once each 9 weeks in grades 9 - 12 following the close of the grading period. The grade report card will include grades for the student's courses as well as absences from each course during the grading period.

Grading Criteria:

1. Grade A: Given to a student who exhibits most of these characteristics:
 - a. Completes assignments on time.
 - b. Is conscientious and dependable.
 - c. Makes voluntary and worthwhile contributions to class.
 - d. Expresses self clearly and creatively in oral and written work; uses English appropriate to each situation.
 - e. Is organized and thorough in his/her work.
 - f. Demonstrates mastery of 92% or more of the skills and concepts taught.
 - g. Has an inquiring mind and does additional work.
 - h. Associates and re-thinks problems, and applies principles learned often without supervision.
 - i. Creates and produces new applications of principles learned.
2. Grade B: Given to a student who exhibits most of these characteristics:
 - a. Completes assignments on time.
 - b. Is conscientious and dependable
 - c. Makes voluntary and worthwhile contributions to class.

- d. Expresses self with clarity in oral and written work and uses English appropriate to each situation.
 - e. Is organized and thorough in his/her work
 - f. Demonstrates mastery of 82% to 91% of the skills and concepts taught.
 - g. Frequently does more than is required.
 - h. With moderate supervision, applies principles learned.
3. Grade C: Given to a student who exhibits most of these characteristics:
- a. Completes the major portion of assigned work on time.
 - b. Stays on-task with definite guidance from the teacher.
 - c. Contributes to and participates in class work.
 - d. Uses English appropriate to each situation.
 - e. Demonstrates mastery of 72% to 81% of the skills and concepts taught.
4. Grade D: Given to a student who exhibits most of these characteristics:
- a. Requires extra time to accomplish work assigned.
 - b. Needs special help and encouragement; requires much supervision to complete tasks.
 - c. Makes a minimum contribution to class.
 - d. Has difficulty in oral and written expression; uses English that is inappropriate to situations.
 - e. Is careless in preparation of assignments.
 - f. Demonstrates mastery of 62% to 71% of the skills and concepts taught.
5. Grade F: Given to a student who exhibits most of these characteristics:
- a. Completes assignments only if extra time is allowed.
 - b. Does not apply him/herself, even with teacher supervision.
 - c. Seldom makes contributions to class.
 - d. Has extreme difficulty in oral and written expression; uses English that is inappropriate to situations.
 - e. Demonstrates mastery of less than 62% of the skills and concepts taught.

Criteria Applicable 6-12 Only

1. Grade O: Given only in honors courses, at the high school level, to a student who demonstrates mastery of 95% or more of the assigned work, and, in addition, exhibits most of the characteristics of Grade A achievement.
2. Grade S: Given to a student who demonstrates mastery of 72% or more of the assigned work, and who exhibits characteristics of A, B, or C achievement. Grades S and U may be given when prior permission of principal, teacher, and guidance counselor has been obtained.
3. Grade U: Given to a student who demonstrates mastery of less than 72% of the assigned work, and who exhibits characteristic of D or F achievement. Grades S and U may be given when prior permission of principal, teacher and guidance counselor has been obtained.
4. Grade I: Given to a student who fails to complete course requirements by the end of the grading period but who has been granted a 10-school day extension by the teacher. **The dates may be extended with the approval of the principal.** The teacher must inform the student of the extended due date. If work is not completed on that due date, **the**

assignment/s becomes an F and may affect the final nine weeks/semester/or yearly grade.

5. Grade WP: Given to a student who withdraws during the first three weeks of a course.
6. Grade WD-F: Given to a student who withdraws from a course after the first 10 days of each semester. A student who withdraws from a course during the second semester of a two semester class (year-long) will receive no credit for both semesters. The final decision regarding whether the student receives a WD/F will be made by the high school principal.
7. An F may also be given to a student who fails to follow proper procedures in withdrawing from a course.

TABLE FOR DETERMINING SEMESTER AVERAGES
HIGH SCHOOL AND MILLSTREAM

<u>Points</u>	<u>Grade</u>	<u>Basic, C.P. & Millstream</u>	<u>Honors</u>	<u>A.P.</u>
4	O	-----	95.0	94.0
4	A	92.0	90.0	86.0
3	B	82.0	80.0	80.0
2	C	72.0	70.0	70.0
1	D	62.0	60.0	60.0
0	F	61-0	59-0	59-0

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

Semester Grade (with Exam)

To arrive at a final grade, multiply each of the nine-week grade values by 3 and the exam grade value by 2 and use the above table.

If a student falls in a category where a choice of grades exists, the teacher must be able to justify giving the student the lower grade. If students have 2 F's (including examination), they fail the semester.

Semester Grade (without an Exam)

To arrive at a final average, multiply each of the nine-week grade values by 3 using the previous table. If students have 2 F's in the course, they fail the semester.

If a student falls in a category where a choice of grades exists, the teacher must be able to justify giving the student the lower grade. If students have 2 F's (including examination), they fail the semester.

Year-Long Grade (with 2 Exams) (Millstream only)

To arrive at a final grade, multiply each of the nine-week grade values by 3 and each of the exam grade values by 2 and use the table above. To receive credit in a year course with two examinations, students are required to have four passing grades (of the four periodic grades and two examinations).

Year-Long Grade (with 1 Exam) (Millstream only)

To arrive at a final grade, multiply each of the nine-week grade values by 3 and the exam grade by 2 and use the table above. If a student falls in a category where a choice of grades exists, the teacher must be able to justify giving the student the lower grade. To receive credit in year course with one examination, students are required to have four passing grades (of the four periodic grades and one examination).

Grading Principle:

1. There should be sufficient grades each nine weeks period to determine an accurate evaluation of the student's progress.
2. The determination of achievement grades is a responsibility of teachers, which requires the exercise of the highest degree of professional skill.
3. Only the teacher who originally assigned the grade may change a grade.
4. Evaluation of student work involves the weighing of oral and written achievement and recognition of the student's ability, as well as consideration of intangible qualities, none of which can be measured with absolute precision and exactness.
5. Although there will be some slight variation among teachers in the interpretations of the criteria, they are established as the standard for achievement grades.

GPA Formula / Determining Class Rank Grades 9-12

The following formula will be used to determine class rank. The formula is intended to consider the following when determining class rank:

- honors classes taken
- credits earned
- grades earned

The process involves the following steps:

1. Calculate the GPA at the conclusion of each semester based upon a 4 point system and .5 credits earned
 - O = 2 points
 - A = 2 points
 - B = 1.5 points
 - C = 1 points
 - D = .5 point
 - F = 0 points

*Adjust the above points for .25 credit courses; Millstream courses are calculated as full/1 credit courses

*Divide total points earned by total credits earned to determine a student's Grade Point Average (GPA).

2. Add-on bonuses for .5 credit Honors O's, A's and B's. Calculate using this formula.
 An honors O is worth .0166
 An honors A is worth .0083
 An honors B is worth .00415
 *Add the honors bonus points to the GPA determined in Step 1.
3. Add-on bonus points for total credits over 20 credits earned (this will not be determined until the end of the senior year). A student must take at least one honors course to qualify for this add-on. Calculate the total number of credits earned and subtract 20 from that number. Divide the result by 40.
 *Add the bonus points for credits earned to the total determined after Step 2.
4. Semester Credit: Each grading period is 37.5 % of the final grade; the exam is 25% of the final grade.
5. The cumulative GPA is updated two times each school year.
6. A maximum of 32 total credits will be used to calculate the student's class rank and PA. If more than 32 credits are completed, the student's GPA/class rank will be determined on the basis of the best 32 credits earned.

Homework

Homework must be posted by the date it is assigned on the homework page. The purpose of homework assignments (i.e. practice skills students are familiar with, to prepare students for new content, to elaborate on new material) should be explained to students and should receive teacher feedback. Classroom homework policies should be communicated with students and parents. Homework is meant to enhance student learning beyond the classroom.

Honor Roll Requirements

The requirements for honor roll are as follows:

- Distinguished Honor Roll - 3.75 and above with no grade below "C".
- Merit Honor Roll – 3.25 - 3.74 with no grade below "C".
- A/B Honor Roll - Any combination of all "A's" and "B's".

Incompletes

Students who have not completed basic course requirements due to excused absences such as illness will receive an "Incomplete" for the quarter. Students will be granted the same number of school days missed to complete assignments given during the time of absence. In cases of extended illness or other extenuating circumstances, a student may be allowed extra time to complete course requirements or modification of course requirements with the approval of the teacher and appropriate principal. Assignments not completed may receive zero credit to be averaged into that quarter's grade.

Faculty members are to fill out an "Incomplete and grade change form" for each incomplete grade given when that incomplete is changed to another grade and return the form to Sharon Snyder in the SAC office.

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.

Graduation Requirements Monitored by Guidance Office

Each counselor keeps account of the credits and required courses for his/her counselees. The students are responsible to see that they have met graduation requirements.

Interim Report Policy

Teachers will make written or oral interim reports to parents when students' achievement moves downward within the course of a grading period of more than one letter or a failing grade, when effort and/or attitude changes, and whenever unusual accomplishment is made. A copy of a written report or documentation of an oral report that gives date and summary should be maintained by the teacher.

During the fourth week of each grading period, all students will receive an interim report form in their homeroom. The dates that parents should expect these forms to be brought home will be published in all parent newsletters and will be given to *THE COURIER*. Parents who do not receive an interim will be encouraged to call the school at which time a copy will be mailed.

NOTE: Please use the comment section to praise students doing well and to suggest areas of improvement for students needing help in your classes! This is an excellent method of reporting information to parents!

Parent Contacts

- In addition to the interim report, teachers are encouraged to contact parents by phone, e-mail and/or mail if the teacher feels the student is having a problem at school.
- Teachers are encouraged to contact parents when a student performs in an exemplary fashion. Trojan-grams and notes are available in the office.
- Since we are on a nine weeks system, teachers are strongly encouraged to communicate more frequently with parents and students who are having academic problems.

Progress Book

Grades will be current and posted on Progress Book within one week after due date of an assignment, test, or quiz. (Exceptions are major assignments/projects or tests that take longer periods to grade, at which point a comment needs to be posted stating when parents can expect those grades.)

Credit Flex Options for Students

Auditing

Students may be permitted to audit a course provided there is sufficient room and approval is obtained in writing from the principal, counselor and teacher. Students receive no credit for such courses. Admissions will be on a space-available basis, and credit-earning student will be accommodated first. Any student auditing a class must attend as if regularly scheduled, do all the work assigned, and take exams; however, no grade is recorded on the student's permanent record.

Audit and Satisfactory/Unsatisfactory grades are not calculated in a student's grade point average.

Concurrent Enrollment Programming

The concurrent enrollment program allows Findlay High School students to receive college credit that meets the Ohio Department of Education high school core and elective graduation requirements and college credit simultaneously. The purpose of concurrent enrollment is to provide students with challenging college-level experience for students within the high school setting. Findlay High School Concurrent Enrollment programs are delivered by Findlay High School teachers in conjunction with Ohio Northern University curriculum. There is a cost associated with the issuing of college credit. Students should contact their guidance counselor for more information.

Correspondence Courses

Credit for correspondence school courses may be applied toward graduation provided:

- Prior authorization to enroll in correspondence courses has been given by the high school principal and the Educational Options Plan form is submitted.
- Maximum credit earned through Educational Options Plans (correspondence course, on-line course, educational travel, and independent study) shall not exceed 6 credits.
- Any accredited e-learning or correspondence school may be reviewed for approval.

Credit Flexibility

Students may earn credit towards graduation by completing traditional coursework, by testing out or otherwise demonstrating mastery of the course content, and/or by pursuing educational options through credit flex. Credit Flex will focus on performance and will acknowledge and address students' different learning styles, paces and interests, offering students the opportunity to demonstrate creativity, explore academic and career interests and practice critical thinking. Credits earned will be included on the transcript and GPA. Teachers, a multi-disciplinary team, a professional panel from the community or a state performance-based assessment may be used to determine credit. The credit flex committee, chaired by the high school principal, must approve the Credit Flex proposal. The student is responsible for following the board of education policies and procedures while earning credit flex.

Credit Recovery (Plato)

See Administrative Procedure 8.28 for complete details.

Teachers who assign failing grades to students in courses that are necessary for graduation must report the failing grade to the appropriate counselor.

Findlay High School will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through computer-aided instruction as an option instead of requiring the student to repeating the entire course. Such students must meet eligibility requirements to apply. Students are eligible to apply for Credit Recovery if the semester grade earned in a course required for graduation is an **F** for a C.P. or Basic course. Alternatively, such a student can choose to repeat the regular scheduled course in its entirety during the next regular school term, earn credit through Summer School or take an approved correspondence course. Students must complete an application to request placement in a Credit Recovery Program.

Students may be removed from a Credit Recovery Program at the discretion of the administrator supervising the program for circumstances involving serious or repeated misbehavior, failure to adhere to program attendance requirements, or failure to make adequate progress towards meeting remediation requirements. A class fee of fifty dollars (\$50) must be paid per credit to Findlay City Schools to participate in the program and will be nonrefundable should the student be dismissed from the program. Students may attempt to recover multiple credits, but one credit must be completed before attempting the next. A maximum grade of a **C** may be awarded in a Credit Recovery course.

- The Credit Recovery grade will be calculated as an average of the failed grade with the Credit Recovery grade, up to a letter grade of **C**.
- Grade forgiveness will be used, whereby the original failing grade is replaced by the Credit Recovery grade for computing grade-point averages (not to exceed a letter grade of **C**). However, both grades will remain on the student's transcript as an accurate notation of courses attempted and credits earned. A student may not audit a credit recovery course.
- A maximum of six (6) units of Credit Recovery may be granted towards graduation.

PLATO also offers course materials that teachers can use for free to create and enhance lessons for the classroom and substitute lessons plans.

Digital Academy

Students and their families can contact a FHS counselor and/or Larry Grove or Sandy White at the TLB Building (3598) for information regarding Findlay Digital Academy (FDA). FDA is an on-line high school providing an alternative path to a high school diploma for at-risk students.

There is no charge to attend FDA and students are provided with a computer to do their schoolwork. FDA is a separate school; students graduate from FDA, not FHS. Students enrolled in FDA receive their curriculum from TRECA Digital Academy. All courses are standards based and are taught by teachers who are rated HQT. Applications for enrollment in FDA can be picked up from any FHS counselor. Students enrolling in FDA must continue to attend FHS until their actual date of orientation; submitting an application does not excuse a student from attending FHS. Students must enroll full-time at FDA; they cannot take some of their classes at FHS and some at FDA. TRECA does, however, offer single courses and summer school classes paid for by the student and/or parent. Ohio law provides that students at FDA may participate in any extra-curricular activities at FHS and attend school dances.

Home Instruction

Home instruction is provided in accordance with Ohio law to students physically bound to their home for more than 20 consecutive days or IEP students as determined by the IEP team. Students who qualify for home instruction will be referred to their counselor and the Special Education Coordinator to complete the application process.

The Home Instruction tutor should: (1) contact the regular teacher regarding assignments and curriculum; (2) follow the regular course of study as much as possible; (3) administer the final examination of the classroom instructor; and (4) assign a grade upon conclusion of home instruction. The regular classroom teacher is to include the Home Instruction grade when figuring semester grades. Home Instruction shall meet the standards as adopted by the State Board of Education and the Division of Special Education.

Independent Study

Students may enroll in courses not offered in the regular curriculum provided:

- State standards for credit are met
- A certified teacher teaches the course
- A Principal must approve course objectives and requirements.

PASS

Students on an IEP who have accumulated days of suspension and have documented interventions through a behavior plan may qualify for services through the PASS program. Students attend Mon.-Thurs. from 3:00-5:30 p.m. at Findlay High School. Students are able to earn 4 credits while in PASS - math, science, English and social studies.

Tutoring

Credit for tutoring, other than home instruction, shall be granted under the following conditions:

1. Prior approval is granted by the principal or the school wherein credit is to be granted. The pupil will receive tutoring in only one subject unless an exception is made by the

- principal through the Educational Option.
2. The tutor shall be properly certificated and shall be officially approved for tutoring by the Director of Student Services.
 3. The student shall meet with the certified teacher a minimum of twenty clock hours and be assigned additional work (minimum 40 hours) that shall add up to a total of 60 clock hours for each one-half unit if credit is granted.
 4. An Educational Option Plan form must be completed and submitted to the appropriate guidance counselor, including signature of Superintendent or designee.
 5. The principal shall require the tutor to submit a record of the work covered and a report of the quality of the work done. The tutor is to follow the Findlay City Schools course of study for the subject being taught.

Schedule Changes

Adding a Course

A student may add a course within the first 10 days of a “year-long class” or the first 10 days of a semester class or the first 5 days of a technology class.

Schedule Change

During the spring, a series of scheduling activities take place to assist each student in selecting appropriate courses for the following year and to allow for parent feedback. Extensive time is spent developing course planning information, credit check work sheets, course advisement information, and counseling by teachers and counselors. Because of this detailed process, students need to plan their schedule carefully since schedule changes will only be permitted for the reasons below.

Students may not add a course after the first 10 days of each semester or the first 5 days of a technology class. In order to ensure that students are able to take another class, students are not permitted to drop a course after the course has been in session for 10 days. Dropping after that date would result in a WD/F. Failure to follow the proper schedule change procedures will result in a failing grade for the course and loss of credit. For example, a student who withdraws from a course during the second semester of a two semester class (year-long) will receive no credit for both semesters. Students requesting a schedule change must complete the Drop/Add form, meet at least one of the criteria below for a schedule change, and obtain all of the necessary signatures, prior to the schedule change being made.

Any schedule change request after the 10 days must receive approval by the building principal. If approved, the student must follow the current schedule until notified that the change has been made. Requests for specific teachers, lunch periods, and/or courses offered during specific periods will not be honored. Students and parents are responsible for making sure that the schedule change does not impact athletic eligibility, graduation status, and/or earning the honors diploma.

Reasons that justify changes in a student’s schedule:

- Semester/Class imbalances and/or clerical errors.
- Replacement of summer school course(s) successfully completed.

- Medical/Health Concerns; Adjustments for students with special needs.
- Level change – AP to CP and/or CP to Basic. Once a student, parent and teacher recognize that the level of difficulty is such that the student is not successful/challenged, a level change should occur immediately (ie. A course prerequisite was not met). Students transferring from an honors course to a college prep course must make the request by the time grades are posted for the end of the first quarter.
- Scheduled PSO/college class to replace FHS class (provided all deadlines were followed; provide a copy of college schedule).
- To add a course to ensure athletic and/or extracurricular eligibility.

Students must be registered for a minimum of five .5 credit courses per semester. (Note: a minimum of 21 credits are needed for graduation.) A student who is withdrawn from a class at any time for disciplinary reasons will receive a final grade of WD/F for that course. Students will be WD from courses if the students are absent the first week of school and there has been no contact from a parent regarding the nonattendance.

Once learning that a student has been withdrawn from his/her class, a teacher should submit textbook fines/fees or any other fees/fines to the main office as soon as possible.

Withdrawal from school

1. The student or parent must contact the Guidance Office to meet with the counselor to determine the reason for withdrawal. All school related materials/books must be returned to the teacher, library and/or office to avoid fees. A fines and fee slip should be turned in to the office for unreturned or damaged school materials.
2. If the student is moving, a withdrawal form must be signed by a parent and taken to the teachers on the last day of attendance for the teacher to record the grade to date during the last grading period and a teacher signature. This form then needs to be turned in at the Guidance Office by the student. 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 Guidance Office. The counselor will discuss the situation with parents and the outcome will be forwarded to the appropriate administrator.

GENERAL INFORMATION FOR STAFF

Accidents/Reports

When an accident causes injury to a student, the person in charge must fill out a report. If the school nurse sees the injured student, she will place the form in your mailbox. If the accident is not reported to the nurse, you may get the proper form from her office or from Ms. Cooperrider. In case of personal injury, you must report to the Assistant Superintendent's office, as soon as possible after the injury.

Amenities

- **Cafeteria Meals:** Teachers may purchase meals (\$2.65) or a-la-carte items in the cafeteria.

- **Faculty Library:** Computers, computer printers, unabridged dictionary and a copy machine are available in the faculty library. Facilities for staff use only include: refrigerator, stove, snack and pop machines and telephones. Student pages are available outside the door. Carrels are available for those teachers who do not have a room desk. The supplies in the carrels belong to individual teachers. Please honor the privacy of these carrels.
- **Courier service:** Available between each school and the administration offices and Hancock Federal Credit Union daily. Place your material in the large folders located on the ledge below the mailboxes. Outgoing mail may be placed in the postal tub in the copy room at your own risk. To have letters concerning school business stamped, see one of the secretaries in the main office. Any large mailing must have the approval of the principal. Students may not pick up your mail from the boxes.
- **Housekeeping:** The halls and classrooms are normally kept clean by a routine cleaning schedule, but if it becomes necessary to have a particular area cleaned, please complete an "IN BUILDING WORK REQUEST". Each teacher is responsible for leaving the room in order for the next class. The last teacher to use a classroom each day will close and lock all windows, close the drapes, turn out lights, and lock the door. Students are not to be in classrooms without adult supervision.
- **Keys:** Necessary room keys and a door pass card may be obtained from Ms. Cooperrider. All keys will be inventoried at checkout with the supervising principal at the end of each school year. Do not give your keys to students. Each key cylinder that has to be replaced costs \$35.00 at your expense.
- **Mail:** Each member of the faculty has a mailbox in the copy room arranged in alphabetical order. Bulletins and other communications are placed in them. Please check your mailbox upon your arrival in the morning and before you leave each school day. Any package too large for your mailbox will be placed on the ledge or floor beneath the boxes.
- **Medical, Dental and Optical Insurance:** The Findlay Board of Education provides medical, dental and optical insurance for its certificated personnel. Insurance forms are obtained in the main office.
- **Office Equipment:** A hole punch, saddle stapler, paper cutter, stapler and photocopy machines are available in the copy room. Three copiers are also located in the teachers' library.
- **Supplies** are available in the copy room for your use. Please try to conserve on these items as much as possible. If you have questions, see one of the front office secretaries.

Announcements/Public Address System

Announcements are made during 3rd period. Forms are kept in the announcement room in the main office. Announcements must be on a form or e-mailed to the Student Activities Director (Debbie Benson), by 7:30 a.m., and signed by a club advisor/coach/teacher to be made over the PA system. The Student Activities Director and/or the building principals will read announcements. Announcements are to be limited to three days. All announcements will be kept to 25 words or less. Please print or write neatly.

Awards

Each year a series of banquets are held to recognize student achievement in academics,

athletics and other extra-curricular activities. In May, the Academic Excellence Banquet honors all students who have maintained a 3.75 GPA or above. The students receive letters somewhat similar to athletic letters, pins or plaques. The Awards Program, also held in May, recognizes seniors receiving scholarships, national, state or local recognition for overall achievement or achievement in a specific curricular area. The Faculty awards scholarships at this banquet; the counselors also give two scholarships. The C. Robert Baker Award, Bruce Hill Award, and Rotary Golden Apple Award are annual awards made to the outstanding educators of the Findlay School System.

Calendar

A calendar of all school activities is updated on-line on the FHS website under the calendar pull-down menu and in the building documents folder on the “shared crash” file. All school and school-related activities must be scheduled on this calendar as far in advance as possible. If the activity involves use of high school classrooms (even your own classroom), or any other building facility including the cafeteria, auditorium or gymnasiums, building permits must be completed by the sponsoring teacher and approved by maintenance and the principal in charge of activities. The athletic director approves the permit if it involves athletic facilities and the theatre director if it involves the auditorium. Building permits must be completed and submitted at least one week in advance of the event. Blank building permit forms may be obtained from the SAC office or on-line. Completed building permits should be placed in Sue Leddy’s mailbox.

An on-line building permit form has been created with the intent to go “paperless”. Teachers will be able to submit a building permit to Sue Leddy via e-mail. Go to the FHS site, Resources, School Forms and Building Permit. The building permit can be downloaded and changed as needed. A signed and approved permit will be returned to you. The teacher/advisor/coach must have the approved building permit confirmation prior to the event in order to use the facility.

Here's a link to a video that shows you how you can maximize your use of the calendar:
http://help.intand.com/index.php?section=public_invite

And here is the calendar itself: <http://fcs.intand.com/>

Classroom Management

Grades and seating charts for each period should be up-to-date and available when requested by the office or one of the principals.

- **Attendance:** Accurate period attendance must be taken in DASL for all classes and study halls. Mark a student tardy if they are late to class. E-mail the appropriate attendance aide if a student was marked absent but arrived late so that the attendance can be corrected. Attendance should be taken for students on a perm pass and an e-mail should be sent to the appropriate attendance aide regarding any absence. Do not allow students to take attendance or enter attendance into DASL.
- **Classroom policies:** Class policies, expectations and procedures should be documented and discussed with students at the beginning of each school year.
- **Discipline:** An important part of your job as a teacher is to handle discipline problems effectively. Don’t hesitate to consult a principal, a counselor, a fellow teacher or your department chairperson on how to handle a group or an individual discipline concern. Prior to referring a student to a principal for routine discipline infractions, teachers should conference

with the student, issue a detention and contact parents in person or on the telephone.

Individual student referrals to the principal are to be held at a minimum. Documentation of student behaviors, conferences with students, discipline actions and parent contact is required on the discipline referral form and for teacher records.

- **Grades:** Assignment/exam grades must be accurately recorded in Progress Book in a timely manner. It is suggested that a separate book be used to keep attendance and grades as a back-up and for your own records.
- **Lesson planning:** Lesson plans that utilize current courses of study should be prepared at least one week in advance. Lesson Plans must be available and easily accessible for a substitute. The freshman office signs in Renhill substitutes and should be notified about the location of the daily lesson plan or the lesson plan designed for use during emergencies.
- **Seating Chart:** An up-to-date seating chart for each class must be available for use by a substitute.
- **Supervision: NEVER LEAVE YOUR STUDENTS UNSUPERVISED.** Emphasis must be placed on proper supervision of students at all times. Teachers must be on time to class and supervise students at all times. In your lesson plans, list safety precautions unique to the lesson being conducted. In the back of the lesson plan book attach a list of general safety rules that you have covered with your classes. In case of a substitute, they will be notified to look for the safety instructions.

Code of Professional Conduct

A copy of the Code of Professional Conduct for Professional Educators can be found on the district website at <http://www.findlaycityschools.org/staff-forms.htm>

Collaborative Time

- Collaborative Time is provided every Thursday morning from 7 AM – 7:40 AM.
- Collaborative Time provides the opportunity for teams to meet to discuss curriculum and be involved in professional growth opportunities. This time can be used for a variety of activities such as using data to drive instruction, writing common assessments, analysis of common assessment and SMART goal data, analysis of OGT data, developing strategies to enhance student learning, and discussing journal articles.
- Students are not permitted into the academic wing of the building during collaborative time until 7:30.

Contracts (subject to changes in state law)

With the exception of full-time substitutes, teachers new to the school system receive a limited contract of one-year duration. A teacher not recommended for reappointment will be notified prior to April 30.

Resignations for the next year must be submitted by July 10. Resignations after July 10 are permissible only with Board consent.

Course Fees & Fines

Students are charged fees in some courses to cover the cost of materials. Teachers must complete and turn in the "Unpaid Fines and Fees Notice" to the appropriate alphabetical secretary at the end of each grading period if a student has not paid fees or owes fines. The fine sheet must be turned in as soon as possible if a student drops a class or withdraws from school. This allows

the office to collect fines and fees prior to sending a transcript to the new school. Students having a financial problem should see their counselor.

Departmental Meetings

Departmental meetings are held at least once a month or as scheduled by the Department Chairpersons. Attendance at meetings called by the principal or department chairperson is required. Agendas of monthly meetings are to be given to the principal.

Directory Information / Student Records

Findlay High School makes the information listed below 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.

Emergency Call Button

An emergency call button is located in most classrooms near the light switch by the door. Push the button and release it to make a call to the main office and the teacher will be able to explain the emergency using the PA. If the button is pushed and released four times in a row it will be transmitted as a higher priority emergency. Depending upon the location of the room, the freshman wing or the main office phone will receive the emergency call. If the call is not answered it will be transferred to the SAC office phone.

Faculty Council Officers

The Faculty Council serves as a liaison committee between certificated/licensed staff and the high school administration. It offers advice, conveys matters of concern and recommends proposals to be taken to the entire staff. Faculty members elected in the spring for the 2011-2012 school year are: Aaron Moyer, President; Mike Ruthenberg Vice President; Jeff Harper, Treasurer and Deb Stall is the secretary/flower fund chairperson.

Faculty Flower Fund

The Faculty Flower Fund is maintained through the use of vending machines and donations. Flowers or a gift are sent to members of the faculty or their immediate family on the occasions of death, birth and marriage. An annual fee of \$5.00 is collected through Department Chairs.

Faculty Meetings

Faculty meetings are held in the choir room as needed. Millstream faculty will meet in the Café at Millstream unless announced otherwise. You must notify the principal if you are not able to attend the faculty meeting. It is the teacher's responsibility to find out what content missed when they cannot attend a faculty meeting. Staff resources can be found at:
<http://sharepoint/sites/resources/default.aspx>

FEA Contract:

<http://www.findlaycityschools.org/forms/FEA-MasterContract.pdf>

Formal and Self Evaluation information can be found on page 46 Appendix B.

FEA Officers

Gary Kapostasy, President
Terry Kempfer, Secretary
Kathy Lyon, High School

Kathy Kapostasy, Vice President
Kim Fillhart, Treasurer
Negotiator

FEA – FHS Building Representatives

Dianna Schweinfurth, Gene Damon, Mark Dickman

Field Trips

Field trip forms can be picked up in the freshman and main office workroom or SAC office and turned into the field trip coordinator's mailbox (Kelly Glick/Sue Read). Millstream teachers need to contact Chris Renn.

How to apply for a field trip

Out of state field trips require administrative approval prior to completing additional field trip paperwork. The advisor/teacher must first submit a letter requesting the field trip to the building principal. Subsequently, the letter will be sent to the superintendent for approval. After obtaining approval from the superintendent, the advisor/teacher must attach a copy of the approved letter to the field trip paperwork. All paperwork (transportation form, field trip packet paperwork, attendance list, professional leave form/absence form, purchase order(s) and if needed, the letter of approval for the out of state trip) must be turned in at the same time to the field trip coordinator's mailbox in a timely manner.

First, fill out the forms in the field trip packet for **ALL** trips: Field Trip Proposal, Transportation Request (See the athletic director for van use), and the blue attendance form. An Away Event Form must be completed for any trip NOT using school transportation. All cell/hotel phone numbers, flight and/or charter bus information must be included.

Next, submit all forms to the field trip coordinator. Please try to submit your forms at least **three** weeks before your trip date to allow time for processing forms with transportation.

The field trip proposal form will be returned to the teacher with administrative and transportation approvals. All approved field trips will be posted for staff in the building documents folder on the "shared crash" file. Field trips must be administratively approved before the attendance list is given to attendance and the staff.

Please complete the following at least one week before your scheduled field trip.

- Give the completed blue attendance sheet to the attendance office (Jennifer Wozniak). Student ID numbers must be included on this form.
- Obtain copies of Emergency Medical Forms from the nurse's office. Each student must have an emergency medical form prior to any field trip list.
- E-mail the list of students attending your trip to all teachers. If e-mail does not work, place the list in each teacher's mailbox.
- Obtain a signed Parent Permission Slip from each student (Copy of this form is included in this packet)

On the day of your scheduled trip:

- Give the attendance office an updated list of the students attending your trip before leaving
- Bring Emergency Medical Forms and Parent Permission Slips with you on your trip

Please do not schedule field trips on the following days:

- Two days prior to exams and during exams: January 7-11 (depending upon the dates of exams) and May 22-28;
- OGT week / October 22-26 and March 11-15;
- AP Testing May 6-17 (AP exam prep April 28-May 3);
- Last 2 weeks of School (May 15-29)

The last day to **Request** a field trip is April 5; the last day to **take** a field trip is April 26.

School Related Absences/Field Trips

Please check with the appropriate principal before discussing a field trip (including on-campus "field trips) with a class. A school-related absence is defined to be any absence requested by a teacher/administrator with administrative approval, which results in a student missing another teacher's class. Arrangements for any school-related absence must have prior approval of the principal. Requests for bus service must be made through the appropriate principal at least three weeks in advance. Busses may leave by approximately 9:00 a.m. and return by 2:00 p.m. School-related activities will not be scheduled during the last five school days of each grading period or during the last ten school days of each semester unless they are previously scheduled events determined by agencies not controlled by the school system's calendar. Each student must have a permission slip signed by a parent prior to a field trip which takes the student off campus. Permission slips are obtained in the main office. Teachers must also obtain the Emergency Medical Forms by providing the nurse with an alphabetized list of students attending the field trip. This applies to both in-town and out-of-town trips. An alphabetical list of students taking the trip must be turned in to Jennifer Wozniak, the attendance secretary, one week in advance.

The student will be allowed to turn in work when they return from a school related absence. The day of the trip the teacher will provide attendance with a final list of students attending the field trip. Students shall be responsible for obtaining assignments prior to the trip.

- Under no circumstances are students to drive other students to or from school- sponsored activities.
- School busses are the preferred method of transportation to and from school activities.
- Students must ride the bus to and from the field trip and are only allowed to be transported by parent with principal permission. The parent must be present when the student is released from school supervision.

(Teachers may utilize their own cars only with principal approval for activities realizing that they assume responsibility for the students. It is recommended that private liability insurance be obtained for those using their own cars.) A private vehicle use form must be filled out and

approved by the Superintendent (board policy 5.09).

Food in the Classroom / Halls

All food must be consumed in the cafeteria with the exception of the following situations: food or beverage will be permitted in other areas of the building with permission of a principal and/or students are permitted to transport and have food in the academic wing with a written pass in the student handbook from the classroom teacher for the purpose of consumption in the classroom.

Fundraisers

All fundraisers must have a sales and service form approved by an administrator. Go to the HS Staff Shared folder, click on Building Documents and FHS Sales Calendar to view the fundraiser calendar for the high school. All fundraisers involving the sale of food to students during the school day must conform to the Healthy Food Guidelines, which can be obtained from Teresa Welty, Food Services Manager.

Ideas for Healthy Fundraising Alternatives for Schools, Sports and Clubs

adapted from *Creative Financing and Fundraising*, Shasta County Public Health

Items You Can Sell

Activity theme bags
Air fresheners
Balloon bouquets
Bath accessories
Batteries, flashlights
Books, calendars
Brick/stone/tile memorials
Bumper stickers and decals
Buttons, pins
Calendars
Candles
Cookbooks made by the school
Christmas ornaments
Christmas trees
Coffee cups, mugs
Cookbooks
Coupon books
Crafts
Customized stickers
Emergency kits for cars
First aid kits
Flowers, bulbs, plants
Foot warmers
Football seats
Giant coloring books
Gift baskets

Gift certificates
Gift items
Gift wrap, boxes, bags
Greeting cards
Hats and jewelry
Holiday wreaths
Key chains
License plates or holders w/school logo
Magazine subscriptions
Megaphones
Mistletoe
Monograms
Pet treats/toys/accessories
Plants
Pocket calendars
Prepaid phone cards
Raffle donations
Scarves
School art drawings
School Frisbees
School spirit gear
Scratch-off cards
Sell/rent wishes
Souvenir cups
Spirit/seasonal flags
Stadium pillows
Stationery

Stuffed animals
Temporary/henna tattoos
T-shirts, sweatshirts
Valentine flowers
Yearbook covers
Yearbook graffiti

Healthy Foods

Frozen bananas
Fruit and nut baskets
Fruit and yogurt parfaits
Fruit smoothies
Lunch box auctions
Trail mix

Things You Can Do

Art show
Auction
Bike-a-thons
Bowling night/bowl-a-thon
Car wash (presell tickets)
Carnivals
Craft sales
Dances (kids, family, father/daughter, Sadie Hawkins)
Family/glamour portraits
Festivals
Fun runs

Golf tournament	Singing telegrams
Hoop- or Jump-Rope-a-thon	Skate night/skate-a-thon
Magic show	Talent shows
Raffle	Tennis/horseshoe pitching
Recycling cans/bottles/paper	competition

For additional information on fundraising, please see:

www.fundraisingdepot.com

www.stretchablebookcovers.com

www.common-threads.com

www.partnersforkids.com

www.brickstonegraphics.com

www.y-ties.com

www.fund-raising.com

www.ripperileythomas.com

www.efundraisingbeads.com

www.nudayfundraising.com

www.qsp.com

www.currentfun.com

www.dulcoprinting.com

Hancock Federal Credit Union

All teachers have an opportunity to become members of the Hancock Federal Credit Union, which was organized in 1938 and now has approximately 1500 members. It is owned and managed by employees of the Findlay Board of Education. Its main purpose, of course, is to lend money to school employees in need of financial assistance. It also enables members to deposit money in a savings account, at an excellent rate of interest. The interest rate on loans is one of the lowest costs available on loans for any use. Payroll deduction is available for deposit of savings or payments of loans. For more information, consult your building principal, building representative, or treasurer of the credit union, 424-0163.

Help Desk Ticket (technology assistance)

Go to <http://helpdesk.findlaycityschools.org> to submit a request for tech assistance for issues such as “printer not working” and/or “computer not turning on”. State any troubleshooting steps already taken to resolve the issue. After submitting and saving the request, a ticket number and e-mail confirmation will be sent to your inbox.

Identification Badges (ID)

In accordance with Board Procedure 7.02a, all Findlay City School employees are required to wear an ID badge in plain view while on the Findlay City School property. Staff members are encouraged to get their picture ID taken during the photography sessions scheduled in August, the first day of school or on photo make-up days.

Inventory

All teachers will receive a workbook & supplies pricelist prior to school starting. The textbook number issued to each student must be recorded at the beginning of the year when textbooks are distributed. The textbook inventory form, Form 15, must be completed by all teachers and turned into their supervising principal during the check-out process at the end of the school year.

Library/Media Center/Writing Lab

1. **Classroom Use of the Library/Media Center/Writing Lab:** The Media Center/Writing Lab is

scheduled by the lab aide on-line and the library is scheduled by Debbie Reynolds through e-mail. Please sign up at least a day in advance and advise the staff about the purpose of the class project and the number of students expected. Teachers must accompany the class and provide supervision.

2. **Orientation:** Library/Media Center-Writing Lab policies and procedures are presented to freshmen with their English teachers who will arrange a tour of the facilities with the library media specialist. All teachers are encouraged to bring classes in for more specific orientations. These sessions are the most productive when they precede a project or paper.
3. **Lesson Units:** Let the library media specialist know what you are teaching in your classroom. The library has many books, magazines and audiovisual materials that could help with lesson plans. The staff will help compile selected bibliographies.
4. **Reserve Materials:** Materials may be placed on carts for your particular classes and not taken out because you may need them for your specific assignment. Please come in well in advance to select what will be needed. You may also include your own materials. Carts are often pulled and remain in the library for your specific project.
5. **Ordering Books:** Request for purchase of books, DVD's, magazines and other materials throughout the year may be submitted to the library media specialist.
6. **Audiovisuals:**
 - Classroom Audiovisual Equipment Requests - Sign-up sheets can be found in the Media Center. This is a first come-first serve system. .
 - Teachers must preview any materials that are under consideration for purchase. Submit preview requests as early in the year as possible to the library media specialist.
 - Contact the library media specialist if you are interested in producing multi-media units.
 - Other services include laminating, instruction in the use of equipment and non-print media and the scheduling of the conference room.
 - Teachers are asked to use caution when moving and using audio-visual equipment, especially televisions and video recorders. Students, other than library runners should NOT assist, operate or move equipment. If assistance is needed, please call Mrs. Reynolds at extension 8205 or send a student to the library to get her.
7. **Taping:** Camcorders, laptops and digital cameras are available for taping in individual classrooms through the tech coordinator. The camcorders can be signed out for a class to be used under teacher supervision.
8. **Playback:** Ten VCR/DVD units are available on a first come basis. They are scheduled out of the media center.
9. **Study Hall Use:** Teacher's passes are not accepted unless the students are coming directly from the academic classroom. Students must have a Student I.D. to use the library, media center, writing lab during study hall. To minimize students in the halls during class time and reduce the "misuse" of a pass, study hall students are expected to go directly to the library before the tardy bell rings or they will not be admitted. Attendance will be taken, and the attendance office as well as the study hall teachers, will be given a list of students in the library each period.

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 blanks are available at the assistant superintendent's office. Specific requirements for the various types of certificates/licenses are also available there. 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 Tyler Smith, the high school chairman of the LPDC.

Maintenance

If any maintenance needs to take place, pick up IN-BUILDING WORK REQUEST FORMS in the main office and place in Ms. Roberts/Custodian mailbox. The form is also available on the district website under electronic forms / facilities and is titled "maintenance work order form".

Media

The district or building spokesperson (Mrs. Swartz) will be in charge of handling media concerns/questions. If approached by the media, an appropriate response would be, "I want you to have the most up-to-date and accurate information possible. Please contact the building principal, Mrs. Swartz.

Parking

- Parking spaces are assigned based on seniority by the faculty parking committee.
- Teachers will be requested to provide the license plate number of the car(s) they drive.
- All employees are to display their parking permit on the front window (rear view mirror).

Permanent Record Requests

A student wishing to see his/her permanent record make his/her request known to the counselor who interprets the record and has the student sign the request form and places the form in the permanent record. Teachers must sign the form titled "School Record of Persons Obtaining Access to Confidential Education Records" found in the front of all student folders when reviewing student records.

Posters in the Halls

Any form of publicity must be approved by the Student Activities principal or director of student activities with a signature before it can be put up. No posters are to be placed on any painted surface or window (brick or metal are fine). No painting on windows. Poster strips are available throughout the building to eliminate the use of tape on surfaces.

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.

Recitation of the Pledge of Allegiance in Findlay City Schools

1. Not less frequently than at the beginning of each instructional week the building principal, classroom teacher, or a group of students shall lead in an oral recitation of the pledge of allegiance to the flag of the United States ("the pledge"). At the beginning of each school year each building Advisory Council will determine who shall lead the recitation and how frequently.
2. At special functions, including, but not limited to, assemblies or other school programs, the teacher, principal, or other school official supervising or leading the function may, in his or her discretion, lead the assemblage in an oral recitation of the pledge.
3. A pupil who because of religious, political, or other personal convictions wishes not to participate in the oral recitation of the pledge shall be excused from doing so. A pupil also shall be excused from participation if his or her parent or guardian has filed a written objection to the pupil's participation with the principal. The intimidation of any pupil by other pupils or staff aimed at coercing participation is prohibited.
4. A staff member who because of religious, political, or other personal convictions wishes not to participate in the oral recitation of the pledge shall be excused from doing so provided he or she has submitted to the building principal at least one day before the first instructional day of the school year a written statement to that effect. If the staff member elects during the school year to discontinue his or her participation in the recitation of the pledge, he or she shall file the written statement as soon as possible.
5. In the event that a staff member is excused from participating in the oral recitation of the pledge, the principal shall appoint a student or other alternative leader to lead that teacher's class in the recitation of the pledge.
6. Any person not participating in the oral recitation of the pledge shall remain in the classroom and conduct himself/herself so as not to disrupt others in their recitation of the pledge.
7. As a part of regular classroom studies, teachers are encouraged to discuss what the words of the pledge mean, the constitutional rights of persons to refrain from recitation, and the importance of respect for differing points of view.
8. Each building may elect to provide for a moment of silence each school day for prayer, reflection, or meditation upon a moral, philosophical, or patriotic theme; provided, however, that no pupil shall be required to participate in such moment of silence.
9. The right of a pupil, during a meal or other non-instructional periods when pupils are free to associate, to engage in the free, individual, and voluntary exercise or expression of the pupil's religious beliefs is recognized as affirmed.

Adopted – 5/9/05

Safety Rules

Injuries incurred in the classroom, gymnasium, laboratories and shop are a concern to all of us. If an accident occurs, you must fill out an accident report available from the nurse or Ms.

Cooperrider. We have a duty of care entrusted to us by Ohio law. We can be held liable for injuries resulting from known hazards, unsupervised activity, and failure to follow commonly accepted safety practices, and willful and wanton misconduct which causes injury.

Safety and Emergency Procedure/Lock Down

- See CRISIS PLAN - Located in each classroom
- See Nate Sorg or Mike Martien if you are in an area that does not have a Crisis Plan.

School Closing

Radio Stations WFIN/WKXA, WHMQ, WBVI and local television stations will be used to inform the community when school is delayed or canceled due to inclement weather. Also the FCS Web site will be used to inform the community. You may also subscribe to the high school's e-mail distribution list or text message service by sending an e-mail with all necessary information (e-mail address for e-mail alerts, text message address for message alert) to the building principal. The Superintendent will also be using the Courier Info-Line to inform the community of delays and cancellations. The Info-Line number is: 421-8888, ext. 3333. When students are released early because of the weather, the building principal will decide if any after school activities may be held. If held, these practices or activities will not be mandatory.

Student Activities off School Grounds

Student activities off school grounds must have prior approval of the principal. Teachers in charge of activities must be certain that supervision by school personnel will be adequate. All appropriate school policies, procedures and the Student Discipline Code **must** be enforced.

Supervision / Duties

Closed Lunch Duty (as a discipline consequence or at parent request)

1. Students are not permitted to arrive late or leave early. Students will be dismissed at the bell.
2. Students not eating lunch or packing their lunch must arrive in their assigned closed lunch room and be in his/her seat when the bell sounds.
3. Students purchasing food from the cafeteria have five minutes from the tardy bell to report to the cafeteria, purchase food, and arrive at their assigned closed lunchroom. This does not apply to just purchasing something to drink from the cafeteria.
4. Students arriving late will be counted as not reporting to closed lunch.
5. Talking is not permitted.
6. Students will not be allowed to take restroom breaks or go to their lockers.
7. Students are responsible for bringing sufficient school work to keep them working on school material for the entire time.
8. Student runners will drop off and pick up a sign in sheet for attendance purposes during each closed lunch period. Students must sign their name on the attendance sheet by their typed name. Verify that the student is on the list. E-mail the principal/secretary if they are not on the list but intend on serving CL. Verify the student's identity and that the student isn't signing in for another student. Notify the appropriate principal/secretary if there are issues with CL attendance. Initial the sheet after attendance is taken to verify its accuracy.

Failure to serve an assigned date of closed lunch or failure to follow the above rules may result in additional days of closed lunch, Tuesday School or suspension(s) from school.

Freshman Lunch will be closed for the 12/13 school year.

Study Hall

Teachers assigned to study hall duty are expected to report regularly and promptly.

1. Students must be in their seats at the sound of the bell.
2. Attendance is to be taken daily. Send corrections to the attendance aides if a student is marked absent and arrives late.
3. School work passes or counselor passes must be presented to the study hall teacher at the beginning of the period. Check the time and date on the pass in the event that a student arrives after the tardy bell with a pass from a teacher, the office or a counselor and correct the attendance if the student was marked absent.
4. Students leaving study hall must have a pass from the teacher/office/counselor. Check the date, time and destination on the pass and record the time the student left the study hall.
5. Sign out sheets should be used stating the student's name, the time the student left, the destination, and the time of return. These forms should be kept by the teacher/aide and may be collected by the administration.
6. There should be no more than one girl and one boy out of study hall on a study hall pass to the restrooms. The study hall pass should be written in the student handbook and on the sign in/out sheet.
7. A student wishing to see another teacher must have a pass from that teacher before study hall starts or he/she will not be permitted to leave -- it should be the student's responsibility to secure a pass the day before or before school starts in the morning.
8. Return the pass to the mailbox of the teacher who has signed the pass.
9. A teacher may give a work pass for an extended time, up to a semester, only with the approval of an assistant principal. The teacher signing this pass is responsible for the student being in the work area for the entire time of the pass and should report any student not appearing as absent to the appropriate attendance aide. The attendance aide will determine whether the student's absence was excused/unexcused/skipping.
10. Students going to the library should not report to study hall first. They should be in the library before the tardy bell. Teachers should NOT write passes from study hall to the library, media center or writing lab.
11. Names of study hall students in the library will be sent to the study hall teachers. Students whose names do not appear on this are marked absent on the attendance roster.
12. Study halls must be kept quiet at all times to allow those students wishing to study to do so.
13. Students should not be permitted to study together except with teacher/study hall monitor approval. Each teacher may set aside a table or desk for limited studying together.
14. Card playing -- As stated in our student handbook, "card playing is permitted only during the lunch periods and only in the cafeteria. "No gambling is permitted."
15. Electronic devices of all types are not to be played in halls, study halls or classes.

Hall Duty

1. Teachers on this duty are to allow no students through for any reason without a written pass.
2. Check the student name, date, time and destination on the pass.
3. Report misuse of a pass to the appropriate principal.
4. No food or drink is to be taken into the academic wing by students, unless there is written permission from a teacher/principal in the student's handbook.
5. Keep the students outside of the main entrances during the lunch periods. Do not allow them to congregate in the hall and disturb classes.

Hallway Supervision between Classes

Every staff member at Findlay High School is obligated to ensure the safety and security of the students. The supervision of hallways between classes is shared by all Findlay High School teachers, administrators, and security. Each department or hallway should determine how best to assign hallway supervision between classes. If a department or hallway does not determine a schedule for hallway supervision, the default schedule requires every teacher to be in the hallway between classes in order to provide adequate supervision of students.

Teacher Work Day

Hours:

All teachers are to be on duty either from 7:00 a.m. to 3:00 p.m. or 7:15 to 3:15. The high school principal shall be notified of the teacher's choice of time schedule. On regularly scheduled faculty meeting days, hours are to be 7:15 a.m. to 3:30 p.m. for all teachers. ***Teachers need to see their supervisor to adjust the daily work schedule.***

Absence:

All absences, illness or other, need to be taken care of by calling Lisa Baggett with Renhill anytime the night before the absence at 1-800-776-8722 ext. 2824 or 419-254-2824 (lisa.baggett@renhill.com). If you get her answering machine, please leave the following information: Full Name, Subject Taught and Location of Lesson Plans & Seating Charts. Absence calls to Lisa Baggett on the day of an absence should be made prior to 6:00 a.m. or as soon as possible. Absences can be entered on the website at www.renhill.com. **Lesson plans and seating charts for all classes and study halls should be left in your sub folder on top of your desk. In case of an emergency you may email Christina Zacharias, Freshman Attendance aide, and notify the office where the lessons are located. You may request a sub through Lisa Baggett or on the Renhill website. All MCTC teachers need to call Peggy Nigh at home (419-721-1733) the evening before or before 6:00 the day of an illness and she will contact Renhill. An absence request form will be used for all absences. All absent request forms and Professional meeting forms must be filled out and turned in to the building principal. It is imperative that if you know in advance that you will be out that you get your forms in as soon as possible. Please see Janice Panuto, Freshman Assistant Principal, or the Principal if you have questions. MCTC teachers should contact Peggy Nigh (8277) or Mr. Chris Renn at (8256).

Personal Days:

Forms may be secured from the main office and submitted to Ms. Panuto five school days in advance of the desired date. The application will be approved on a first come-first serve basis. No more than five requests will be honored on any given day. It is to be considered approved unless you are informed within 3 days that it cannot be honored.

Leave of Absence:

A letter of request must be submitted to the Board of Education. Those contemplating a leave should consult the principal. All requests must conform to the provisions of the negotiated Master Agreement.

Professional Meetings:

Attendance at professional meetings by the staff of the Findlay City Schools shall be governed by the following: (See Master Contract for additional professional meeting procedures.)

1. The application form, 7.13 F2, available in the main office mailroom, shall be submitted to the principal or supervisor at least two (2) weeks prior to the date of the meeting. A written approval or rejection will be returned to the applicant from the superintendent's office.
2. Attendance will normally be limited to one person from a department or building at any one meeting, except as approved by the superintendent.
3. Automobile mileage will be reimbursed at the current Board-approved rate for staff use of private automobiles. This shall cover all mileage accumulated as a result of attendance at approved professional meetings.
4. Actual personal expenses incurred as a result of attendance at professional meetings shall be reimbursed up to the following maximums:
 - a. Lodging - total actual costs (receipts must be submitted)
 - b. Meals: actual costs maximum \$25.00/day (receipts must be submitted) *Meals are only reimbursable if an overnight stay is required
 - c. Mileage - \$.40 per mile
 - d. Total costs of public transportation, including taxi fares to and from airports and car rentals are reimbursable
5. Registration fee shall be a legitimate expense and totally reimbursable. When the cost of meals is included as a registration expense or if the meeting includes a banquet as a part of the program, the total cost of such is reimbursable. These reimbursements are subject to change. Be sure to indicate on the application form if you would like your registration fee or lodging to be prepaid.
6. Actual costs of tolls and parking are legitimate expenses. (receipts must be submitted)
7. Form 7.13 F2 shall be submitted with the claims for reimbursement.
8. Professional meetings within a radius of 500 miles of Findlay shall be considered an appropriate request. Those requesting permission to attend meetings outside that limitation may expect to bear additional costs of transportation except as approved by the superintendent.

Attendance at professional meetings shall be authorized in accordance with the need of the Findlay City Schools and within the limitation of funds appropriated for this purpose.

Parent's Night:

Parent's Night (Open House) is scheduled for Thursday, August 23, 2012. Teachers are expected to attend unless they have received prior approval from the principal.

Parent Conference:

There are parent/teacher conferences each school year. Teachers will attend as scheduled.

Teacher Sign Out:

Teachers leaving the building during the working day are to sign out in the main office (except lunch).

Teacher Organizations

- **NEA** - National Education Association
- **OEA** - Ohio Education Association
- **NWOEA** - Northwest Ohio Education Association
- **FEA** - Findlay Education Association

Textbooks

Textbooks are purchased on a five-year cycle for each course. It is important that teachers observe the following:

Textbook that are not Barcoded

1. Check to see that each book is numbered.
2. Check and note the condition of each book before assigning to a student
3. Record the book number of each book assigned on Form 15. Keep these forms, as they will be collected at the end of the year.
4. Check to make certain students put their names in the book in ink. This will help in the return of books and to reduce time needed to cross-reference the lost book fines.
5. Collect fines or Complete and Submit fines and fees notice according to policy at end of semester/year for unusual damage or destroyed books.

Barcoded Textbooks

1. Let Librarian know what days and periods you wish to bring your class in to check out their textbooks.
2. Remind students to bring their school-issued ID card with them.
3. Bring your entire class as a group to the library where they will individually check out their textbook.
4. Check to make certain students put their names in the book in ink. This will help with the return of misplaced books and when assessing fines for damaged books.
5. Remind all students that if they drop the class it is their responsibility to return the book to the library or they will be charged if not returned.
6. At the end of the semester, schedule a time with the librarian to bring your class as a group in to return their books. You will need to come with your class with a class list to check that each student returning the book is actually returning his/her own book and to check any student on your list who did not return a book so you can remind them to get it to the library.
7. The library will issue the fee slip for any LOST (not returned to library) books and will get those to the correct secretary for placement on the fee screen. The teacher is responsible for issuing fine slips for ALL DAMAGES to books BEFORE the books are returned to the library.

The following fine/fee scale should be used:

Lost book	Replacement cost of book (LIBRARY)
Damaged beyond repair	Replacement cost of book
Pages missing	Replacement cost of book
Water damage	Replacement cost of book
New cover & binding	\$ 15.00 per book
Damaged but repairable locally	\$ 5.00
Ink marks, Torn pages.....	50 cents - \$ 1 per page
Pencil marks.....	50 cents - \$ 1 per page

Tickets for School Sponsored Activities

All FHS employees will be admitted free to school-sponsored activities under the following conditions:

1. Prior to November 15 of each school year, the employee must go to the Athletic Office for a picture identification card activity sticker for which a fee of \$4.00 will be charged. The card is

non-transferable and will be valid for only that school year.

2. As a condition of each admission, the employee must present his/her identification card. If an identification card is lost or destroyed, the employee may have it renewed for the remainder of the school year at a replacement cost of \$10.00. Lifetouch will give each staff member a free ID when their picture is taken during the fall photography sessions.
 - Only an FCS employee with a current identification card is entitled to a free admission. This has no applicability to an employee's spouse or dependents.
 - This has no applicability to school-sponsored activities that have only reserved seating. If an activity has both reserved and general admission seating and only general admission seating, admission to an activity entitles the employee to sit in any general admission seating available at the time of the admission.
 - If an FCS employee with a current identification card requests reserved seating with respect to an activity that has both reserved and general admission seating, he/she will pay the difference between the price of a reserved seat and the price of a general admission seat.

Ticket prices for the 2012-2013 fall and winter seasons are:

Single reserved seat (per game)	\$8.00
Adult general admission	\$6.00
Student general admission	\$4.00

Petty Cash Vouchers

Petty cash vouchers for under \$25.00 are available from the district treasurer's office.

Tuition Reimbursement

The Findlay Board of Education encourages non-administrative certificated personnel to continue their education. It is the belief of the Board that education is a continuing process, which enables individuals to grow through new classroom learning experiences. The Board will provide partial reimbursement to certificated personnel for certain tuition expenses incurred and will provide a salary schedule which increases as the level of additional education is confirmed. (See Master Agreement for details of the reimbursement.)

All certificated/licensed personnel must file the proper form and have prior approval from the superintendent for enrollment in additional higher education, if that individual desires reimbursement and/or credit applicable to the salary schedule. Individuals enrolled in undergraduate classes must explain advantages and give reasons for taking the course(s). The superintendent will promptly notify certificated/licensed personnel applying for certain tuition reimbursement and credit applicable to the current salary schedule whether the course work is acceptable. The superintendent will continue to monitor the continuing education process and give final approval when the transcript of course credit is received from their accredited college or university. Tests for credit involving no classroom activity shall receive no reimbursement and shall not be applicable to the salary schedule. There shall be no credits given on the salary schedule nor shall any reimbursement be paid to personnel enrolled in correspondence courses.

Visitors

All visitors and guests are required to register at the school main office. Guest speakers must be registered in advance. Loitering on school property or in the school building is prohibited. Unauthorized persons are subject to trespass laws.

*Note: The above regulation shall be posted in each building. This policy does not apply when parents have been invited to a classroom or building program.

Persons wishing to observe classroom instruction shall obtain permission from the principal. Such observations shall be restricted to problem-solving situations, professional improvement, or legitimate educational needs. The principal may require a written proposal from the observer, preferably a week in advance of the visit. Under no circumstances is the observer to interrupt the educational process or interfere with the work of the teacher.

Workbooks

Teachers may utilize workbooks in school courses. Orders should be placed on the workbook form through the department chairperson and given to Ms. Cooperrider.

Technology Services

Board Policy 7.16, Network Privacy and Acceptable Use Policy for Staff Members, defines the acceptable and unacceptable uses of the computer network, e-mail and voice mail, the network security, right of access, websites and/or web pages (school and student information), guidelines for designing websites and web pages, and laptop computer damage and loss.

E-Mail

E-mail accounts are established for all faculty members for school use. Our system allows you to check your mail while at school or off campus with an Internet connection. FHS users can use the Internet to check their mail by using this address: <https://mail.findlaycityschools.org/owa>. Your e-mail address is your username@findlaycityschools.org (for example ttrojan@findlaycityschools.org). E-mail accounts ARE NOT supplied for FHS students. Add the following statement to all e-mails: "PLEASE NOTE: This message and any response to it may constitute a public record, and therefore may be available upon request in accordance with Ohio public records law. (ORC 149.43)"

Lab Usage

All questions regarding the labs and to book or cancel a lab use this e-mail: FHSComputerSignUp@findlaycityschools.org.

The computer labs can be scheduled by going to http://cal.findlaycityschools.org/Calcium40.pl/FHS_Main

Login is lab, password is fhs. Check availability before submitting a request. The library sign up is located in the staff shared folder. There are time and limit restrictions. The labs can be booked for up to 5 days in a row. Multimedia projectors, digital cameras, video cameras, CPS units, and/or external speakers should be checked-out in Room 240.

Laptop Usage

FHS teachers will be provided with a laptop for school use. District and building training sessions are offered regularly to aid in the use and integration of technology into the curriculum. One-on-one training and peer tutoring are available on request from the FHS Tech Aides.

Teachers who have been issued a laptop are expected to use it **daily** for attendance and prep work. Laptops may be taken home, but **must** be at school unless you are absent. Teachers are encouraged to securely store laptops in a locked drawer or file cabinet. Please do not leave laptops

lying in your cubicle overnight. Do not permit students to use your teacher laptop; some students are capable of copying network passwords and accessing secure teacher files.

Passwords

All students and teacher passwords must remain confidential. Please do not allow students to share passwords. Do not ask for a student password. Teachers must use great care in logging out of Internet browsers and home accounts. ALWAYS quit out of your Internet browser after sending attendance, submitting grades or after accessing DASL. It is imperative that all passwords remain secure whether it is for network access, desktop access, e-mail or file server accounts.

Report any forgotten passwords to a computer lab supervisor in 105,107, the Media Center or Writing Lab or the FHS Computer Technician.

Server Accounts

All faculty and FHS students are assigned a server account. Please limit storage space to school-related projects and files. All files are backed-up each weeknight. Students should store all work that will need to be accessed again in their "home" or "server" accounts. Server space for faculty will be limited to 5 G. The student limit will be around 1G. Drop Boxes may be available for turning in assignments and shared folders for collaborative work are available. Contact the technology specialist and fill out the proper form to have these folders created.

Activity Advisor Guidelines

Activity Advisor Handbook

The handbook can be located as follows: www.findlaycityschool.org; Go to STAFF; then ELECTRONIC FORMS; under Fiscal Services; STUDENT ACTIVITY ADVISOR HANDBOOK

Activity Constitution and Accounts/Budgets

1. Each activity group must establish a constitution and purpose, which will define the organization.
2. Once a constitution is on file, it is only necessary to update it as changes are made.
3. Each activity group must submit an annual budget in May and indicate its source of revenue, which must be approved by the activities principal, the superintendent and the Board of Education.
4. The group must also establish the anticipated expenditures for which its funds will be spent. Advisors should keep a copy of the submitted annual budget for their records.
5. All club and activity money must be deposited daily with Mrs. Leddy before 1:30. Do not place money in a mailbox. Activity funds are not to be kept in classrooms overnight. Count all money and list on a pay-in/transmittal form (a summary/description of the money to be deposited and the account). All checks must be listed separately. Pay-in forms are available in the SAC office. The district treasurer's office will NOT return a receipt to the club/activity advisor so a copy of the transmittal form should be kept by the advisor.
6. In order to get supplies or pay bills, the club/activity treasurer (approved by advisor) must submit a pre-purchase order to Mrs. Leddy. Mrs. Leddy will then type the purchase order and submit to the treasurer's office for approval. Please allow two weeks for final approval.
7. It is strongly advised that all receipts and purchase order copies be kept on file.
8. In filling out the pre-purchase order the appropriate activity budget code will be used.

Banquet Planning

1. Scheduling Time and Place

- a. Athletics - Check with the Athletic Director, Ext. 8216
- b. Non-athletic - Check with the activity principal.

2. Banquets on School Premises

- a. Building Permit
 - Obtained from the main office workroom or on-line (FHS website / FHS calendar)
 - To be returned to Sue Leddy at least 1 week in advance. Do not consider the event approved until the form is returned with administrative signatures.
 - Type of set-up (large or small) and any other special arrangements must be described on the building permit for the custodial staff.
- b. Type of Banquet
 - Catered - check with the Supervisor of Food Services ext.8208.
 - Self-service (tureen) - check with the Supervisor of Food Services if coffee is needed or other help is needed.
- c. Program
 - Athletics - check with the athletic director
 - Non-athletics - check with dept. chairperson or organization sponsor.
- d. Finances and awards
 - Athletics - check with the athletic director
 - (2) Non-athletics - check with appropriate department chairperson or organization sponsor.

Chemical Health Policy

Findlay City Schools believes that a chemical health policy is part of a comprehensive education on substance abuse for students (e.g. health curriculum, counseling services, red ribbon week, challenge day, etc.) and is complimented by the extra-curricular activities rules and eligibility policy 9.28. This policy also reemphasizes the Board of Education's support of student programs that assist students and parents in dealing with many of today's unique challenges. The following philosophical belief statements put in context the responsibility the Board of Education believes is important.

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 and to obtain a signed informed consent agreement before the beginning of the activities season. All consent agreement forms must be kept on file in the office of the Principal. The consent agreement form can be found at: http://www.findlaycityschools.org/policies/9proc/9-29A_Procedures_Chemical_Health.pdf

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

Fund Raising Activities

Prior approval for all fund-raising activities must be obtained from the student activities principal, assistant treasurer and superintendent before final plans can be made. The Sales/Service Project Potential “blue form” may be obtained from the main office workroom or SAC office and returned to the Student Activity Principal. Allow at least two weeks for approval. The back of the form must be completed after the fundraiser is completed and resubmitted to the student activities principal. Activity accounts will be put on hold by the treasurer’s office if fundraiser forms (this includes bills, invoices, in addition to the “blue form”) aren’t completed and returned to the treasurer’s office in a timely manner.

Food should not be sold during class time.

Supervision of an Activity

- Check in with person in charge of activity when you arrive.
- Arrive when activities begin and remain until the activity is concluded unless prior arrangements have been made with person in charge. Notify persons in charge if an emergency arises and you can't keep your commitment.
- Don't "congregate". Circulate occasionally. Don't stay in one spot unless you have specifically been asked to do so.
- Occasionally check out restrooms, entrances or other places where students might loiter or get into difficulty.
- Do have a good time and enjoy the special relationship teachers create with students when teachers show they care by giving of their time "above and beyond".

Student Information

Discipline Guideline Examples

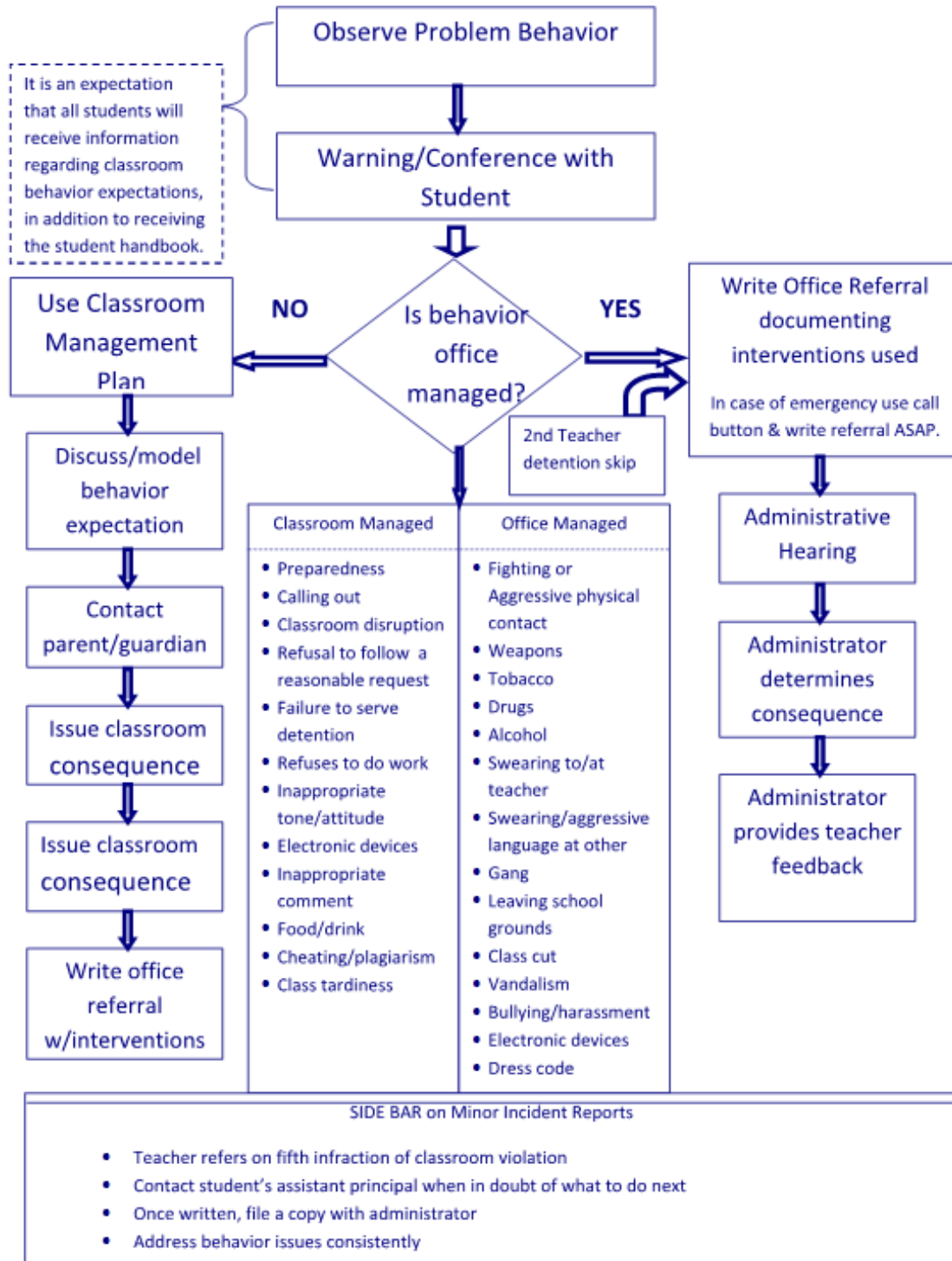
- **Skipped teacher detention** – discuss the reason(s) the detention was missed. If the student is insubordinate after discussing the reasons for missing the detention and refuses to serve the detention, mark refused to serve on the detention slip and put it in the appropriate assistant principal’s mailbox. Reschedule the detention one time if an appropriate reason was provided. If the rescheduled detention is missed, mark the slip “not served” and turn it in to the appropriate principal. The detention can be rescheduled if student had an excused absence from school. If a student has a history of not serving rescheduled detentions, discontinue rescheduling missed detentions (unless there was an excused absence) and turn in the “not served” detention slips to the office.
- **Cell phones / Electronic Devices (iPods)** - Cell phones/electronic devices may be used at teacher discretion in the classroom as part of a lesson, otherwise all cell phones/electronic devices should be off and out of sight in the school building between 7:30 and 2:30. Ex: If a student’s cell phone is visible, regardless of use, the phone may be confiscated and brought to the appropriate principal’s secretary. If a student refuses to give his/her phone to a staff member, a discipline referral should be made to the office, including the student’s name, teacher’s name, date and a brief description of the incident. Staff members can use professional judgement and handle cell phone violations as part of their classroom management plan (confiscation until the end of the period, phone call to parent, conference with the student, teacher detention etc). Student cell phones may be kept in the office until the end of the school day, until a parent picks up the cell phone, and/or a school consequence may be issued depending upon the

circumstances. Staff members are not to search the contents of cell phones. However, if you believe there is reasonable suspicion that a school rule has been violated using a cell phone (ie: sexting, cheating, stolen property, etc.) that would require a cell phone be searched, share that information with the appropriate principal.

- **Hats** - Hats/head apparel and coats must be kept in the locker during the school day. Hats/head apparel may be worn in a classroom if part of a course uniform or on campus via written administrative permission. Students should not transport hats in the hall (except for going to and from their locker at the beginning of the day, at lunch, and at the end of the student's day) or bring hats to class/study hall (unless it is part of a class uniform). Hat violations can be handled in a similar manner as cell phone/electronic device violations.

Classroom and Building Wide Discipline Guidelines

Classroom and Building Wide Discipline Guidelines



Discipline

Administrative Detentions are after school in the ISA room from 2:45-4:00.

1. Students are not permitted to arrive late or leave early.
2. Students are responsible for bringing sufficient schoolwork to keep them working on school material for the entire time.
3. Talking is not permitted.
4. Students are not permitted to sleep or put their heads down.
5. Movement is not permitted from assigned seats without permission from the study hall monitor.

Closed Lunch is assigned during a student's scheduled lunch period.

1. Students have five minutes to get their lunch and arrive at the closed lunch site.
2. Students are not permitted to arrive late or leave early.
3. Movement is not permitted from assigned seats without permission from the closed lunch monitor.
4. Talking is not permitted.

Community Service

Students may do community service for partial or full credit make-up during an OSS as determined by their principal. Carolyn Clevenger, attendance officer, monitors community service and notifies the staff if the community service was successfully completed.

Tuesday School

Tuesday School is designed to offer students a form of disciplinary action, which would allow the student to remain in the classroom. The basic procedures for the operation of Tuesday School will include the following:

1. Students will report to room 273 by 2:45 for Tuesday School. Tuesday school ends at 5:00p.m.
2. Students must provide their own transportation to and from Tuesday sessions.
3. Students are not permitted to arrive late or leave early.
4. Students are responsible for bringing sufficient schoolwork to keep them working on school material for the entire time.
5. Talking is not permitted.
6. Students are not permitted to sleep or put their heads down.
7. Movement is not permitted from assigned seats without permission from the staff supervisor.
8. If a student is absent from school during an assigned Tuesday school, the student should see their principal to reschedule.
9. Failure to serve an assigned Tuesday session could result in suspension

In-School Assignment (ISA)

Purpose: Provide an alternative classroom setting to:

1. Understand appropriate behaviors
2. Develop a plan for behavioral change
3. Offer instructional assistance
4. Maintain the opportunity to complete classroom assignments for credit
5. Prepare the student for a successful return to the classroom

Teacher Expectation: Teachers will receive notification by e-mail of students assigned to in-school suspension. Teachers are to turn in student assignments to the ISA monitor (**Sandy Nadler**) in a timely manner.

Student Expectations:

1. Students must bring all their materials with them and must complete school work.
2. Students must arrive on time
3. Students are to be alert and working until all work is completed
4. As in all classrooms, hats and coats are not permitted in I.S.A.
5. Students may only talk with the supervisor's permission
6. Two restroom breaks will be provided by the ISA monitor
7. Lunch will be 5th period; the only acceptable lunch is a type "A" delivered or brown bag
8. No chewing gum, pop, or food permitted by students (except lunch)
9. Students will be permitted to leave only as requested by staff and approved by a principal. Students may be excused to attend a class **ONLY** if they need to participate in a group project in which other group members' grades will suffer and is approved by the teacher and principal. Students may be required to make-up the time missed to attend class.
10. Students with an excused absence the day of a scheduled ISA will make up their absence in ISA upon their return to school. Any tardiness to ISA will add ½ day to their original assignment.
11. Truancy from I.S.A. will result in an out of school suspension.

Out-of School Suspension (OSS)

1. When out of school suspension is imposed the student may not attend school or extracurricular activities, and class work may be made-up for credit or partial credit at the principal's discretion.
2. The student may not be on any Findlay City School Property while suspended.
3. The student is advised to contact a classmate, use info-line or a teacher web page to keep up on assignments.

Office Request for Students

The office will request students from classes only when necessary. Hall runners will deliver passes at the beginning of class periods. Unless otherwise requested, teachers may send students to the office at the end of the class period or at teacher's convenience. If teachers receive a purple pass from the office, they are to send the student immediately. Teachers must write the time of departure on the pass. It is important to send the pass back to the office with the hall runner if the student is absent. It is also important to notify the office if the student kept the pass but did not leave class for the office. This will help the principals determine whether the student was truant from their appointment.

Yellow Passes – these passes will have a specific time for the appointment. This will minimize students missing too much class time and the number of students waiting in the office.

Green Passes – there is no specific time on the pass. Students may receive this pass if they have a message in the office. Send the student when appropriate.

Purple Passes – SEND THE STUDENT IMMEDIATELY

Work Permit and Passes

“Academic study hall special work permit and pass” forms may be obtained in the offices and should be made out in ink. These work passes (pink) must be issued by a teacher who desires a student to do work for a period when the student is normally in study hall. The work pass must be secured prior to the period during which the student desires to leave the study hall. Only one name may be put on a pass. Work pass forms should be kept in a secure location. The following procedure should be used when issuing pink work passes:

1. The Classroom teacher is to fill out the pink pass on both the top and bottom. These can be found in the copier room in the main office. If the student will not have time to go to the study hall within the time between bells, the classroom teacher is to put the time on the pass.
2. Students are to take the pink pass to their study hall teacher between the passing bells. When the student arrives to the study hall, they are to give the bottom half to their study hall teacher.
3. If the study hall teacher has not yet arrived to study hall, the student is to wait. If this policy is not followed, the absence will be unexcused. The study hall teacher then signs the top half with a time leaving study hall and the student is to return directly to the classroom. When the study hall teacher receives a pass from a student for special work, he/she will initial it, and return it to the teacher's mailbox that issued the pass.

2012-2013**FINDLAY HIGH SCHOOL FEES****General Student Fees**

Technology Fee	\$9
Parking Fee	\$35

Art

Art I	\$20/semester
Art II	\$20/semester
Art III	\$20/year
Drawing	\$20/semester
Painting	\$25/semester
Sculpture	\$25/semester
Jewelry	\$30/semester
Ceramics	\$30/semester
Advanced Art	\$30/year

Communications

TV/Radio Productions I	\$10/year
TV/Radio Productions II	\$10/year
TV/Radio Productions III	\$10/year
TV/Radio Productions IV	\$10/year

English

Basic English (9)	\$25/year
Basic English (10)	\$25/year
Basic English (11)	\$15/year
Basic English (12)	\$10/year

College Prep (9)	\$25/year
College Prep (10)	\$25/year
College Prep (11)	\$25/year
College Prep (12)	\$25/year
Honors English (9)	Paperbacks
Honors English (10)	Paperbacks
English AP (11)	Paperbacks & text
English AP (12)	Paperbacks
Transitional Reading	\$10/semester
Essay Writing	Paperbacks
Foreign Language	
French I	Workbook
French II	Workbook
French III	Workbook
French IV	Workbook
French IV (AP)	Workbook
Spanish I	Workbook
Spanish II	Workbook
Spanish III	Workbook
Spanish III (Honors)	Workbook
Latin III/IV (AP)	Workbook
Health	
Health & Wellness	\$5/per semester
Mathematics	
CP Senior Refresher Math	\$20 Workbook
Music(To be paid to Findlay Music Boosters)	
Uniform Maintenance – FHS Band Members	\$45/year
Uniform Maintenance – FHS Orch. Member	\$5/year (girls)
	\$10.00/year (boys)
Band	\$40/year
Music, Technology and You	\$12/year
Music Theory	\$12/year
Ninth Grade Choir	\$15/year
Concert Choir	\$15/year
Symphonic Choir	\$15/year
*Extra Curricular Music Prgms may have a fee ranging from \$100-\$450.	
Physical Education	
Dance/Gymnastics/Self Defense	\$15/semester
Basic Physical Training	\$4/Semester
Advanced Physical Training	\$4/Semester
Science	
Physical Science Honors	\$10/year
Physical Science CP	\$10/year
Integrated Science II	\$10/year
Global Science	\$10/year

Science Concepts	\$10/year
Biology I CP	\$10/year
Biology (AP)	\$20/year
Honors Biology	\$20/year
Advance Physical Science CP	\$20/year
Chemistry I CP	\$20/year
Chemistry I Honors	\$20/year
Chemistry (AP)	\$25/year
Dual Physics	\$20/year
Physics CP	\$20/year
Anatomy & Physiology	\$45/year
Tech Prep Anatomy	\$45/year
Environmental Science I CP	\$20/year
AP Environmental Science	\$20/year

Social Studies

American History and World Studies	Paperbacks
European History (AP)	Paperbacks
World Cultures & Humanities	Paperbacks

Credit Recovery

1/2 credit	\$25.00
1 credit	\$50.00

2012-2013 MILLSTREAM FEES

Career Cluster	Course	Student Fees
Business	#258 Accounting I	Workbook
	#358 Accounting II	\$20.00
	#449 Computer Keyboarding	\$0.00
	#451 Encounters with Technology I	\$0.00
	#250 Encounters with Technology II	\$0.00
	#247 Business & Management Career Exploration I	\$0.00
	#461 Principal of Business	\$0.00
	#462 Business Economics	\$0.00
	#463 Leadership	\$0.00
	#158 Personal Finance	\$0.00
	#464 Principal of Finance	\$0.00
	#450 Multimedia Applications	\$20.00

Career Explorations	#247 Business & Management Career Exploration I	\$0.00
	#293 Technology & Career Exploration I	\$5.00
	#276 Mentorship	\$0.00
	#471 Teacher Mentorship I	\$25.00
	#472 Teacher Mentorship II	\$25.00
Computer Technology	#115 Desktop Publishing I	\$20.00
	#450 Multimedia Applications	\$20.00
	#451 Encounters with Technology I	\$5.00
	#250 Encounters with Technology II	\$5.00
	#499 Web Page Production I	\$0.00
	#500 Web Page Production II	\$0.00
	#552 Introduction to Programming Concepts I	\$10.00
	#553 Introduction to Programming Concepts II	\$10.00
Engineering & Industrial Technology	#296 Blueprint Reading	\$5.00 plus workbook
	#297 Introduction to Computer-Aided Drafting (CAD)	\$10.00
	#292 Engineering Drafting & Design	\$10.00
	#392 Architecture Drafting & Design	\$10.00
	#395 Industrial Arts/Technology	\$15.00 plus supplies
	#213 Industrial Arts - Basic	\$15.00 plus supplies
	Industrial Arts - Specialized	\$15.00 plus supplies
Millstream English	#175 College/Tech Prep English (11)	\$2.00
	#178 College/Tech Prep English (12)	\$25.00
Family & Consumer Sciences	#1000 Skills for Life (Home Economics)	\$15.00 plus supplies
	#596 Life Planning	\$0.00
	#589 Healthy Foods	\$15.00
	#471 Teacher Mentorship I	\$25.00
	#472 Teacher Mentorship II	\$25.00
	#595 Child Psychology and Development	\$0.00
	#591 Foods & Nutrition	\$15.00
	#592 Fashion Design and Construction I	\$10.00 plus supplies

	#590 Fashion Design and Construction II	\$10.00 plus supplies
	Work and Family (Specialized)	\$10.00 plus supplies
College Prep Science	#493 Tech Prep Anatomy (required Sr. Medical Tech)	\$45.00
Health Sciences	#497 Lab #498 Related Nursing Assisting	\$20 fee/\$25.00 SkillsUSA Plus Uniform STNA testing cost optional

Required General Fee		General Fee Amount
Findlay High School Technology Fee		\$9.00
Optional General Fees		
Millstream Career Center Parking Pass for County Students		\$17.50
Replacement Student Handbook		\$6.00

Millstream Programs		Student Fees	Dues	Additional Program Costs
Business and Management	Office Services I & II	\$0.00	\$25.00	
	Computer Networking I	\$0.00	\$25.00	Optional Certification Tests
	Computer Networking II	\$0.00	\$25.00	Optional Certification Tests
	Programming & Software Development Tech I	\$0.00	\$25.00	
	Programming & Software Development Tech II	\$0.00	\$25.00	
	Interactive Multimedia 11	\$0.00	\$25.00	
	Interactive Multimedia 12	\$0.00	\$25.00	
	Information Systems Support Technology I	\$0.00	\$25.00	
	Information Systems Support Technology II	\$0.00	\$25.00	Optional Certification Tests
Health Services	Medical Technology I	\$112.00	\$25.00	Scrubs/hospital type shoes
	Medical Technology II	\$60.00	\$25.00	State Test (optional) cost of \$50.00) More scrubs may be needed as desired
	Nursing Assisting	\$20.00	\$25.00	Scrubs/Hospital type shoes/STNA Testing Costs Optional

	Childhood Education & Care I	\$20.00	\$15.00	Plus Workbook
	Childhood Education & Care II	\$0.00	\$15.00	
	Cosmetology I	\$55.00	\$25.00	students must buy a styling kit extras-plus approved uniform
	Cosmetology II	\$68.00	\$25.00	Optional Senior kit is available for approx. \$100.00
	Culinary Arts I	\$50.00	\$15.00	Plus Approved Uniforms
	Culinary Arts II	\$25.00	\$15.00	Plus Approved Uniforms
	Hospitality & Food Services	\$0.00	\$15.00	Optional \$18.00 SERVSAFE Exam
Industrial and Engineering	Engineering & Computer Aided Drafting Tech I	\$40.00	\$25.00	Uniform & Boots
	Engineering & Computer Aided Drafting Tech II	\$20.00	\$25.00	Uniform & Boots
	Building and Grounds	\$15.00	\$25.00	SkillsUSA/Additional Workbook & gloves
	Auto Maintenance I	\$0.00	\$25.00	May purchase tools
	Auto Maintenance II	\$0.00	\$25.00	May purchase tools
	Automotive Tech I/Automotive Tech Prep I	\$0.00	\$25.00	Buy or rent teacher approved tool kit
	Automotive Tech II/Automotive Tech Prep II	\$0.00	\$25.00	required instructor approved tool kit
	Construction Skills Technology I	\$15.00	\$25.00	Teacher approved tool kit & workboots
	Construction Skills Technology II	\$15.00	\$25.00	Teacher approved tool kit & work-boots
	Welding Technology I	\$60.00	\$25.00	Work Clothes & Boots
	Welding Technology II	\$0.00	\$25.00	Work Clothes & Boots
Millstream English	College/Tech Prep English (11)	\$25.00		
	College/Tech Prep English (12)	\$25.00		
	Tech English (11)	\$25.00		
	Tech English (12)	\$25.00		
Cooperative Education	Marketing I & II	\$0.00	\$20.00	

Environmental & Agriculture Systems	Agricultural Education	TBD	\$20.00	Classes held at Liberty Benton
	Junior Agri- Business (Employability Skills)	TBD	\$20.00	Classes held at Liberty Benton
	Senior Agri- Business (Entrepreneurship)	TBD	\$20.00	Classes held at Liberty Benton
Specialized Transitional	Transitional Career Experiences #508 (TCE)	\$5.00		
	Transitional Career Experiences #208 (TCE)	\$5.00		
	Occupational Transitions I & II	\$0.00	\$15.00	
	Career Based Assistance (Grade 11)	\$16.00	\$10.00	individual career-tech program fees
	Career Based Assistance (Grade 12)	\$16.00	\$10.00	individual career-tech program fees

Acronym	Description
504	Section 504 of the Rehabilitation Act
ABA	Applied Behavioral Analysis
ABE	Adult Basic Education
ADA	Americans with Disabilities Act
ADD	Attention Deficit Disorder
ADHD	Attention Deficit Hyperactivity Disorder
ADM	Average Daily Membership
AP	Advanced Placement
ASCD	Association of Supervision and Curriculum Development
ASD	Autism Spectrum Disorder
ASL	American Sign Language
AT	Assistive Technology
AYP	Adequate Yearly Progress
BASA	Buckeye Association of School Administrators
BIP	Behavior Intervention Plan
BLT	Building Leadership Team
BOE	Board of Education
BP	Bi-Polar Disorder
BSP	Behavioral Support Plan
BVR	Bureau of Vocational Rehabilitation
C & I	Curriculum & Instruction
CAPD	Central Auditory Processing Disorder
CBI	Career-Based Intervention or Career-Based Instruction
CCIP	Comprehensive Continuous Improvement Plan
CD	Cognitive Disability
CEU	Continuing Education Unit
CP	College Placement or Career Passport
CTE	Career-Technical Education
CTR	Criterion-Referenced Test
D3A2	Data Driven Decisions for Academic Achievement
DASL	Data Analysis for Student Learning
DD	Developmental Delay
DE	Dual Enrollment
DECA	Distributive Education Clubs of America
DH	Developmentally Handicapped

Acronym	Description
DI	Differentiated Instruction
DLT	District Leadership Team
DP	Due Process
DPIA	Disadvantaged Pupil Impact Aid
DYS	Department of Youth Services
EAP	Employee Assistance Program
ECE	Early Childhood Education
ED	Emotional Disturbance
EI	Early Intervention
ELL	English Language Learners
EMIS	Education Management Information System
ESC	Education Service Center
ESEA	Elementary and Secondary Education Act
ESL	English as a Second Language
ESY	Extended School Year
ETR	Evaluation Team Report
EWS	Early Warning System
EYT	Entry Year Teacher
F/R	Free and Reduced-Meal Application
FAPE	Free and Appropriate Public Education
FAQ	Frequently Asked Questions
FAS	Fetal Alcohol Syndrome
FBA	Functional Behavior Assessment
FDA	Findlay Digital Academy
FEA	Findlay Education Association or Future Educators Association
FERPA	Family Education Rights and Privacy Act
FFA	Foster Family Agency and/or Future Farmers of America
FIP	Formative Instructional Practices
GED	Graduate Equivalency Degree/Diploma
HI	Hearing Impairment
HQPD	Highly Qualified Professional Development
HQT	Highly Qualified Teacher
HSEWS	High School Early Warning System
IAT	Intervention Assistance Team
IB	International Baccalaureate

Acronym	Description
IDEIA	Individuals with Disabilities Educational Improvement Act of 2004
IEP	Individualized Education Program
IFSP	Individualized Family Service Plan for Early Intervention
iLRC	Interactive Local Report Card
IM	Instrumental Music
IM	Instructional Mentoring
IM/M	Implementation Management/Monitoring
IMS	Information Management System
IPDP	Individual Professional Development Plan
IQ	Intelligence Quotient
IRN	Information Retrieval Number
ISS	In-School Suspension
LEA	Local Education Agency
LEP	Limited English Proficiency
LPDC	Local Professional Development Committee
	LRC Local Report Card
LRE	Least Restricted Environment
MD	Multiple Disabilities
MD	Muscular Dystrophy
MFE	Multi-Factored Evaluation
MRDD	Mental Retardation and Developmental Disabilities
NAEP	National Assessment of Educational Progress
NCLB	No Child Left Behind
O/M	Orientation and Mobility
OAA	Ohio Achievement Assessment
OAC	Ohio Administrative Code
OAESA	Ohio Association of Elementary School Administrators
OAPSE	Ohio Association of Public School Employees
OASSA	Ohio Association of Secondary School Administrators
OCD	Obsessive Compulsive Disorder
OCIS	Ohio Career Information System
ODD	Oppositional Defiant Disorder
ODE	Ohio Department of Education
ODJFS	Ohio Department of Job and Family Services
OEDS	Ohio Education Directory System

Acronym	Description
OGT	Ohio Graduation Test
OHI	Other Health Impairment
OHSAA	Ohio High School Athletic Association
OIP	Ohio Improvement Process
OISM	Ohio Integrated Systems Model
OLAC	Ohio Leadership Advisory Council
OLRC	Ohio Literacy Resource Center
OPES	Ohio Principal Evaluation System
	ORC Ohio Revised Code
ORID	Objective, Reflective, Interpretive, Decisional
OSBA	Ohio School Boards Association
OSFC	Ohio Schools Facilities Commission
OSS	Out of School Suspension
OT	Occupational Therapy
OTES	Ohio Teacher Evaluation System
PARCC	Partnership for Assessment of Readiness for College and Careers
PB	Performance-Based
PBIS	Positive Behavioral and Intervention Supports
PBS	Positive Behavior Support
PDD	Pervasive Developmental Disorder
PLC	Professional Learning Communities
PLOP	Present Levels of Performance
PLT	Principals of Learning and Teaching test (Praxis II)
PM	Progress Monitoring
PPA	Per Pupil Allocation
PPO	Pupil Performance Objective
PSAT	Preliminary Scholastic Aptitude Test
PSEO	Post-Secondary Educational Option
PSO	Post-Secondary Option
PT	Physical Therapy
PTSD	Post-Traumatic Stress Disorder
RE	Resident Educator
RTI	Response to Intervention/Response to Instruction
RttT	Race to the Top
SAT	Scholastic Aptitude Test
SBR	Scientific Based Research
SEA	State Education Agency

Acronym	Description
SEC	Survey of Enacted Curriculum
SERRC	Special Education Regional Resource Center
SES	Social Economic Status or Supplemental Educational Services
SI	School Improvement
SLD	Specific Learning Disability
SLP	Speech and Language Pathology
SMART	Specific, measurable, attainable, realistic, and timely (goal development)
SSI	Supplemental Security Income
SSID	Statewide Student Identifier
SST	State Support Team
STARS	System To Achieve Results for Students
STEM	Science, Technology, Engineering and Mathematics
STRS	State Teacher Retirement System
SWD	Student with Disability
SY	School Year
TBI	Traumatic Brain Injury
TBT	Teacher-Based Teams
TP	Tech Prep
US	Universal Screening
VI	Vision Impairment

Copyright and FairUse Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Permission granted by Technology and Learning – www.techlearning.com

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	<ul style="list-style-type: none"> Poem less than 250 words; 250-word excerpt of poem greater than 250 words Articles, stories, or essays less than 2,500 words Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) One chart, picture, diagram, or cartoon per book or per periodical issue Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book 	<ul style="list-style-type: none"> Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. Students may incorporate text into multimedia projects. 	<ul style="list-style-type: none"> Copies may be made only from legally acquired originals. Only one copy allowed per student. Teachers may make copies in nine instances per class per term. Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. Don't create anthologies. "Consumables", such as workbooks, may not be copied.
Printed Material (archives)	<ul style="list-style-type: none"> An entire work Portions of a work A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer 	<ul style="list-style-type: none"> A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost or stolen." 	<ul style="list-style-type: none"> Copies must contain copyright information. Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs	<ul style="list-style-type: none"> Photograph Illustration Collections of photographs Collections of illustrations 	<ul style="list-style-type: none"> Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. From a collection, not more than 15 images or 10 percent (whichever is less) may be used. 	<ul style="list-style-type: none"> Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at www.loc.gov or www.mpa.org
Video (for viewing)	<ul style="list-style-type: none"> Videotapes (purchased) Videotapes (rented) DVDs Laserdiscs 	<ul style="list-style-type: none"> Teachers may use these materials in the classroom. Copies may be made for archival purposes or to replace lost, damaged, or stolen copies. 	<ul style="list-style-type: none"> The material must be legitimately acquired. Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction." Use should be instructional, not for entertainment or reward. Copying OK only if replacements are unavailable at a fair price or in a viable format.

EXHIBIT G

Video (for integration into multimedia or video projects)	<ul style="list-style-type: none"> • Videotapes • DVDs • Laserdiscs • Multimedia encyclopedias • QuickTime Movies • Video clips for the Internet 	<ul style="list-style-type: none"> • Students “may use portions of lawfully acquired copyright works in their academic multimedia”, defined as 10 percent or three minutes (whichever is less) of “motion media.” 	<ul style="list-style-type: none"> • The material must be legitimately acquired (a legal copy, not bootleg or home recording). • Copyright works included in multimedia projects must give proper attribution to copyright holder.
Music (for integration into multimedia or video projects)	<ul style="list-style-type: none"> • Records • Cassette tapes • CDs • Audio clips on the Web 	<ul style="list-style-type: none"> • Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students 	<ul style="list-style-type: none"> • A maximum of 30 seconds per musical composition may be used. • Multimedia program must have an educational purpose.
Computer Software	<ul style="list-style-type: none"> • Software (purchased) • Software (licensed) 	<ul style="list-style-type: none"> • Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format. 	<ul style="list-style-type: none"> • Only one machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. • A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
Internet	<ul style="list-style-type: none"> • Internet connections • World Wide Web 	<ul style="list-style-type: none"> • Images may be downloaded for student projects and teacher lessons. • Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above). 	<ul style="list-style-type: none"> • Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download must have been legitimately acquired by the Web site.
Television	<ul style="list-style-type: none"> • Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs 	<ul style="list-style-type: none"> • Broadcasts or tapes made from broadcast may be used for instruction. • Cable channel programs may be used with permission. Many programs may be retained by teachers for years – see Cable in the Classroom (www.ciconline.org) for details 	<ul style="list-style-type: none"> • Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS’s <i>Reading Rainbow</i>, allow for more). • Cable programs are technically not covered by the same guidelines as broadcast television.

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Findlay City School District

2013 Budget

Fiscal Year Ending
June 30, 2013

Submitted to Board

August 20, 2012

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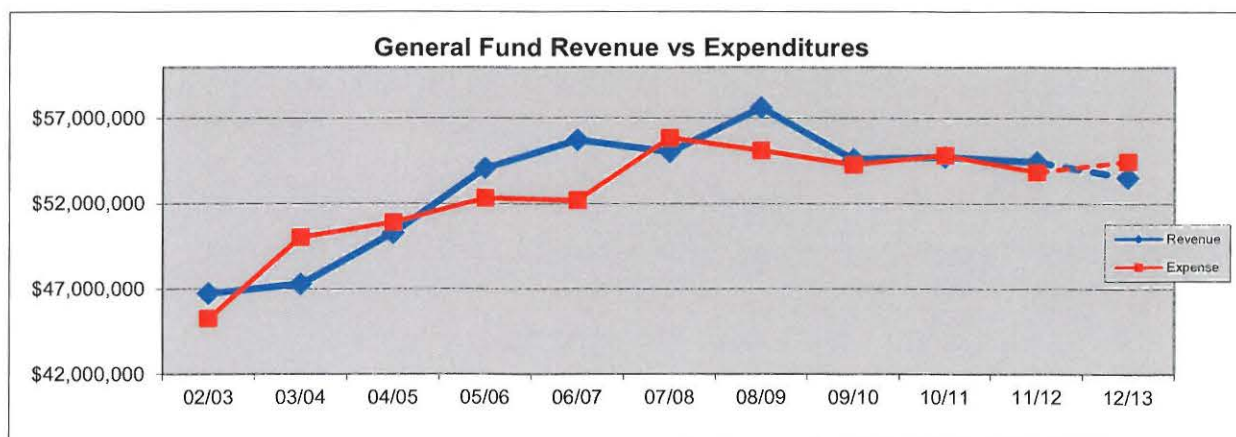
BOARD OF EDUCATION

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Jane Robertson Member
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Stephanie Roth Director of Elementary Instruction
Rich Steiner Director of Secondary Instruction
Jerri Strait Director of Transportation
Victoria Swartz Principal, Findlay High School
Mike Wallace Principal, Jefferson Primary and Chamberlin Hill Intermediate
Teresa Welty Food Service Director
Martin White Technology Director
Don Williams Principal, Central Middle School

		REVENUE				
		General Fund				
		2009/10	2010/11	2011/12	2011/12	2012/13
		Actual	Actual	Actual	Budget	Estimate
Receipts From Local Sources						
1111	Real Estate Tax	\$ 23,720,558	\$ 24,575,006	\$ 24,457,993	\$ 24,587,634	\$ 24,953,746
1120	Personal Property Tax	141,062	-	-	75,285	-
Total Receipts From Local Sources		23,861,621	24,575,006	24,457,993	24,662,919	24,953,746
Receipts From State and Federal Sources						
3110	Basic Aid & Special Ed	16,006,687	15,906,959	16,971,944	15,930,000	16,900,000
3219-0004	Vocational Allow ance	299,108	301,351	301,351	301,351	300,000
3110-0005	Transportation Allow ance	706,762	678,209	92,433	690,000	90,000
	<i>Sub-Total SF3</i>	<i>17,012,557</i>	<i>16,886,520</i>	<i>17,365,728</i>	<i>16,921,351</i>	<i>17,290,000</i>
3110-0008	Other Adjustments (Voc & Spec. E	1,095,903	1,152,516	1,083,822	1,100,000	1,200,000
3130	Rollback and Homestead	9,341,681	9,175,091	8,157,633	8,161,000	7,142,000
3134	Utility Reimbursement SB3/287	-	-	-	-	-
3190-0001	Summer School Operation	-	-	-	-	-
3219	State Reimbursement Spec Ed	13,375	19,120	20,916	10,000	10,000
4120/4139	Federal Medicaid/ Stu Intervention	159,748	180,403	155,505	160,000	150,000
4130	E-rate (formerly fund 588)	-	-	-	20,000	20,000
3212-9194	Bus Purchase Allow ance	-	-	-	-	-
Total Receipts From State and Federal Sources		27,623,264	27,413,649	26,783,604	26,372,351	25,812,000
Miscellaneous Receipts From Local Sources						
1211	Tuition Parents	-	-	-	-	-
1221	Tuition From Other Districts	72,527	85,457	72,345	80,000	80,000
1222	Summer School	43,744	43,194	32,558	45,000	35,000
1223	Tuition Special Education	422,838	419,172	541,784	441,000	541,000
1224	Tuition Vocational Education	194,022	184,209	57,690	199,000	199,000
1227	Open Enrollment	1,335,851	1,193,378	1,119,282	1,290,000	1,200,000
1410	Interest on Investments	475,726	400,990	306,326	380,000	275,000
1740	Class Fees/Parking Fees	11,189	11,415	11,183	11,000	11,000
1810	Rental School Property	43,510	31,541	24,554	35,000	35,000
1820	Donations	2,828	2,095	2,900	5,000	5,000
1832	Contracted Services - HCESC	-	-	-	-	-
1890	Miscellaneous Fines, Etc.	326,012	329,391	392,660	320,000	320,000
1933	Sale Non-Real Property	401	20	20,734	3,300	5,300
5300-9098	Prior Years Adjust and Refunds	52,920	40,193	49,012	45,000	45,000
Total Miscellaneous Receipts From Local Sources		2,981,567	2,741,055	2,631,027	2,854,300	2,751,300
Sub-Total Estimated Revenue		54,466,451	54,729,711	53,872,624	53,889,570	53,517,046
5100	Transfer Into General Fund	1,802	-	-	-	-
5100-9194	Transfer-In Bus Funds	-	-	-	-	-
5220-9194	Advances-In Return	-	-	-	-	-
5220	Advances-In Return	121,840	-	550,000	-	-
Total All Estimated Revenue		\$ 54,590,094	\$ 54,729,711	\$ 54,422,624	\$ 53,889,570	\$ 53,517,046



Terminology Used in Relationship to Categorization of Revenues

A Cross-Walk for the Lay Reader

Revenues or receipts are acknowledgment of monies obtained by the District. The totals on the opposite page include all items categorized as such throughout the General Fund. The Auditor of State assigns receipt codes.

- **Receipts From Local Sources (1100)** – includes monies obtained by the district from local sources.
- **Receipts From State and Federal Sources (3000, 4000)** – includes monies obtained by the district from state sources. Grants-in-Aid are contributions made from state funds to a district, which is distributed on some flat grant or equalization basis.
- **Tuition (1200)** – includes monies received from patrons, other school districts, and other sources for education provided in the school of the district.

- **Earnings on Investments (1400)** – includes interest received on temporary or permanent investments in U.S. Treasury bills, notes, certificates of deposit or other interest-bearing obligations.
- **Miscellaneous Receipts From Local Sources (1700, 1800)** – includes other income from local sources, which is not classified above.
- **Other Revenue Sources (1900)** – includes revenue from local sources not classified above.
- **Refund of Prior Year's Expenditures (5300)** – includes monies received from refund of an expenditure charged to a prior fiscal year's budget.

Revenues by Source identifies revenues that consist of four (4) digits. The following is to assist the reader in understanding the values on the opposite page.

1100 Taxes – General Property Tax (Real Estate Gross and Tangible Personal Property Tax Gross) are taxes levied by a district by the assessed valuation located within the district, which, within legal limits, is the final authority in determining the taxes to be raised for school purposes.

3110 School Foundation Basic Allowance – Monies received through the state's Foundation Program that is not restricted to a particular use. This account now includes the amounts previously reported as special education, vocational, pupil transportation and DPIA. Other includes open enrollment and adjustments for vocational and special education.

3130 Property Tax Allocation – Monies received as a result of homestead exemption legislation (Sections 323.151,et.Seq.), property tax rollback legislation (Sections 319.301,et.Seq.) and personal property tax exemption (Section 5709.01).

3212 Bus Purchase Allowance – Monies received through the state's Foundation Program for buses.

3219 Parity Aid – Monies received through the state's Foundation Program for all-day kindergarten to more students.

4120 Unrestricted Grants-in-Aid Received From Federal Government Through the State – Revenues received from the federal government through the state as grants including Medicaid (CAFS).

1200 Tuition – Monies received from parents, summer school, and special education and vocational education charges to member districts.

1410 Interest – Monies received from interest on investments.

1700 Classroom Materials and Fees – Monies collected from pupils for class fees including parking fees.

1800 Miscellaneous Receipts from Local Sources – Monies collected from rentals of school property, contributions and donations from private sources, services provided to other entities, and other miscellaneous receipts not previously classified.

1930 Sale and Loss of Assets – Revenue generated from the sale of school property or realized from recoveries for loss of school property.

5300 Refund of Prior Year's Expenditures – Refund of an expenditure charged to a prior fiscal year's budget.

5220 Advances-In Return – Monies received by a fund, as a result of an advance from another fund, in anticipation of future revenue.

Terminology Used in Relationship to Categorization of Expenditures

A Cross-Walk for the Lay Reader

Expenditures by Object identifies the motive or reason for expenditure. The totals on the opposite page include all items categorized as such throughout the General Fund.

- **Salaries** – include wages paid to all individuals hired by the Board of Education that have an employee/employer relationship.
- **Fringe Benefits** – include the employer portion of retirement, insurances, worker's compensation, and Medicare for employees who are included in the "Salaries" category.
- **Contracted Services** – expenditures for services provided by outside contractors for items such as utilities (gas, water, electric, and telephone), trash pickup, and repair work. Also included are conference expenses, consultants, and guest speakers for teacher in-service, and mileage reimbursement.

- **Material and Supplies** – cover items for the daily operation of the district both in and out of the classroom. Maintenance of all district facilities from cleaning supplies, to grounds, to maintenance of equipment would be included here. Fuel for transporting of students is also expended under this category. The purchase of textbooks, paper, classroom and office supplies are also charges to this object level.
- **Capital Outlay** – includes tangible assets with a useful life expectancy of at least three (3) years with a value of over \$250. All items, whether purchased as a new piece of equipment or replacing an existing item, would be charged to these accounts.
- **Other** – includes such items as Auditor's and Treasurer's fees, liability insurance, and student activity payments.

Expenditures by Function identifies expenditures through program areas. Each program area described below is defined on its separate budget page throughout this document. The following is to assist the reader in understanding what the values on the opposite page include.

Instruction – Sum of Elementary, Middle and High School Instruction.

Special Instruction – Academically gifted, handicapped, culturally different, disadvantaged, and other special.

Vocational Instruction – Career choices to successfully enter and compete in a changing work world.

Other Instruction – Instruction not defined previously.

Support Service - Pupil – Sum of Guidance, Health, Psychological, Speech and Hearing, and Attendance/Substance Abuse Services.

Support Services – Instructional – Sum of Instructional Staff and Educational Media, and Other Support Services.

Board of Education – Board of Education.

Administration – Sum of Executive Administrative Services and Administrative Principals and Offices.

Fiscal Services – Budgeting and Payroll Services.

Operations and Maintenance – Buildings and Grounds Services.

Transportation – Pupil Transportation Services.

Informational Services – EMIS and Public Informational Services.

Extra-Curricular Activities – Academic and Subject Oriented, Sports Oriented, and School and Public.

Architect Services – Architect Services.

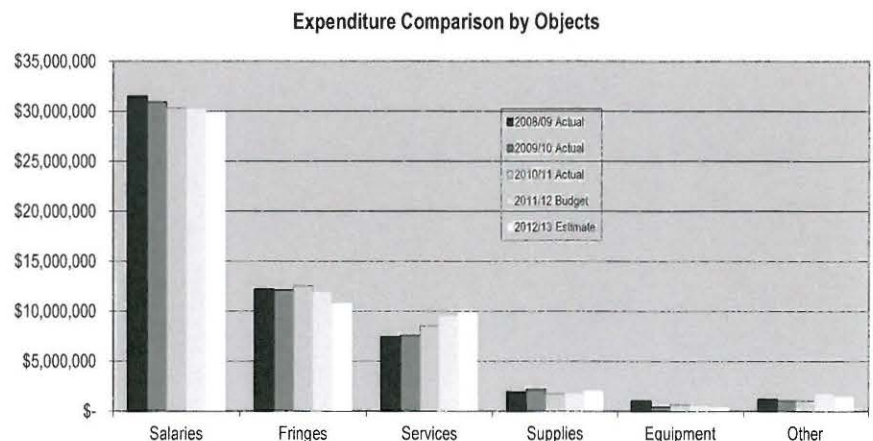
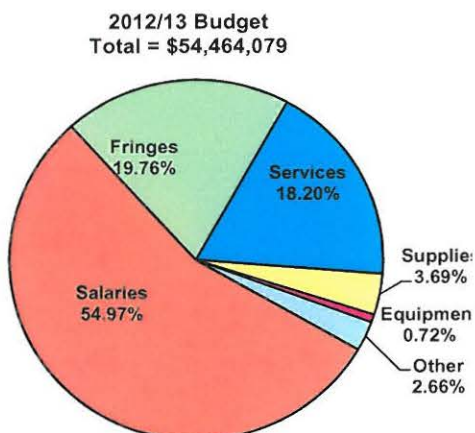
Transfers, Advances and Refunds of Prior Year

**GENERAL FUND COMPARISON OF EXPENDITURES
BY OBJECT**

Object Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate	% of Change
100 Salaries	\$ 30,925,912	\$ 30,313,808	\$ 29,266,475	\$ 30,302,800	\$ 29,941,000	-1.19%
200 Fringe Benefits	12,136,442	12,532,495	11,845,899	12,009,550	10,760,750	-10.40%
400 Contracted Services	7,568,973	8,544,451	9,157,235	9,582,675	9,912,857	3.45%
500 Materials and Supplies	2,176,103	1,743,759	1,778,054	1,839,749	2,011,272	9.32%
600/700 Capital Outlay	427,722	649,142	358,073	599,545	390,200	-34.92%
800 Other	955,956	953,203	972,070	1,065,900	1,048,500	-1.63%
900 Transfers, Advances & Refunds	76,182	84,000	447,822	750,500	399,500	-46.77%
Total Expenditures	\$ 54,267,290	\$ 54,820,859	\$ 53,825,628	\$ 56,150,719	\$ 54,464,079	-3.00%

**GENERAL FUND COMPARISON OF EXPENDITURES
BY FUNCTION**

Funct Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate	% of Change
1100 Instruction	\$ 23,020,322	\$ 22,539,058	\$ 21,645,294	\$ 21,678,712	\$ 21,154,172	-2.42%
1200 Special Instruction	5,709,537	5,715,640	5,409,624	5,663,200	5,665,700	0.04%
1300 Vocational Instruction	2,692,095	2,529,023	2,331,715	2,533,000	2,363,000	-6.71%
1900 Other Instruction	3,294,537	4,010,664	4,990,625	4,887,000	5,270,000	7.84%
2100 Support Services - Pupil	2,637,848	2,501,971	2,312,574	2,554,000	2,405,700	-5.81%
2200 Support Services - Instructional	3,196,414	3,246,348	3,148,456	3,211,200	3,119,000	-2.87%
2300 Board of Education	165,093	158,642	153,686	178,000	167,500	-5.90%
2400 Administration	4,090,552	4,124,747	3,780,447	4,075,150	3,761,150	-7.71%
2500 Fiscal Services	1,441,182	1,518,057	1,465,584	1,537,000	1,520,800	-1.05%
2700 Operation and Maintenance	5,682,628	5,978,164	5,223,390	5,958,607	5,576,307	-6.42%
2800 Transportation	1,999,332	2,153,885	2,046,176	2,140,000	2,080,000	-2.80%
2900 Informational Services	59,898	48,753	42,373	76,100	73,100	-3.94%
4100 Extra-Curr. Act.-Academic	146,072	137,394	148,981	155,350	159,350	2.57%
4500 Extra-Curr. Act.-Sports	-	-	621,209	653,500	649,400	-0.63%
4600 Extra-Curr. Act.-School/Public	74,284	72,998	55,939	79,400	79,400	0.00%
5300 Architect Services	(18,687)	1,514	1,735	20,000	20,000	0.00%
6100 Debt Service	-	-	-	-	-	0.00%
7200 Transfers	76,182	84,000	447,822	458,000	85,000	-81.44%
7400 Advances	-	-	-	290,000	290,000	0.00%
7500 Refund of Prior Year	-	-	-	2,500	24,500	880.00%
Total Expenditures	\$ 54,267,290	\$ 54,820,859	\$ 53,825,628	\$ 56,150,719	\$ 54,464,079	-3.00%



GENERAL FUND

Instruction

Regular Instruction - 1100

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

Object	Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$15,011,938	\$14,900,760	\$14,246,907	\$14,211,500	\$14,310,000
211/221	Retirement	2,121,212	2,192,688	2,122,079	\$ 2,053,300	\$ 2,165,000
240-259	Insurance Benefits	3,392,549	3,492,907	3,156,075	3,195,000	2,440,000
260	Worker's Compensation	88,731	77,734	96,256	80,000	75,000
281	Unemployment	11,395	14,001	15,519	35,000	25,000
410	District Copiers/Substitutes/Other Contracts	872,575	1,006,418	1,000,707	940,000	925,000
423	District Educational Repairs	48,411	41,980	31,397	77,000	75,000
431	Mileage /Travel	2,747	2,963	3,344	3,000	3,000
432	Districtwide/Bldg Professional Development	50,214	25,250	41,490	56,518	53,000
441/449	Telephones	42,293	32,694	31,697	35,000	30,000
472	Credit Recovery @ FHS	N/A	N/A	-	8,000	8,000
510/511	Educational Supplies	288,340	220,479	272,884	239,049	260,000
510	Technology Supplies (formerly e-rate fund 588)	35,098	41,400	11,675	38,000	38,000
516	Computer Software & Licenses	248,647	190,100	183,205	85,000	85,000
520	Textbooks (Curriculum Dept.)	485,655	108,831	184,491	270,000	431,172
551	Educational Supplies - Waived Fees	114,129	108,479	103,400	108,000	106,000
640	Enhance Classroom Technology	114,032	52,929	144,170	129,345	125,000
740	Rplcmnt Equip. (inc 75K for tech FY10, 75K FY11)	92,354	29,444	N/A	115,000	N/A
Total Regular Instruction - 1100		\$23,020,322	\$22,539,058	\$21,645,294	\$21,678,712	\$21,154,172

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	⁽¹⁾ Salaries	\$ 3,986,954	\$ 3,924,729	\$ 3,719,498	\$ 3,905,000	\$ 4,035,000
211/221	Retirement	571,419	588,536	537,238	613,000	580,000
240-259	Insurance Benefits	869,598	899,868	810,378	787,500	650,000
260	Worker's Compensation	22,577	19,069	26,517	22,000	20,000
410	⁽¹⁾ Contracted Services	177,729	211,997	250,673	248,000	298,000
423	District Educational Repairs	695	623	668	1,500	1,500
425	Rentals	6,836	5,755	4,625	6,000	5,000
432	Professional Meetings	4,779	6,826	6,199	5,000	5,000
431/439	Mileage/Travel	2,849	754	1,898	1,200	1,200
441/449	Telephones	25,269	18,838	19,057	22,000	20,000
510	⁽¹⁾ Educational Supplies	40,833	38,645	32,298	40,000	38,000
640	New Equipment	-	-	575	12,000	12,000
Total Special Instruction - 1200		\$ 5,709,537	\$ 5,715,640	\$ 5,409,624	\$ 5,663,200	\$ 5,665,700

⁽¹⁾ H.B. 282-Gifted Supplement Allocations: FY08 (part of 499 fund) = \$16,064; FY09 (part of 499 fund = \$16,050); FY10 = \$0; FY11 = \$0

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 1,710,608	\$ 1,592,308	\$ 1,401,236	\$ 1,600,000	\$ 1,460,000
211/221	Retirement	237,042	225,911	208,020	240,000	220,000
240/249	Insurance Benefits	389,703	353,212	305,990	320,000	270,000
260	Worker's Compensation	9,421	17,790	11,760	13,000	13,000
410/418	Contracted Services/Legal Services	80,620	69,775	71,375	85,000	85,000
423	⁽¹⁾ District Educational Repairs	4,217	5,525	2,817	15,000	15,000
426	FCS Share of Millstream Rent for fund 034	N/A	41,625	41,775	41,500	83,500
439	⁽¹⁾ Professional Meeting/Travel	11,347	9,129	11,972	11,000	11,000
441	⁽¹⁾ Telephones	37,354	27,848	28,172	30,000	28,000
510	⁽¹⁾ Educational Supplies	86,087	79,254	75,591	90,000	90,000
520	⁽¹⁾ Textbooks	14,828	25,492	7,772	7,500	7,500
640/740	⁽¹⁾ New Equipment	110,869	81,155	165,236	80,000	80,000
Total Vocational Instruction - 1300		<u>\$ 2,692,095</u>	<u>\$ 2,529,023</u>	<u>\$ 2,331,715</u>	<u>\$ 2,533,000</u>	<u>\$ 2,363,000</u>

⁽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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Intervention Internal Block Grant Salaries	\$ 103,404	\$ 17,688	\$ 105,361	\$ 110,000	\$ 110,000
200	Intervention Internal Block Grant Benefits	17,008	5,078	21,169	20,000	20,000
500	Intervention Internal Block Grant Supplies	2,794	718	2,431	10,000	10,000
400	Intervention Internal Block Grant Purch Svcs	4,693	-	-	-	-
471	Tuition - Other Districts Within the State	341,149	634,490	854,046	790,000	850,000
474	Tuition - Excess Cost for Special Ed.	214,791	126,304	321,984	220,000	320,000
475	Payments - Special Education within District	92,819	70,008	84,270	115,000	115,000
477	Payments - Open Enrollment Program	1,299,158	1,678,063	1,897,218	1,900,000	2,100,000
478	Payments - Community Schools	1,149,910	1,424,856	1,645,569	1,607,000	1,630,000
479	Payments - Post Secondary Option	68,811	53,459	58,576	115,000	115,000
Total Other Instruction - 1900		<u>\$ 3,294,537</u>	<u>\$ 4,010,664</u>	<u>\$ 4,990,625</u>	<u>\$ 4,887,000</u>	<u>\$ 5,270,000</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 836,958	\$ 776,010	\$ 737,370	\$ 800,000	\$ 770,000
211/221	Retirement	114,269	106,722	107,396	112,000	112,000
240-259	Insurance Benefits	163,529	153,625	135,549	159,000	135,000
260	Worker's Compensation	4,470	3,850	5,447	4,000	4,000
416	Scheduling (A-site Services)	64,263	27,707	35,466	70,000	70,000
431	Travel	704	414	435	700	700
432	Professional Meetings	136	-	-	500	500
441	Telephone	17,578	13,105	13,257	15,000	13,500
510	Supplies	1,299	664	1,403	2,000	2,300
Total Guidance Services - 2120		<u><u>\$1,203,206</u></u>	<u><u>\$1,082,097</u></u>	<u><u>\$1,036,323</u></u>	<u><u>\$1,163,200</u></u>	<u><u>\$1,108,000</u></u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 195,046	\$ 197,041	\$ 189,657	\$ 205,000	\$ 200,000
211/221	Retirement	27,117	32,052	33,897	28,300	28,300
240-259	Insurance Benefits	2,828	2,857	6,108	3,000	6,000
260	Worker's Compensation	1,056	951	1,322	1,100	1,000
441	Telephone	5,243	4,095	4,143	4,000	4,000
514	Supplies	2,437	2,356	2,486	2,400	2,400
Total Health Services - 2130		<u><u>\$ 233,727</u></u>	<u><u>\$ 239,352</u></u>	<u><u>\$ 237,613</u></u>	<u><u>\$ 243,800</u></u>	<u><u>\$ 241,700</u></u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 369,621	\$ 329,458	\$ 295,100	\$ 330,000	\$ 240,000
211/221	Retirement	52,358	45,788	46,363	46,000	40,000
240-259	Insurance Benefits	81,868	89,688	95,333	80,000	70,000
260	Worker's Compensation	1,960	1,637	2,245	2,000	2,000
410	Contracted Services	2,310	3,720	5,000	2,000	76,000
431	Travel	1,989	2,200	1,852	2,200	2,200
432	Professional Meetings	1,000	1,061	1,364	1,200	1,200
441/449	Telephone/Cellular phones	11,237	8,368	8,286	9,000	9,000
510	Supplies	35,155	39,533	33,312	37,000	37,000
640	New Equipment	-	-	-	-	-
Total Psychological Services - 2140		\$ 557,498	\$ 521,453	\$ 488,855	\$ 509,400	\$ 477,400

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 391,548	\$ 405,748	\$ 343,303	\$ 402,000	\$ 352,000
211	Retirement	53,759	58,038	44,992	58,500	46,500
240-249	Insurance Benefits	85,024	84,296	62,549	85,000	60,000
260	Worker's Compensation	2,097	1,910	2,630	2,200	2,200
410	Audiologist Services (non-residents)	24,866	16,793	12,693	25,000	25,000
431/432	Travel/Professional Meetings	1,433	1,926	2,537	1,900	1,900
510	Supplies	1,700	3,176	1,295	1,700	1,700
640	New Equipment	-	-	-	-	-
Total Speech and Hearing Services - 2150		\$ 560,427	\$ 571,887	\$ 470,000	\$ 576,300	\$ 489,300

Attendance/Substance Abuse Services - 2170

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 59,454	\$ 61,410	\$ 46,126	\$ 40,000	\$ 40,000
221	Retirement	15,969	18,102	11,768	13,000	13,000
250-259	Insurance Benefits	6,681	6,784	2,263	7,000	7,000
260	Worker's Compensation	345	289	408	500	500
415/439/449	Contracted Services/Cell phones	540	510	19,218	600	28,600
510	Supplies	-	88	-	200	200
Total Attend./Substance Abuse Services - 2170		\$ 82,990	\$ 87,182	\$ 79,784	\$ 61,300	\$ 89,300
TOTAL SUPPORT SERVICES - PUPIL - 2100's		\$2,637,848	\$2,501,971	\$2,312,574	\$2,554,000	\$2,405,700

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
111/141	Supervisors/Aides Salary	\$ 1,599,648	\$ 1,584,772	\$ 1,548,323	\$ 1,600,000	\$ 1,600,000
211/221	Retirement	247,861	284,656	297,947	268,000	268,000
231/239	FEA Tuition/Professional Dues	218,158	215,989	197,750	216,000	206,000
240-259	Insurance Benefits	297,551	340,231	372,422	328,000	295,000
260	Worker's Compensation	9,364	8,315	10,331	9,000	9,000
410	Millstream Contract/ESC Excess Costs	248,572	224,448	216,690	225,000	225,000
412	District In-Service (10K for Challenge Day)	10,000	10,000	14,666	17,000	17,000
431	Travel	3,019	3,004	3,000	3,500	3,500
432/439	Professional Meeting	1,167	1,673	1,058	2,100	2,100
441/449	Telephones/Cellular phones	10,406	7,368	4,143	7,000	7,000
510	Supplies	2,464	1,777	2,140	3,000	3,000
Total Instructional Staff Services - 2210		<u>\$ 2,648,210</u>	<u>\$ 2,682,232</u>	<u>\$ 2,668,470</u>	<u>\$ 2,678,600</u>	<u>\$ 2,635,600</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 357,008	\$ 367,689	\$ 321,299	\$ 356,600	\$ 330,000
211/221	Retirement	50,375	58,927	54,926	55,100	54,000
240-259	Insurance Benefits	75,453	90,387	59,398	76,000	55,000
260	Worker's Compensation	1,938	1,768	2,476	2,500	2,000
432	Professional Meetings	-	-	-	400	400
441	Telephones	5,493	4,095	4,143	4,000	4,000
530	Supplies	39,262	30,311	30,169	28,000	28,000
640	Audio Visual/New Equipment	-	-	1,822	-	5,000
740	Replacement Equipment	13,676	5,938	N/A	5,000	N/A
Total Educational Media - 2220		<u>\$ 543,205</u>	<u>\$ 559,116</u>	<u>\$ 474,233</u>	<u>\$ 527,600</u>	<u>\$ 478,400</u>

Other Support Services - 2290

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

Object	Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
221	Retirement	-	-	753	-	-
Total Other Support Services - 2290		<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,753</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
TOTAL SUPPORT SERVICES - INSTR. - 2200's		<u>\$ 3,196,414</u>	<u>\$ 3,246,348</u>	<u>\$ 3,148,456</u>	<u>\$ 3,211,200</u>	<u>\$ 3,119,000</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
418	Legal Service	\$ 42,988	\$ 74,301	\$ 52,807	\$ 50,000	\$ 50,000
439	Service Fund	4,402	4,165	3,879	18,500	18,500
446	Advertising	1,347	1,978	6,990	7,500	7,500
460	Printing	226	551	1,769	500	1,000
510	Supplies (formerly Goal 2/Virtues)	790	1,232	1,982	500	500
841	Memberships and Fees/Civil Service Fee	44,339	54,381	54,136	50,000	50,000
846	Election Expense	35,683	-	9,445	10,000	2,000
847	Advertising Delinquent Taxes	2,140	2,262	2,568	2,500	2,500
851/864	Liability Insurance	33,009	18,872	20,110	38,000	35,000
870	Taxes and Assessments (HS project)	168	901	-	500	500
Total Board of Education - 2300		<u>\$ 165,093</u>	<u>\$ 158,642</u>	<u>\$ 153,686</u>	<u>\$ 178,000</u>	<u>\$ 167,500</u>

Executive Administrative Services - 2410

Those activities associated with overall administrative responsibility for the entire school district.

Object	Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
100	Salaries	\$ 386,965	\$ 367,167	\$ 384,700	\$ 390,000	\$ 390,000
211/221	Retirement	85,326	90,002	95,180	91,000	95,000
239-259	Insurance & Other Benefits	87,478	92,929	87,801	95,000	79,000
260	Worker's Compensation	2,049	1,818	2,617	2,200	2,000
410	Copiers/Postage Meter/UPS	64,955	66,751	57,281	69,000	69,000
415	Consultants (includes BWC Coordinator)	70,369	74,773	75,781	70,000	70,000
431	Mileage/Travel	1,894	1,727	1,543	2,300	2,300
432	Professional Meetings	5,891	4,445	2,525	4,400	4,400
441/443/449	Telephone/Postage/Cellular phones	18,576	18,250	18,004	20,000	19,000
512	Supplies and Materials	7,217	5,016	6,390	7,500	7,000
640/740	Replacement Equipment	-	-	-	1,500	1,500
850	Bond	-	-	328	500	500
Total Executive Administrative Services - 2410		<u>\$ 730,718</u>	<u>\$ 722,876</u>	<u>\$ 732,149</u>	<u>\$ 753,400</u>	<u>\$ 739,700</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
111/131	Principal/Secretary Salaries	\$2,115,744	\$2,090,426	\$1,934,710	\$2,078,800	\$1,980,000
211/221	Retirement	453,901	486,414	461,462	475,000	464,000
231/239	Tuition/Professional Dues	5,847	884	3,262	6,000	6,000
240-259	Insurance Benefits	473,402	509,264	445,882	525,000	385,000
260	Worker's Compensation	11,605	10,173	14,182	10,000	10,000
410	Contracted Services	190,415	202,798	90,954	102,500	50,000
431	Mileage/Travel	115	64	354	500	500
432	Professional Meetings	2,105	4,296	11,046	11,250	12,650
441/449	Telephones/Cellular phones	62,633	46,470	44,744	44,000	41,000
443	Postage	16,211	17,013	10,898	20,000	20,000
512	Supplies	27,856	32,912	25,502	42,000	45,600
640	New Equipment	-	525	5,301	1,800	6,700
740	Replacement Equipment	-	632	N/A	4,900	N/A
Total Administrative Principals and Offices - 2420		<u>\$3,359,834</u>	<u>\$3,401,872</u>	<u>\$3,048,298</u>	<u>\$3,321,750</u>	<u>\$3,021,450</u>
TOTAL ADMINISTRATION - 2400's		<u>\$4,090,552</u>	<u>\$4,124,747</u>	<u>\$3,780,447</u>	<u>\$4,075,150</u>	<u>\$3,761,150</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
141	Salaries	\$ 365,392	\$ 375,797	\$ 341,023	\$ 347,000	\$ 350,000
221	Retirement	75,898	88,090	88,017	81,000	86,000
250-259	Insurance Benefits	109,521	115,852	95,287	107,000	85,000
260	Worker's Compensation	1,955	1,778	2,496	2,000	2,000
410/418	Contracted Services/Audit/Fixed Assets	62,665	66,062	64,024	80,000	78,000
433/434	Mileage/Travel	2,669	2,320	976	1,800	1,800
441	Telephones	7,691	5,733	5,800	6,000	5,800
510	Office Supplies	7,177	6,542	5,036	7,200	7,200
640	New Equipment	-	6,094	-	5,000	5,000
740	Replacement Equipment	-	-	N/A	-	N/A
844	County Bd of Ed (SF3 offset)	187,807	201,692	196,101	220,000	220,000
845	Auditor and Treasurer Fee	620,407	647,346	666,823	680,000	680,000
853	Fiscal Services Bond	-	750	-	-	-
Total Fiscal Services - 2500		<u>\$1,441,182</u>	<u>\$1,518,057</u>	<u>\$1,465,584</u>	<u>\$1,537,000</u>	<u>\$1,520,800</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
BOARD ACCOUNTS:						
141	Salaries	\$ 2,172,849	\$ 2,109,459	\$ 1,964,891	\$ 2,174,900	\$ 1,985,000
221	Retirement	361,046	410,114	419,817	381,000	420,000
250-259	Insurance Benefits	668,339	696,309	588,871	615,000	575,000
260	Worker's Compensation	38,411	5,861	21,833	25,000	25,000
282	Unemployment Comp.	17,124	3,239	10,841	20,000	20,000
424	Property Insurance	60,231	108,003	97,186	115,000	110,000
426	Lease of FHS Addition (through 2014)	368,307	368,307	368,307	368,307	368,307
441/449	Telephone/Cellular phones	21,413	16,246	14,914	16,000	16,000
451	Electricity	543,580	588,481	611,208	555,000	555,000
452	Water and Sewage	125,190	131,962	104,105	130,000	132,000
453	Fuel - Natural Gas	370,916	338,401	145,064	450,000	325,000
853/890	Bond/District Safety Program	711	6,490	569	30,400	30,000
Sub-Total Board Accounts		<u>4,748,117</u>	<u>4,782,872</u>	<u>4,347,607</u>	<u>4,880,607</u>	<u>4,561,307</u>
OPERATION ACCOUNTS:						
410	Maintenance & District Project Contracts	170,964	161,397	188,060	153,000	125,000
415	Maintenance Contracted Employee thru ES	67,952	50,911	78,686	85,000	85,000
420	Laundry/Mats	22,600	21,602	21,827	23,000	23,000
422	Trash	37,630	34,548	34,916	38,000	38,000
423	Building/Equipment Repair	4,566	8,271	4,660	30,000	30,000
425	Rentals	19,885	16,370	13,905	20,000	20,000
426	Lease of part of TLB Building	95,712	112,209	102,740	115,000	115,000
431	Mileage	5,518	6,581	8,790	5,500	5,500
434	Professional Meetings	944	1,101	939	1,300	1,300
510	FHS Security & Parking Supplies	-	1,823	1,428	2,288	2,288
511	Office Supplies	2,359	2,198	6,944	1,912	1,912
570	Custodial Supplies	104,212	91,389	86,925	94,000	94,000
571	Grounds Supplies	58,662	55,711	49,635	68,000	68,000
572	Building Supplies	165,377	133,172	147,972	175,000	170,000
573	Equipment Supplies	5,807	10,517	4,382	6,000	6,000
580	Vehicle Supplies/Fuel	78,159	81,447	86,532	80,000	75,000
620	District Building Projects	70,007	382,045	35,941	150,000	125,000
640	New Equipment	24,157	24,000	1,500	30,000	30,000
Sub-Total Operation Accounts		<u>934,511</u>	<u>1,195,292</u>	<u>875,783</u>	<u>1,078,000</u>	<u>1,015,000</u>
Total Operations and Maintenance - 2700		<u>\$ 5,682,628</u>	<u>\$ 5,978,164</u>	<u>\$ 5,223,390</u>	<u>\$ 5,958,607</u>	<u>\$ 5,576,307</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
141	Salaries	\$1,063,126	\$1,020,922	\$1,001,404	\$1,020,000	\$1,050,000
221	Retirement	170,426	189,647	206,812	178,000	195,000
250-259	Insurance Benefits	280,968	290,945	276,716	295,000	255,000
260	Worker's Compensation	6,923	5,046	16,525	7,000	7,000
410	Contract Services	89,998	94,364	92,957	90,000	90,000
413	Medical Inspections	12,523	10,205	10,042	13,000	13,000
423	Repairs to Buses	266	-	(13)	25,000	25,000
424	Insurance	32,656	30,910	19,105	37,000	35,000
425	Lease Payment/Rental of Vans	-	-	-	-	-
431	Mileage	-	-	-	500	500
439	Professional Meetings	4,273	2,992	4,337	3,000	3,000
440	Van Certifications/License Renewal	4,209	1,619	1,053	2,500	2,500
441/449	Telephones/Cellular phones	4,038	3,836	1,657	4,500	4,500
481	Contract Transportation	8,381	6,522	2,493	8,500	8,500
511/581	Materials for Buses	128,158	221,118	145,439	160,000	160,000
582/583	Fuel/Tires	190,758	209,380	264,123	230,000	230,000
640	Capital Outlay (Van or Bus Replacement)	2,628	2,456	3,528	-	-
660 (9194)	Bus Replacement	-	63,923	-	65,000	-
890	Bus Driver Abstract	-	-	-	1,000	1,000
Total Transportation - 2800		<u>\$1,999,332</u>	<u>\$2,153,885</u>	<u>\$2,046,176</u>	<u>\$2,140,000</u>	<u>\$2,080,000</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
141	Salaries (Partial State Funds EMIS)	\$ 37,938	\$ 28,715	\$ 22,762	\$ 30,000	\$ 27,000
221	Retirement	5,148	5,317	4,662	5,000	5,000
250-259	Insurance Benefits	9,376	9,653	7,940	9,000	9,000
260	Worker's Compensation	555	479	680	600	600
410	Printing-Calendars & Brochures	1,295	-	-	17,500	17,500
417	Surveys (3 yr Board & Annual FHS/Alumni)	4,744	4,590	5,113	10,500	10,500
512	Supplies for Publications	841	-	1,216	3,500	3,500
640	Equipment	-	-	-	-	-
Total Informational Services - 2900		<u>\$ 59,898</u>	<u>\$ 48,753</u>	<u>\$ 42,373</u>	<u>\$ 76,100</u>	<u>\$ 73,100</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
113	Supplemental Salaries	\$ 97,046	\$ 101,146	\$ 109,877	\$ 102,000	\$ 112,000
211/221	Retirement	13,443	14,161	15,104	14,750	14,750
240-259	Insurance Benefits	3,365	1,095	1,264	5,000	5,000
260	Worker's Compensation	527	485	746	600	600
640	Equipment	-	-	-	-	-
891	Student Activity Payments	31,690	20,508	21,990	33,000	27,000
Total Academic and Subject Oriented - 4100		<u>\$ 146,072</u>	<u>\$ 137,394</u>	<u>\$ 148,981</u>	<u>\$ 155,350</u>	<u>\$ 159,350</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
113	Supplemental Salaries	\$ -	\$ -	\$ 504,986	\$ 532,000	\$ 532,000
211/221	Retirement	-	-	85,814	85,000	85,000
240-259	Insurance Benefits	-	-	15,315	25,000	20,000
260	Worker's Compensation	-	-	3,748	4,000	4,000
282	Unemployment	-	-	902	-	900
410/441	Contracted Services/Telephone	-	-	10,443	7,500	7,500
Total Sports Oriented Activities - 4500		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 621,209</u>	<u>\$ 653,500</u>	<u>\$ 649,400</u>

*Estimated budget for function 4500 of \$635,000 will be paid from federal fiscal stabilization funds (fund 532) in 2009/10 and again in 2010/11

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 the governmental bodies, citizen involvement, & school service.

Object	Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
113	Supplemental Salaries	\$ 59,666	\$ 57,562	\$ 42,941	\$ 63,000	\$ 63,000
211/221	Retirement	8,072	8,243	6,071	8,000	8,000
240-259	Insurance Benefits	722	756	404	2,000	2,000
260	Worker's Compensation	331	287	372	400	400
410/441	Contracted Services/Telephone	5,493	6,149	6,152	6,000	6,000
853	Miscellaneous Objects	-	-	-	-	-
Total School and Public Activities - 4600		<u>\$ 74,284</u>	<u>\$ 72,998</u>	<u>\$ 55,939</u>	<u>\$ 79,400</u>	<u>\$ 79,400</u>

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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
423	Fee	\$ (18,687)	\$ 1,514	\$ 1,735	\$ 20,000	\$ 20,000
Total Site and Architect - 5300		<u>\$ (18,687)</u>	<u>\$ 1,514</u>	<u>\$ 1,735</u>	<u>\$ 20,000</u>	<u>\$ 20,000</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	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
814	HB264 Loan Principal through Nov. 2010	\$ -	\$ -	\$ -	\$ -	\$ -
824	HB264 Loan Interest at 4.297%	-	-	-	-	-
Total Debt Service - 6100		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Transfers, Advances, and Refund of Prior Year - 7200, 7400 & 7500

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

Object	Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
910	Transfers (Press Box 007-9130)	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfers (PI 003-9031)	-	-	-	-	-
	Transfers (EMIS 432-9004)	75,000	75,000	125,000	125,000	75,000
	Transfers (Misc)	1,182	9,000	322,822	333,000	10,000
	<i>Sub-Total Transfers</i>	<u>76,182</u>	<u>84,000</u>	<u>447,822</u>	<u>458,000</u>	<u>85,000</u>
920	Advances (PI 003-9031 or 9030)	-	-	-	90,000	90,000
	Advances (Donnell Field 007-9080)	-	-	-	-	-
	Advances (Food Service 006-9060)	-	-	-	50,000	50,000
	Advances (Millstream 014)	-	-	-	-	-
	Advances (Flood Fund 014-9140)	-	-	-	-	-
	Advances (State & Federal Funds)	-	-	-	150,000	150,000
	<i>Sub-Total Advances</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>290,000</u>	<u>290,000</u>
930	Refund of Prior Year Receipt	-	-	-	2,500	24,500
Total Transfers, Advances & Refund - 7000		<u>\$ 76,182</u>	<u>\$ 84,000</u>	<u>\$ 447,822</u>	<u>\$ 750,500</u>	<u>\$ 399,500</u>
GRAND TOTAL GENERAL FUND		<u>\$ 54,267,290</u>	<u>\$ 54,820,859</u>	<u>\$ 53,825,628</u>	<u>\$ 56,150,719</u>	<u>\$ 54,464,079</u>

GENERAL FUND APPROPRIATIONS BY FUNCTION

Function	Description	2009/10 Actual	2010/11 Actual	2011/12 Actual	2011/12 Budget	2012/13 Estimate
1100	Instruction	\$ 23,020,322	\$ 22,539,058	\$ 21,645,294	\$ 21,678,712	\$ 21,154,172
1200	Special Instruction	5,709,537	5,715,640	5,409,624	5,663,200	5,665,700
1300	Vocational Instruction	2,692,095	2,529,023	2,331,715	2,533,000	2,363,000
1900	Other Instruction	3,294,537	4,010,664	4,990,625	4,887,000	5,270,000
2100	Support Services - Pupil	2,637,848	2,501,971	2,312,574	2,554,000	2,405,700
2200	Support Services - Instructional	3,196,414	3,246,348	3,148,456	3,211,200	3,119,000
2300	Board of Education	165,093	158,642	153,686	178,000	167,500
2400	Administration	4,090,552	4,124,747	3,780,447	4,075,150	3,761,150
2500	Fiscal Services	1,441,182	1,518,057	1,465,584	1,537,000	1,520,800
2700	Operation and Maintenance	5,682,628	5,978,164	5,223,390	5,958,607	5,576,307
2800	Transportation	1,999,332	2,153,885	2,046,176	2,140,000	2,080,000
2900	Informational Services	59,898	48,753	42,373	76,100	73,100
4100	Extra-Curr. Act.-Academic & Subject	146,072	137,394	148,981	155,350	159,350
4500	Extra-Curr. Act.-Sports Oriented	-	-	621,209	653,500	649,400
4600	Extra-Curr. Act.-School & Public	74,284	72,998	55,939	79,400	79,400
5300	Architect Services	(18,687)	1,514	1,735	20,000	20,000
6100	Debt Service	-	-	-	-	-
7200	Transfers	76,182	84,000	447,822	458,000	85,000
7400	Advances	-	-	-	290,000	290,000
7500	Refund of Prior Year	-	-	-	2,500	24,500
Total Appropriations		<u>\$ 54,267,290</u>	<u>\$ 54,820,859</u>	<u>\$ 53,825,628</u>	<u>\$ 56,150,719</u>	<u>\$ 54,464,079</u>

LOCAL, STATE, AND FEDERAL APPROPRIATIONS BY FUND

	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual	Actual	Actual	Budget	Estimate
LOCAL FUNDS:					
002 Bond Retirement (4 funds)	\$ 1,048,005	\$ 3,838,412	\$ 3,851,062	\$ 3,851,062	\$ 4,024,071
003 Permanent Improvement	2,408,213	1,341,902	1,382,540	3,320,021	3,545,021
004 Local Share of OSFC Project 2010 Bonds	39,875,103	709,333	10,191,091	13,000,000	620,000
006 Food Service	1,954,445	1,859,333	1,748,724	2,100,000	2,100,000
007* Special Trusts (Special Revenue/Donnell St)	191,528	154,999	354,982	793,000	384,000
007* Special Trusts (Private Purpose/Scholarship)	7,790	11,589	9,483	45,000	45,000
008 Endowments (3 funds)	5,000	19,093	26,431	30,000	30,000
009 Uniform School Supplies (56 funds)	308,027	313,547	400,849	410,000	350,000
010 OSFC Approved Costs \$57,532,766	1,100,440	2,340,659	25,631,927	50,760,000	6,700,000
011 Consumer Rotary - Millstream (9 funds)	55,313	53,509	34,046	70,000	70,000
014 Internal Svcs Rotary - Millstream & Flood	1,474,750	959,171	1,408,204	1,549,000	999,000
018 Principal (14 funds)	118,294	78,954	100,676	100,000	100,000
019 Other Grants (15 funds)	63,300	22,725	98,279	99,000	99,000
020 FABSS	157,553	156,641	142,407	165,000	160,000
024 Self -Insurance	7,729,930	7,009,528	7,387,358	8,500,000	7,500,000
034 New Building Maintenance Fund	-	-	-	99,000	99,000
200 Student Managed Activity (64 funds)	138,393	148,035	128,285	200,000	200,000
300 District Managed Activity (47 funds)	525,765	555,878	609,960	650,000	600,000
Sub-total 002-300	57,161,849	19,573,309	53,506,304	85,741,083	27,625,092
STATE FUNDS:					
401 Auxiliary Service	307,067	365,218	343,289	355,000	320,000
416 Teacher Development	-	-	-	-	-
432 Management Information System	93,852	97,440	129,168	145,000	95,000
440 Entry Year	872	-	-	-	-
450 Etech (formerly known as School Net)	-	-	-	-	-
451 OneNet Network Connectivity Subsidy	34,295	34,125	25,200	30,000	30,000
452 School Net Professional Development	1,131	-	-	1,000	1,000
459 Ohio Reads (12 grants)	79,892	-	-	18,000	18,000
461 Tech Prep Grant	-	-	-	-	-
494 Poverty Aid	10,843	-	-	-	-
499 Miscellaneous State (3 grants)	36,532	24,869	47,197	99,000	99,000
FEDERAL FUNDS:					
504 Education Jobs Fund	N/A	-	906,404	906,404	-
506 Race to the Top	N/A	3,835	160,471	177,240	113,500
516 Idea-B Special Ed	2,053,347	2,256,432	1,350,012	1,710,000	1,500,000
524 Perkins	198,848	204,575	182,202	200,000	200,000
532 Education Stabilization Fund	1,122,641	1,347,823	53,174	9,674	-
533 Title II-D Tech (within 599 before FY10)	8,658	229,193	7,823	59,000	10,000
536 Title I Schl Imprvmnt Subsidy A	185,289	19,254	254,872	420,000	99,000
537 Title I Schl Imprvmnt Sub G (w/in 572 in FY	-	119,950	-	-	-
542 Nutrition Education	N/A	N/A	22,689	23,000	-
551 Title III-LEP/Immigrant	20,657	22,609	17,248	19,000	19,000
572 Title I	1,093,834	1,412,333	1,022,192	1,390,000	1,190,000
573 Title V Innovative	-	-	-	-	-
584 Title VI-A Safe & Drug-Free	18,348	713	-	-	-
587 IDEA-Early Childhood Special Ed	61,660	21,022	19,651	21,000	21,000
588 Telecommunication (E-Rate)	-	-	-	-	-
590 Title II-A Teacher & Principal	323,047	267,503	239,936	274,900	270,000
599 Miscellaneous Federal	9,599	-	-	29,000	29,000
Sub-total 401-599	5,660,412	6,426,892	4,781,528	5,887,218	4,014,500
Total Local, State and Federal Funds	\$ 62,822,261	\$ 26,000,201	\$ 58,287,832	\$ 91,628,301	\$ 31,639,592
GRAND TOTAL ALL FUNDS	\$117,089,551	\$ 80,821,060	\$112,113,461	\$147,779,019	\$ 86,103,671

* Starting in FY07, special trust funds had to be split out and classified as either special revenue (district programs like Donnell Stadium) or private purpose (i.e. scholarships).

PERMANENT IMPROVEMENTS - FUND 003

Annual transfer of 1.5 mills of 4.9 mill 3-year levy from general fund
from January 2005 through December 2007 (003-9031)

	2009/10	2010/11	2011/12	2011/12	2012/13	
	Actual	Actual	Actual	Budget	Estimate	
Balance July 1	\$ 427,549	\$ 98,258	\$ 302,419	\$ 302,419	\$ 936,293	Balance July 1
Transfers In	-	-	-	-	-	Transfers In
Interest	9,414	4,161	11,157	-	-	Interest
Miscellaneous	152,500	200,000	707,531	580,000	340,000	Miscellaneous
Total Revenue	161,914	204,161	718,688	580,000	340,000	Total Revenue
Total Balance + Revenue	589,463	302,419	1,021,107	882,419	1,276,293	Total Balance + Revenue
Architecture & Engineering	-	-	-	-	-	Architecture & Engineering
Building Improvements	-	-	84,814	600,000	600,000	Building Improvements
Land	486,854	-	-	-	-	Land
Technology	-	-	-	-	100,000	Technology
Other Improvements	-	-	-	-	100,000	Other Improvements
Miscellaneous	4,351	-	-	-	-	Miscellaneous
Equipment	-	-	-	-	-	Equipment
Total Expenditures	491,206	-	84,814	600,000	800,000	Total Expenditures
Ending Cash Balance	\$ 98,258	\$ 302,419	\$ 936,293	\$ 282,419	\$ 476,293	Ending Cash Balance
Encumbrances	\$ -	\$ -	\$ 65,074	\$ -	\$ -	Encumbrances

2.5 Mill Permanent Improvement Levy passed May 2006 (003-9030)

	2009/10	2010/11	2011/12	2011/12	2012/13	
	Actual	Actual	Actual	Budget	Estimate	
Balance July 1	\$ 1,052,366	\$ 1,099,343	\$ 1,736,563	\$ 1,736,563	\$ 2,423,882	Balance July 1
Property Taxes	1,918,967	1,953,763	1,932,939	1,914,190	1,920,347	Property Taxes
Interest & Donations	39,004	23,367	51,395	19,000	19,000	Interest & Donations
Total Revenue	1,957,972	1,977,130	1,984,334	1,933,190	1,939,347	Total Revenue
Total Balance + Revenue	3,010,338	3,076,473	3,720,897	3,669,753	4,363,229	Total Balance + Revenue
Athletics	13,781	11,768	18,004	15,000	15,000	Athletics
Building Improvements	724,862	458,483	214,689	1,445,000	1,445,000	Building Improvements
Other Improvements	61,031	16,671	125,091	150,000	150,000	Other Improvements
Buses	-	129,746	-	-	-	Buses
Music	14,366	23,082	21,215	25,000	25,000	Music
Technology	441,904	384,038	329,692	475,000	475,000	Technology
Textbooks	-	-	-	25,000	50,000	Textbooks
Transfer to 034 OSFC maintenance	394,348	273,273	271,394	324,021	324,021	Transfer to 034 OSFC maintenance
Miscellaneous	260,703	42,850	316,930	250,000	250,000	Miscellaneous
Total Expenditures	1,910,995	1,339,911	1,297,015	2,709,021	2,734,021	Total Expenditures
Ending Cash Balance	\$ 1,099,343	\$ 1,736,563	\$ 2,423,882	\$ 960,732	\$ 1,629,208	Ending Cash Balance
Encumbrances	\$ 443,783	\$ 261,113	\$ 369,879	\$ 16,000	\$ 100,000	Encumbrances

Central Auditorium Maintenance (003-9039)

	2009/10	2010/11	2011/12	2011/12	2012/13	
	Actual	Actual	Actual	Budget	Estimate	
Balance July 1	\$ 18,517	\$ 18,221	\$ 22,100	\$ 22,100	\$ 31,513	Balance July 1
Rental Income	5,145	5,510	9,639	4,800	4,800	Rental Income
Interest	572	360	485	200	200	Interest
Total Revenue	5,717	5,870	10,124	5,000	5,000	Total Revenue
Total Balance + Revenue	24,234	24,091	32,224	27,100	36,513	Total Balance + Revenue
Equipment/Renovations	4,843	745	476	3,000	3,000	Equipment/Renovations
Miscellaneous	1,170	1,246	235	8,000	8,000	Miscellaneous
Total Expenditures	6,013	1,991	711	11,000	11,000	Total Expenditures
Ending Cash Balance	\$ 18,221	\$ 22,100	\$ 31,513	\$ 16,100	\$ 25,513	Ending Cash Balance
Encumbrances	\$ 1,987	\$ 8,509	\$ -	\$ 2,000	\$ 2,000	Encumbrances

FINDLAY CITY SCHOOL DISTRICT BUDGET
Fiscal Year Ending June 30, 2013

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2013 BUDGET
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Statement of Fund Activity (For Fiscal Year Commencing July 1st, 2012) Schedule 3						
	Unencumbered Balance 7/1/12	Total Estimated Receipts Taxes	Other Sources	Total Resources Available for Expenditures	Total Estimated Expenditures	Ending Estimated Unencumbered Balance
EXHIBIT I - GENERAL FUND						
General Fund	10,155,019	26,155,072	27,361,974	63,672,065	54,464,079	\$ 9,207,986
TOTAL GENERAL FUND	10,155,019	26,155,072	27,361,974	63,672,065	54,464,079	9,207,986
EXHIBIT II - DEBT SERVICE FUNDS						
002-9123 OSFC 2010A & 2010B Bond Debt	768,343	3,184,048	662,180	4,614,571	3,993,373	621,199
002-9091 BR-Asbestos Loan DM0090	-	-	-	-	-	-
002-9093 BR-Asbestos Loan DR0087	-	-	-	-	-	-
002-9095 BR-Asbestos Loan EX0114	-	30,698	-	30,698	30,698	-
TOTAL DEBT SERVICE FUNDS	768,343	3,214,746	662,180	4,645,269	4,024,071	621,199
EXHIBIT III - SPECIAL REVENUE FUNDS						
007 Special Trust (District Programs)	134,400.29	-	250,000	384,400	384,000	400
018 Principal	85,326.49	-	80,000	165,326	100,000	65,326
019 Other Grants	152,603.67	-	90,000	242,604	99,000	143,604
034 New Building Maintenance Fund	1,267,460.22	-	414,021	1,681,481	99,000	1,582,481
300 District Managed Activity	316,769.87	-	625,000	941,770	600,000	341,770
401 Auxiliary Services	11,029.42	-	350,000	361,029	320,000	41,029
416 Teacher Development	-	-	-	-	-	-
432 Management Information System	14,715.39	-	86,000	100,715	95,000	5,715
440 Entry Year	-	-	5,000	5,000	-	5,000
451 OneNet Network	-	-	30,000	30,000	30,000	-
452 School Net Professional	-	-	9,000	9,000	1,000	8,000
459 Ohio Reads	-	-	18,000	18,000	18,000	-
461 Tech Prep	3.94	-	-	4	-	4
494 DPIA	-	-	-	-	-	-
499 Miscellaneous State	29,538.77	-	120,000	149,539	99,000	50,539
504 Education Jobs Fund Stimulus	-	-	-	-	-	-
506 Race to the Top	25,235.66	-	113,500	138,736	113,500	25,236
516 Part B-IDEA Special Education	130,439.49	-	1,803,597	1,934,036	1,500,000	434,036
524 Perkins Vocational Education	3,033.38	-	200,000	203,033	200,000	3,033
532 Education Stabilization Fund	-	-	-	-	-	-
533 Title II-D Technology Stimulus	(4,149.94)	-	15,000	10,850	10,000	850
536 Title I Schl Imprvmt Subsidy A	(16,852.96)	-	150,000	133,147	99,000	34,147
537 Title I Schl Imp Sub G (w/in 572 in FY09)	-	-	-	-	-	-
542 Nutrition Education	310.60	-	-	311	-	311
551 Title III-LEP/immigrant	-	-	19,000	19,000	19,000	-
572 Title I Targeted Assistance/District-wide	93,715.19	-	1,200,000	1,293,715	1,190,000	103,715
573 Title V Innovative Programs	-	-	-	-	-	-
584 Title IV-A Safe & Drug Free Schools (SC	-	-	-	-	-	-
587 IDEA Early Childhood Spec Ed	257.00	-	21,000	21,257	21,000	257
590 Title II-A Improving Teacher Quality	-	-	270,000	270,000	270,000	-
599 Title II-D Technology/Misc Federal	-	-	29,000	29,000	29,000	-
TOTAL SPECIAL REVENUE FUNDS	2,243,836	-	5,898,118	8,141,954	5,296,500	2,845,454
CAPITAL PROJECTS FUNDS						
003 Permanent Improvement Funds	1,272,612	1,912,982	364,000	3,549,594	3,545,021	4,573
004 Local Share of OSFC Project 2010 Bond:	610,521	-	10,000	620,521	620,000	521
010 OSFC Approved Costs \$56,423,417	5,803,459	-	900,000	6,703,459	6,700,000	3,459
450 SchoolNet	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS FUNDS	7,686,592	1,912,982	1,274,000	10,873,574	10,865,021	8,553
ENTERPRISE FUNDS						
006 Food Service	246,482	-	2,100,000	2,346,482	2,100,000	246,482
009 Uniform School Supplies	225,165	-	300,000	525,165	350,000	175,165
011 Consumer Rotary - Millstream	34,759	-	60,000	94,759	70,000	24,759
020 FABSS	28,349	-	170,000	198,349	160,000	38,349
TOTAL ENTERPRISE FUNDS	534,754	-	2,630,000	3,164,754	2,680,000	484,754
INTERNAL SERVICE FUNDS						
014 Internal Services Rotary	14,724	-	1,000,000	1,014,724	999,000	15,724
024 Self-Insurance	3,116,022	-	7,500,000	10,616,022	7,500,000	3,116,022
TOTAL INTERNAL SERVICE FUNDS	3,130,746	-	8,500,000	11,630,746	8,499,000	3,131,746
AGENCY FUNDS						
200 Student Managed Activity	100,541	-	210,000	310,541	200,000	110,541
TOTAL AGENCY FUNDS	100,541	-	210,000	310,541	200,000	110,541
PRIVATE-PURPOSE TRUST FUND						
007 Special Trusts	51,396	-	24,000	75,396	45,000	30,396
008 Endowments*	52,894	-	30,000	82,894	30,000	52,894
TOTAL PRIVATE-PURPOSE TRUST FUNDS	104,290	-	54,000	158,290	75,000	83,290
TOTAL ALL FUNDS	24,724,121	31,282,800	46,590,272	102,597,193	\$ 86,103,671	\$ 16,493,523

*008 endowment fund contains \$618,000 in principal that is not to be distributed and not reflected in these numbers

FINDLAY CITY SCHOOL DISTRICT BUDGET
Fiscal Year Ending June 30, 2013

EXHIBIT H
2013 BUDGET
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Findlay City School District
Hancock County
Five Year Forecast for Fiscal Years 2010 through 2017

	Actual				Forecasted				
	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Average Change	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
Revenues									
1.010 General Property Tax (Real Estate)	\$23,741,953	\$24,606,689	\$24,530,395	1.7%	\$24,953,746	\$25,078,515	\$22,824,844	\$20,571,801	\$20,698,450
1.020 Tangible Personal Property Tax	227,729	68,631		-84.9%		25,000	20,000	15,000	10,000
1.030 Income Tax									
1.035 Unrestricted Grants-in-Aid (all 3100's except 3130)	17,809,352	17,737,655	18,148,200	1.0%	18,190,000	18,553,491	18,553,491	18,553,491	18,553,491
1.040 Restricted Grants-in-Aid (3200's)	323,326	320,471	322,267	-0.2%	310,000	310,000	310,000	310,000	310,000
1.045 Restricted Federal Grants-in-Aid - SFSF/Ed Jobs	1,122,641	1,400,997	906,403	-5.3%					
1.050 Property Tax Allocation (3130)	9,341,681	9,175,091	8,157,633	-6.4%	7,142,000	6,123,000	5,104,000	4,085,000	3,066,000
1.060 All Other Revenues	3,087,995	2,881,245	2,716,789	-6.2%	2,871,000	2,836,000	2,801,000	2,766,000	2,731,000
1.070 Total Revenues	55,654,677	56,190,809	54,781,687	-0.8%	53,466,746	52,926,006	49,613,335	46,301,292	45,368,941
Other Financing Sources									
2.040 Operating Transfers-In	1,802		550,000	0.0%		290,000	290,000	290,000	290,000
2.050 Advances-In	121,840								
2.060 All Other Financing Sources	53,320	40,213	69,746	24.4%	50,300	4,300	4,300	4,300	4,300
2.070 Total Other Financing Sources	176,962	40,213	619,746	681.9%	50,300	294,300	294,300	294,300	294,300
2.080 Total Revenues and Other Financing Sources	55,831,639	56,231,022	55,401,433	-0.4%	53,517,046	53,220,306	49,907,635	46,595,592	45,663,241
Expenditures									
3.010 Personnel Services	31,729,494	31,241,442	29,992,366	-2.8%	30,053,274	30,095,314	30,456,457	30,821,935	31,191,798
3.020 Employees' Retirement/Insurance Benefits	12,381,884	12,811,584	12,079,584	-1.1%	10,458,165	11,060,585	11,736,109	12,435,549	13,154,853
3.030 Purchased Services	7,653,434	8,685,552	9,157,234	9.5%	9,557,234	9,917,856	10,045,441	10,547,714	11,075,099
3.040 Supplies and Materials	2,176,103	1,743,759	1,778,054	-9.0%	1,939,054	1,914,054	1,889,054	1,864,054	1,839,054
3.050 Capital Outlay	427,722	649,142	358,073	3.5%	500,000	475,000	450,000	425,000	400,000
3.060 Intergovernmental									
Debt Service:									
4.010 Principal-All (Historical Only)									
4.020 Principal-Notes	108,061	100,314	72,402	-17.5%	30,698				
4.050 Principal-HB 264 Loans									
4.060 Interest and Fiscal Charges									
4.300 Other Objects	955,956	953,203	972,071	0.8%	980,000	990,000	1,000,000	1,010,000	1,020,000
4.500 Total Expenditures	55,432,654	56,184,996	54,409,784	-0.9%	53,518,426	54,452,806	55,577,062	57,104,251	58,680,610
Other Financing Uses									
5.010 Operating Transfers-Out	76,182	84,000	447,822	221.7%	85,000	85,000	85,000	85,000	85,000
5.020 Advances-Out				0.0%	290,000	290,000	290,000	290,000	290,000
5.030 All Other Financing Uses					2,500	2,500	2,500	2,500	2,500
5.040 Total Other Financing Uses	76,182	84,000	447,822	221.7%	377,500	377,500	377,500	377,500	377,500
5.050 Total Expenditures and Other Financing Uses	55,508,836	56,268,996	54,857,606	-0.6%	53,895,926	54,830,306	55,954,562	57,481,751	59,058,110
6.010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses	322,803	37,974	543,827	-821.9%	378,880	1,610,003	6,046,927	10,886,159	13,394,866
7.010 Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	10,347,551	10,670,354	10,632,380	1.4%	10,632,380	10,253,501	8,643,498	2,596,571	8,289,589
7.020 Cash Balance June 30	10,670,354	10,632,380	11,176,207	2.4%	10,253,501	8,643,498	2,596,571	8,289,589	21,684,457
8.010 Estimated Encumbrances June 30	984,615	1,421,857	1,021,184	8.1%	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Reservation of Fund Balance									
9.010 Textbooks and Instructional Materials									
9.020 Capital Improvements									
9.030 Budget Reserve									
9.070 Bus Purchases									
9.080 Subtotal									
10.010 Fund Balance June 30 for Certification of Appropriations	9,685,739	9,210,523	10,155,023	2.7%	9,053,501	7,443,498	1,396,571	9,489,589	22,884,457
Revenue from Replacement/Renewal Levies									
11.010 Income Tax - Renewal							2,379,063	4,758,126	4,758,126
11.020 Property Tax - Renewal or Replacement									
11.300 Cumulative Balance of Replacement/Renewal Levies							2,379,063	7,137,189	11,895,315
12.010 Fund Balance June 30 for Certification of Contracts, Salary Schedules and Other Obligations	9,685,739	9,210,523	10,155,023	2.7%	9,053,501	7,443,498	3,775,634	2,352,400	10,989,142
Revenue from New Levies									
13.010 Income Tax - New									
13.020 Property Tax - New									
13.030 Cumulative Balance of New Levies									
14.010 Revenue from Future State Advancements									
15.010 Unreserved Fund Balance June 30	9,685,739	9,210,523	10,155,023	2.7%	9,053,501	7,443,498	3,775,634	2,352,400	10,989,142
ADM Forecasts									
20.010 Kindergarten - October Count					426	424	422	420	418
20.015 Grades 1-12 - October Count					5000	4950	4900	4850	4800
State Fiscal Stabilization Funds included within lines 3.01 through 3.05 above									
21.010 Personnel Services SFSF/Ed Jobs	792,738	927,634	725,892						
21.020 Employees Retirement/Insurance Benefits SFSF/Ed Jobs	245,442	279,089	233,685						
21.030 Purchased Services SFSF	84,461	141,101							
21.040 Supplies and Materials SFSF									
21.050 Capital Outlay SFSF									
21.060 Total Expenditures - SFSF/Ed Jobs	1,122,641	1,347,823	959,577						

RATIOS & ANALYSIS

	FY2013	FY2014	FY2015	FY2016	FY2017
True Days Cash* NO Renewals= line 10.010 / (line 5.050 / 365 d)	64 days	60 days	68 days	61 days	50 days
True Days Cash* w/RENEWALS=line 15.010 / (line 5.050 / 365 d)	64 days	60 days	68 days	61 days	50 days
Target 15.010 balance to equal 40 days cash*	6,083,160	6,166,465	6,011,792	5,906,403	6,008,801
Amount over (short) of goal of 40 days true cash*	3,602,579	3,044,058	4,143,231	3,147,098	1,434,697
Salary & Benefit Costs / Total Costs (Target Range <= 80-83%)	79.47%	78.29%	76.69%	75.17%	75.06%
Salary & Benefit Costs / Total Rev. (Target Range <= 80-83%)	79.01%	78.34%	75.94%	75.70%	77.33%
Salary & Benefit Costs / Total Rev. + Unresrvd Bal (Target<=75%)	67.33%	67.32%	64.18%	64.75%	67.84%
*The Government Finance Officers Association recommends a minimum of 60 days (see www.gfoa.org/index.php?option=com_content&task=view&id=1450)					

See accompanying summary of significant forecast assumptions and accounting pc

Includes: General fund, Emergency Levy fund, PBA fund, Textbook fund, Fiscal Stabilization fund & any portion of Debt Service fund related to General fund debt

PRINTED: 8/15/2012

FOR BOARD APPROVAL: 9/10/2012

FINDLAY CITY SCHOOLS FORECAST ASSUMPTIONS – August 20, 2012

REVENUES:

1.010-1.020 Property Tax - Property tax revenues are based on historical growth patterns, including scheduled updates and reappraisals. District voters passed a 5-year 5.9 mill replacement levy in November 2008 (TY2009-2013) with collection starting calendar year 2010 and ending calendar year 2014. A countywide reappraisal occurred in 2010 on which collections began in calendar year 2011. The District's property values are in decline. Any additional tax revenue collections are due to new growth, expired tax abatements and increased delinquency collections.

The District renewed a 4.9 mill operating levy for 5 years on the March 2012 ballot (TY2012-2016) with collection continuing calendar year 2013 and ending calendar year 2017. An expiring 5.9 mill levy will need to be renewed or replaced by the voters by the end of calendar year 2014 in order to continue collections in 2015.

The tangible personal property tax estimates are based on historical collection levels and recent changes in the state tax laws. Tangible personal property includes furniture & fixtures, machinery & equipment, and inventory. Effective tax year 2006, the tangible personal property tax began a four-year phase out and reimbursement for the schools was promised as is noted below in line 1.050.

The tangible personal property tax was replaced by the new commercial activity tax (CAT), which is being phased in over a five-year period. Once fully phased in, the CAT will be a 0.26% tax on any business' gross receipts in excess of \$1 million. Businesses with gross receipts between \$150,000 and \$1 million will pay a minimum of \$150, while businesses with receipts of less than \$150,000 will not be subject to the CAT.

Prior to 2004, taxpayers with less than \$10,000 in personal property filed a tax return, even though they would not owe any taxes. The state would use the form to reimburse school districts for personal property tax revenues that were not collected based on the filings. The District used to receive 300K for this but now receives \$0.

The amounts in 1.010 and 1.020 do not anticipate the automatic passage of replacement or renewal levies. That means that when a levy is scheduled to expire, the estimated property tax revenue has a corresponding decline (e.g. FY15). Although new levies may be proposed during this time period, no new levies are included in these amounts. Revenues from anticipated replacement/renewal levies are on line 11.020.

1.030 Income Tax - The District has no income tax collections.

1.035-1.040 Grants-in-Aid -To begin the 2009-2010 school year, Governor Strickland and the General Assembly adopted a completely new methodology of calculating funding levels for Ohio's school districts. While Findlay saw no additional funding due to caps and amounts yet to be phased in, it must be acknowledged that this method addressed many aspects of school funding such as building population, pupil teacher ratios, all-day kindergarten, local poverty levels, and local college attainment; none of which were taken into account in the former formula. For FY10 Findlay was guaranteed 99% of FY09 state funding and saw a slight reduction in FY11. Governor Kasich and the 2011 General Assembly removed this method for FY12 & FY13. Simulations show that Findlay will see slight gains here although those gains are offset by losses from the acceleration of the TPP reimbursement phase-out. A new funding formula has yet to be proposed.

1.045 State Fiscal Stabilization Fund (SFSF) - The 2009 American Reinvestment & Recovery Act included money to be distributed by the State. The State used that money to help fill its gap in formula funding available to school districts. In Findlay's case it was \$1,122,641 in FY10, which when added to other state funding gets us at 99% of the FY09 funding state funding level. This money is tracked in fund #532 and is within this forecast. It replaces funding that was previously provided by the State and is built into the biennial state budget. There are no restrictions on this funding at the local level. The amount for FY11 was \$1,400,997. This funding disappeared in FY12 where the Feds & State had hoped that the economy would bounce back by then so that the State could resume past levels of funding, but that did not happen. The \$906,404 in FY12 was one-time EdJobs federal funding that was used to retain jobs.

1.050 Property Tax Allocation - Property tax allocation revenues are based on historical growth patterns, including scheduled updates and reappraisals. Passage of a 5-year 4.9 mill renewal levy in March 2012 (TY2012-2016) with collection starting calendar year 2013 and ending calendar year 2017 has been built into the projection.

The amounts in 1.010 and 1.020 do not anticipate the automatic passage of a replacement or renewal levy. That means that when a levy is scheduled to expire, the estimated property tax revenue has a corresponding decline (e.g. FY15). Although new levies may be proposed during this time period, no new levies are included in these amounts. Revenues from anticipated replacement/renewal levies are in line 11.020.

Effective tax year 2006, the tangible personal property tax began a four-year phase out. School districts were promised full replacement of this lost tax over the next few years via the school funding formula and direct payments from the State (excluding the inventory taxes that were already scheduled to be eliminated and the first half-mill on bond and emergency levies). In Findlay's case, the direct payments from the State will be phased out over six (6) years from 2012 through 2017 with a \$1 million reduction each year and are part of line 1.050. That phase out is scheduled to halt in 2015 per the current biennial budget, but this forecast anticipates the phase out will be reinstituted given the past legislature's original intent.

1.060 All Other Revenues - FY2013-2017 anticipate lower investment income due to dismal rates and a declining cash balance.

2.010 Proceeds from Sale of Notes - The District does not anticipate any sale of notes.

2.050 Advances-In - Revenues received by a fund as a result of a transfer or advance from another fund in anticipation of future revenue. These are monies that were advanced out in previous year(s) and returned back to general fund. Line 2.050 should match the previous year's line 5.020.

EXPENDITURES:

3.010 Personnel Services – The amounts for salaries and benefits are based on existing negotiated agreements. No base salary increases have been assumed for fiscal years beyond FY13. Personnel services are projected at 1.2% increases for FY13 and each year beyond to cover experience and education changes. FY07 went down 30-35 certified positions from FY2006 and 12-15 classified positions through a combination of non-renewals, reductions-in-force (RIF's) and attrition. FY09 reflects a gain of 6 teaching positions primarily due to the implementation of all day every day kindergarten throughout the district. Substitute costs of \$650,000 were moved to purchased services beginning in FY08 for the Renhill contract. FY10 includes reductions of 13 positions through a combination of attrition and RIFs, while FY11 includes reductions of 14.5 positions through attrition and 0.5 through RIF. FY12 reflects nearly 40 fewer positions (20.6 instructional, 6.5 administrative/central office, and 12.5 classified). Some are possible as the middle school transition begins while many others are necessary due to declining enrollment. FY13 reflects 2 more transitional reductions along with 6 other reductions, while FY14 completes the personnel reductions from the new buildings with 8 fewer positions. It is the district's goal to continue to reduce positions if it makes sense in certain situations such as declining enrollment or lack of interest in a particular course. FY10 & 11 had 280K of special ed salaries removed which were covered by federal stimulus funds. Those salaries were paid by the general fund again in FY12.

3.020 Employees' Retirement/Insurance Benefits – Line 3.020 reflects FY10 general fund health care costs of \$6.7 million (medical, prescription, dental and vision) and \$7.0 million in FY11. FY2013 based on June 2012 total renewal quote of \$6.5 million from Anthem, and 10.0%, 9.5%, 9.0%, and 8.5% increases respectively in the next four years. Line 3.020 also includes approximately \$178,000 for professional dues reimbursements, \$67,000 for tuition reimbursements, and \$90,000 for STRS/SERS 14% contributions for Renhill employees. The remaining benefits (e.g. retirement, Medicare, workers compensation, and unemployment) in line 3.020 are based on 14.5% of salaries in line 3.010. Line 3.020 also reflects a larger employee share of 20% in mid-FY12 which will be recovered by higher employee premiums and/or higher deductibles depending on which plan the employee chooses. Starting in FY12 spouses were required to move off of the FCS plan if their employer provided affordable coverage.

3.030-3.040 Purchased Service and Supplies and Materials – Purchased services, which include contracted substitutes, utilities, repairs, leases, and tuition payments, are forecast to increase by an overall 4.4% in FY13. FY14 supplies will decrease 25K as typical general fund projects will need to be picked up by the PI fund. FY14-FY17 reflect 5% inflation less savings from expiring leases (TLB building in FY14 and freshman wing lease in FY15).

3.050 Capital Outlay – FY13 and beyond presumes fewer general fund district projects than in the past.

4.020 Principal Notes – The District has one remaining interest free asbestos loan from the United States Environmental Protection Agency. Tax revenues posted in the Debt Service Fund cover the scheduled loan payments. The remaining requirement to amortize asbestos loan debt outstanding as of 6/30/12 is \$30,698 in 2013.

4.300 Other Objects – This line is based on historical patterns and county auditor fees, which increase as collections increase.

5.010 Operating Transfer-Out – \$75,000 per year is transferred to fund 432 to cover EMIS costs (extra 50K in FY12 due to severance for retiring EMIS person). Another \$10,000 is budgeted for miscellaneous transfers.

5.020 Advances-Out – Advances are transactions, which withdraw money from one fund to another, in anticipation of future revenue. For the fiscal years 2013-2017, the District anticipates a need to annually advance funds to the Food Service Fund, 006-9060, in the amount of \$50,000; the Permanent Improvement fund, 003-9030, in the amount of \$90,000 and to miscellaneous state and federal funds in the amount of \$150,000 to cover cash flow needs. No advances were made out in FY12.

RESERVATION OF FUND BALANCE:

9.010 Textbooks and Instructional Materials – The District meets the annual spending requirement for SB345 set-asides. If the District spends monies in the textbook and instructional material set-aside in excess of the required amount for that year, the Board may deduct the excess amount of money from the required deposit in future fiscal years. This requirement was repealed by HB 30 in 2011.

9.020 Capital Improvements - The district budget meets the annual spending requirement for SB345 set-asides. If the District spends monies in the Capital Improvements set-aside in excess of the required amount for that year, the Board may NOT deduct the excess amount of money from the required deposit in future fiscal years.

9.070 Bus Purchases - The District annually spends the allocations provided in these funds. While such subsidies used to be received every year, there is no expectation that such subsidies will be received in the future based on the current state budget.

11.020 Property Tax Renewal – The District will ask the voters to renew or replace a 5-year 5.9 mill levy that previously passed in November 2008 (TY2009-2013) with collection starting calendar year 2010 and ending calendar year 2014. It will need voter approval by the end of calendar year 2014.

FLOOD NOTES: Hancock County sustained major flood damage from large rainfalls at the end of August 2007. The Findlay City Schools had 8 properties that were affected: Central, Washington, Lincoln, Wilson Vance, Northview, and Findlay High School, as well as the Transportation garage and offices, and the softball shed at FHS. Repair and restoration and mitigation will exceed \$3.5 million. The bulk of the damage (over \$3.3 million) occurred at Central Middle School where the district's central offices and records were located in the basement. On August 27, 2007, the Board appropriated \$1.8 million for immediate needs to help clean up and replace what was damaged in the flood. The District qualifies for public assistance from FEMA. FEMA covered 75% of the costs, while the State covered about 12.5% and the District covered the remainder.

County Auditor Budget
(General, Permanent Improvement, Library, Other)

Schedule 1

I	II	III	IV	V	VI	VII	VIII
Fund	Purpose	Authorized By Voters On MM/DD/YY	Levy Type	Number Of Years Levy To Run	Tax Year Begins/ Ends	Collection Year Begins/ Ends	Maximum Rate Authorized
General Fund	Operations		Inside	Indefinite			5.3
General Fund	Operations	1976/prior	Operating	Indefinite			28.10
General Fund	Operations	6/3/1980	Operating	Indefinite			4.40
General Fund	Operations	2/4/1986	Operating	Indefinite			4.75
General Fund	Operations	5/4/1993	Operating	Indefinite			4.90
General Fund	Operations	11/4/2008	Replacement	5 Years	2009-2013	2010-2014	5.90
General Fund	Operations	5/8/2007	Replacement	5 Years	2007-2011	2008-2012	4.90
Permanent Imp	Perm Imp	5/2/2006	Perm. Imp.	Indefinite			2.50
		11/3/2009	Bond	28 Years	2009-2036	2010-2037	4.30
Totals							65.05

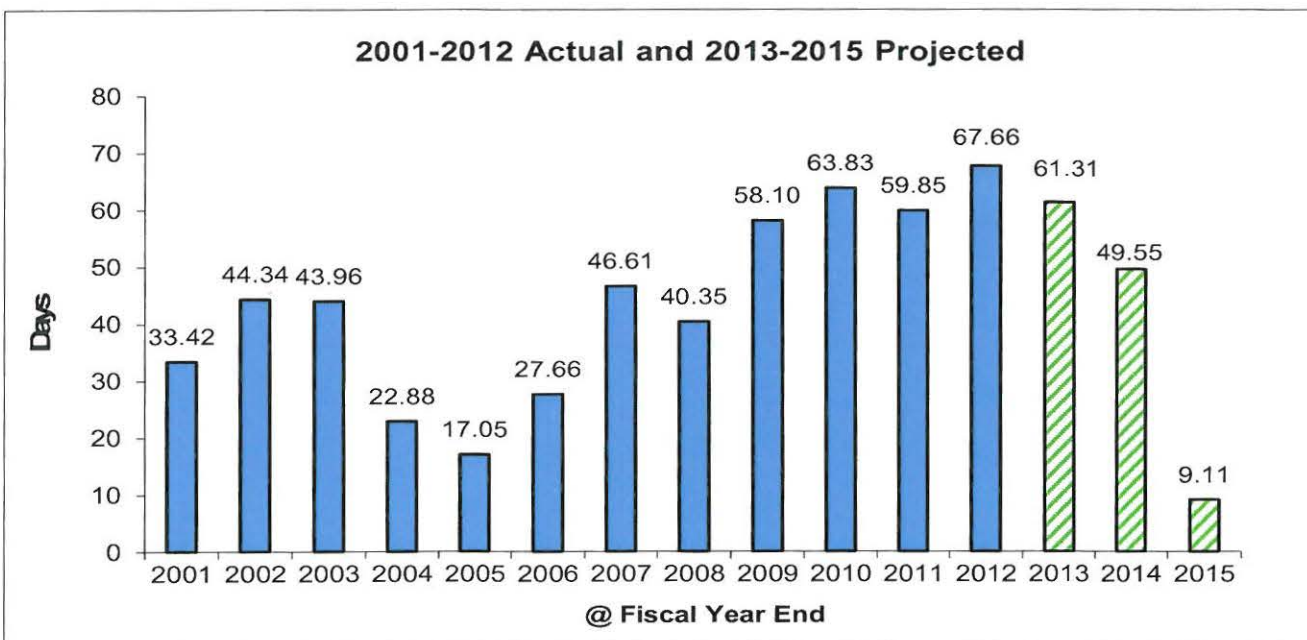
SB 345 SET-ASIDES

	Actual FY2007	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Estimate FY2012	Estimate FY2013
SB 345 (Effective 7/1/2001)							
Formula	\$ 5,283	\$ 5,403	\$ 5,565	\$ 5,732	\$ 5,732	\$ 5,754	\$ 5,754
3% of Formula - Base cost per pupil	158	162	167	172	172	173	173
Student population to be determined by ODE	6,121	6,090	6,007	6,040	4,997	5,566	5,850
Spending Requirements	\$ 970,139	\$ 987,071	\$ 1,002,795	\$ 1,038,662	\$ 859,267	\$ 960,797	\$ 1,009,811
Instructional Materials (OASBO List)							
Set-aside Cash Balance of July 1, XXXX	\$ (1,501,603)	\$ (3,574,647)	\$ (4,604,117)	\$ (6,197,850)	\$ (7,573,894)	HB 30 repealed	HB 30 repealed
Plus: Spending Requirements	970,139	987,071	1,002,795	1,038,662	859,267	HB 30 repealed	HB 30 repealed
Minus: Actual Expenditures/Budgeted Estimate	3,043,183	2,016,542	2,596,528	2,414,707	1,707,639	HB 30 repealed	HB 30 repealed
Set-aside Cash Balance of June 30, XXXX	\$ (3,574,647)	\$ (4,604,117)	\$ (6,197,850)	\$ (7,573,894)	\$ (8,422,267)	HB 30 repealed	HB 30 repealed
Capital Improvements (003 Funds not used above)							
Set-aside Cash Balance of July 1, XXXX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Spending Requirements	970,139	987,071	1,002,795	1,038,662	859,267	960,797	1,009,811
Minus: Actual Expenditures/Budgeted Estimate	2,294,395	2,451,556	2,142,618	2,231,182	1,384,074	1,800,000	1,800,000
Set-aside Cash Balance of June 30, XXXX	\$ (1,324,256)	\$ (1,464,484)	\$ (1,139,823)	\$ (1,192,520)	\$ (524,807)	\$ (839,203)	\$ (790,189)
TOTAL REQUIRED RESERVE BALANCES (if any)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

True Days Cash Ratio

True Days Cash is the concept that calculates how many days the District can operate with the amount of cash available at the end of the year. The calculation takes the available cash balance at the end of the year and divides it by the year's average daily operating expense as outlined below:

$$\text{True Days Cash Ratio} = \frac{\text{Unencumbered Balance}}{\text{Total Expenditures / 365 Days}}$$



*The GFOA recommends a minimum of 60 days (see www.gfoa.org/index.php?option=com_content&task=view&id=1450)

County Auditor Budget
VOTED and UNVOTED DEBT OUTSIDE 10 MILL LIMIT
Schedule 4

I	II	III	IV	V	VI
Purpose Of Notes Or Bonds	Authorized By Voters On MM/DD/YY	Date Of Issue	Final Maturity Date	Principal Amount Outstanding At The Beginning Of The Fiscal Year	Amount Required To Meet Fiscal Year Principal & Interest Payments
			2011	\$203,413.57	\$100,314.08
			2012	\$103,099.49	\$72,401.74
			2013	\$30,697.75	\$30,697.75
					\$203,413.57
OSFC Project	11/03/09	02/04/10		\$54,192,134.65	\$939,943.88
			12/1/2010	\$53,342,134.65	\$3,738,097.50
			12/1/2011	\$52,442,134.65	\$3,778,660.00
			12/1/2012	\$51,312,134.65	\$3,993,372.50
			12/1/2013	\$50,107,134.65	\$4,044,627.50
			12/1/2014	\$48,887,134.65	\$4,027,165.00
			12/1/2015	\$47,642,134.65	\$4,011,150.00
			12/1/2016	\$46,247,134.65	\$4,110,142.50
			12/1/2017	\$45,560,000.00	\$4,111,440.00
			12/1/2018	\$44,110,000.00	\$4,083,347.50
			12/1/2019	\$42,555,000.00	\$4,118,817.50
			12/1/2020	\$40,955,000.00	\$4,088,475.00
			12/1/2021	\$39,305,000.00	\$4,058,425.00
			12/1/2022	\$37,470,000.00	\$4,154,923.75
			12/1/2023	\$35,575,000.00	\$4,117,455.00
			12/1/2024	\$33,615,000.00	\$4,078,827.50
			12/1/2025	\$31,585,000.00	\$4,038,577.50
			12/1/2026	\$29,480,000.00	\$3,993,587.50
			12/1/2027	\$27,290,000.00	\$3,949,737.50
			12/1/2028	\$25,015,000.00	\$3,900,787.50
			12/1/2029	\$22,655,000.00	\$3,846,737.50
			12/1/2030	\$20,200,000.00	\$3,794,218.75
			12/1/2031	\$17,645,000.00	\$3,737,656.25
			12/1/2032	\$14,990,000.00	\$3,674,843.75
			12/1/2033	\$12,225,000.00	\$3,615,468.75
			12/1/2034	\$9,350,000.00	\$3,549,218.75
			12/1/2035	\$6,355,000.00	\$3,485,781.25
			12/1/2036	\$3,240,000.00	\$3,414,843.75
			12/1/2037	\$0.00	\$3,341,250.00

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