

Findlay City Schools

Home of the TROJANS!



Elementary School Parent/Guardian and Student Handbook

**Unlocking the dreams of students
through excellence, opportunity, and
true belonging**

Revised August 2022

Attendance Procedure

In accordance with Ohio law students are expected to be in school every day on time, unless with a legitimate excuse. When a student is absent from school the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence. All professional documentation must be original signed copies; photocopies and/or stamped copies will not be accepted.

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

Tardiness

If a student arrives late to school or leaves school early the student's parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline and will be counted toward attendance hours. If a student arrives late to school or leaves school early, it will be documented in the student's attendance. Please provide documentation stating the need for the tardy/early release within two days of the absence.

Unexcused Absence and Truancy Procedure

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

Excessive Unexcused or Excused Absence Procedure

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

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

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

ADMINISTERING MEDICINES TO STUDENTS ORAL MEDICATION AT SCHOOL

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

1. Written instructions signed by the parent/guardian and physician will be required and will include:
 - a. Child's name, address, school attended, and grade;
 - b. name of medication;
 - c. purpose of medication;
 - d. time to be administered;
 - e. dosage;
 - f. possible severe adverse reactions;
 - g. date administration is to begin;
 - h. date administration is to cease, and;
 - i. special instructions for administration of drugs, including sterile conditions and storage.
2. The nurse or the principal's designee will:
 - a. inform appropriate school personnel of the medication;
 - b. keep a record of the administration of medication;
 - c. keep medication in a locked cabinet, and;
 - d. return unused medication to the parent/guardian only.
3. The parents/guardians of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents/guardians upon their request for administration of medication in the schools.

BICYCLES

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

BIRTHDAY

Students may bring in prepackaged treats with an ingredient list. More and more students are being diagnosed with food allergies and dietary restrictions. Please talk to your child's classroom teacher. Balloons, flowers, stuffed animals, etc will not be delivered to students during school hours.

BUS POLICY

Only those students who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student. **Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements.**

If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents/guardians must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus. Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. A parent/guardian may request a change of bus or stop assignment by completing a form available in the school office.

BUS RULES

1. Students shall arrive at the bus stop five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop. A designated place of safety will be established by the bus driver.

3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Students must go directly to their assigned seat. All students on Findlay City Schools buses have assigned seats.
5. Students must remain seated, keeping the aisles and exits clear. We teach students to sit back to back of seat, seat to seat, and feet to floor.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus, except as required for medical reasons.
9. Students must not use tobacco on the bus.
10. Students must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Students must not throw or pass objects on, from, or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must depart or board the bus at locations to which they have been assigned, unless they have parental/guardian and administrative authorization to do otherwise.
14. Students must not put any portion of their bodies out the bus windows.
15. Students must depart promptly from the bus and when crossing the street will walk ten (10) feet in front of the bus, stopping midway in the road to check traffic.
16. Students must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of emergency doors will be for emergency purposes only.

CAFETERIA RULES

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

CANCELLATION OR DELAY OF SCHOOL

An easy way to stay informed and get the latest news quickly is to sign up for the district and school emails and text messages. Also, like the district and school Facebook pages and sign up for alerts through the Remind app. **The district's web site www.findlaycityschools.org may be accessed for delays and closings and to sign up for District email notification.** Also, you can continue to tune to Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

If school is canceled before the completion of the school day, announcements will also be made on the radio. Parents/guardians are requested to develop a plan for these emergencies in advance. The school telephone lines are frequently jammed after school closing announcements. When school is canceled, any activity scheduled at the building on that day (e.g. P.T.O. meeting, skating party, Gray-Y basketball practice, scout meeting, etc.) is automatically canceled as well.

CONDUCT

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

Rule violations and misconduct will be dealt with in a progressive fashion. Consequences for students who misbehave in the classroom, on the playground or in the cafeteria include warnings, parent/guardian conferences,

detentions, denial of cafeteria and/or playground privileges, and/or referral to the principal. Parents/Guardians will be notified of each serious offense. Consequences for those students referred to the principal for repeated rule violations and/or severe misbehavior may include disciplinary action as per Board of Education Policies (i.e. suspension, emergency removal, and/or expulsion). Violations of bus rules may result in denial of riding privileges. (See Student Conduct Policy). Parents/Guardians are asked to review with their children the rules listed in this handbook regarding proper conduct for school. If you are contacted about a behavior problem involving your child, your help and assistance will be requested in resolving the matter. As parents/guardians, your support is always appreciated. By working together, we can ensure a successful school year for your child.

DRESS CODE/STUDENT GROOMING AND APPEARANCE

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

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

DUE PROCESS

(SUSPENSIONS, EXPULSIONS, AND REMOVALS)

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. With respect to the suspension of any student from any particular extracurricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may suspend a student from a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the athletic director, relevant coach, or director may suspend a student from any particular or all extracurricular activities falling within such person's responsibility, independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension shall not extend beyond one calendar year from the time the suspension is imposed.

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

EMERGENCY MEDICAL FORM

At the beginning of the school year, each parent/guardian is asked to complete an emergency medical form through Final Forms. This information is necessary for emergency situations. The form must be completed yearly and updated when situations change. Students will not be able to participate in field trips if an emergency medical form is not completed at the beginning of the school year.

FEES

School fees are due at the beginning of each semester (Aug/Jan) or may be paid for the entire year, \$68.00. Contact the school office to pay school fees. Make checks payable to Findlay City Schools. Please do not combine payment for school fees and school lunches in the same check. Fees may also be paid online through the Findlay City Schools link to *EZpay*.

FIELD TRIPS

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior

to each field trip. At that time, if you do not wish for your child to participate in the field trip, you will need to send a written notification to the teacher prior to the field trip day, informing us that your child may not participate. Please note that individual permission forms for each field trip will not be sent home. I give permission for my son/daughter to participate in any planned and school sponsored field trips during this school year. Realizing that all due care will be used to insure a safe experience. I release the school from all liability should an unforeseen accident occur.

GENERAL SCHOOL RULES

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

HAZING, DATING VIOLENCE, AND BULLYING

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

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

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

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

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

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

and/or bullying activities immediately. All hazing, dating violence, and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

Parents/guardians of any student involved in a prohibited incident shall be notified and, to the extent permitted by the “Family Educational Rights and Privacy Act of 1974” (FERPA), have access to any written reports pertaining to the prohibited incident. The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of bullying and post the report on the District’s website. The administration provides training on the District’s hazing, dating violence, and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development. District employees, students, and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing, dating violence, and/or bullying. Administrators, teachers, other employees, and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

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

GUIDANCE AND COUNSELING

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

HEAD LICE

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

HOMEWORK

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

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

HOURS

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

IDENTIFICATION OF PERSONAL ARTICLES

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

IMMUNIZATIONS

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

immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

LUNCH PERIOD

The Findlay City Schools Food Service provides a school lunch for children daily. Make checks payable to: **Findlay City Schools**. Free/Reduced price lunch application forms are available upon requests. It is also available on Final Forms. Children may carry a lunch to school and eat in the cafeteria with those who purchase the school lunch. The lunch period is supervised by school monitors. School personnel are not permitted to loan money to students. Students must remain at school during the noon lunch period and are **not** permitted to leave school grounds unless the parents/guardians pick them up. Please refer to the lunch menu for the price of lunch.

NO SMOKING POLICY

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

NURSE

A nurse is on duty most of the school day. The nurse assists with implementation of the health policies of the Findlay City Schools. The nurse also compiles an individual health record for each student.

OUTSIDE RECESS

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

PHOTO RELEASE

From time to time, student pictures may be taken by photographers, local newspapers, and school personnel to be used in school press releases, school publications, and school social media sites. Videotaping is occasionally done during student programs and other special events. Parents/guardians will have the opportunity through Final Forms to refuse consent to use their child's picture and first name on any photo release.

PLAYING AT SCHOOL AFTER DISMISSAL

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

PROGRESS REPORTS

Progress reports are issued on the fifth school day following the end of each grading period. All final progress reports will be sent home with students on the last day. If parents/guardians have questions or concerns regarding a progress report, they should contact their child's teacher. A conference may be arranged, if necessary.

RECESS AND PLAYGROUND RULES

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

RECESS POLICY

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

RECORDS

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

SAFETY REMINDERS

We recommend that parents/guardians establish a safe, regular route for their child to use going to and from school. Stress the need to stay on sidewalks and to cross streets only at crosswalks. Encourage students to walk with friends and not alone. If you do pick your child up after school, **avoid double parking automobiles and please observe areas (painted yellow or street signs) designated for bus parking only. It is required that designated pick up and drop off procedures are followed for student and staff safety.**

All schools will conduct fire, tornado, and safety drills as required by law.

SALE OF SNACKS TO STUDENTS

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

Applicability of the Smart Snacks Standards

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

STUDENT CONDUCT POLICY

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

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

1. **Disruption of School** - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process,

including all curricular and extracurricular activities.

2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall not cause, incite, or attempt to cause damage to private property on or off school premises at any school activity.
4. **Threatening or Bullying** - A student shall not threaten or bully teachers, students, or other persons.
5. **Assault and/or Fighting** - A student shall not cause physical injury or behave in such a manner, which could threaten to cause physical injury to school staff, other students, or other persons, while under the jurisdiction of the school. Students who urge others to fight may be disciplined as though they were a violator of the no-fighting policy.
6. **Dangerous Activities, Weapons, and Instruments** - A student shall not engage in any activity which threatens, endangers, or tends to threaten or endanger the health or safety of students, teachers, other school personnel or visitors to school property or school-sponsored activities. A student shall not possess, handle, transmit, or conceal any object that might be considered a weapon or instrument of violence. Examples of such instruments are included in, but not limited to, the following: lighters, guns, knives, smoke bombs, any dangerous ordinance or explosive, martial arts instruments, and fireworks.
7. **Tobacco** - A student shall not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of the school district or at any activity supervised by the school district. Tobacco look-alike products, such as mint snuff, are included within the prohibitions of this rule. Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the **no-smoking policy**.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, and Stimulant Drugs** - A student shall not possess, sell, transmit, use or have used, any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pills, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcoholic substitute, inhalant, drug paraphernalia, or any other mind-altering substance within any school building, on school property, or while participating in or attending school or school-sponsored activities. A student shall not use, possess, distribute, sell, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:
 - a. Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
 - b. Any substance that is represented as a controlled substance.
 - c. Any substance, other than a controlled substance, that a reasonable person would believe to be a controlled substance.Consequences for violation of this policy will follow Board of Education Policy 9.11.
9. **Theft** - A student shall not take, attempt to take, or possess the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
10. **Frightening, Degrading, or Disgraceful Acts** - A student shall not engage in any hazing or other act which frightens, degrades, or tends to frighten, degrade, disgrace, or harass a teacher, student, or other person by written or verbal expressions, or by means of gestures.
11. **Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.
12. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. **Dress and Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of class. Examples of inappropriate dress include, but are not limited to:
 - a. Clothing or accessories that display inappropriate language/graphics representing drugs, alcohol, tobacco, sex, or gang identifiers.
 - b. Hats or coats during the school day (6:30 a.m. - 4:00 p.m.).
 - c. Spiked bracelets or necklaces or long linked chains as decorative apparel.
 - d. Book bags are not to be taken to classrooms or worn in the hallways other than when entering or leaving the building.
14. **Truancy/Excessive Absence/Tardiness/Hazing** - The adopted Board Policy applies.
15. **Sexual Harassment** - A student shall not display unwelcome sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
16. **Repeated Violations of Directions, Policies, Rules, Etc.** - A student shall not repeatedly fail to comply with directions, policies, rules, etc., of a teacher, student teacher, substitute teacher, teacher's aide, principal, or

other authorized school personnel during any period of time when the student is under the authority of any such school personnel.

17. **Altered or Forged Passes** - A student shall not alter, forge, or use a fraudulent pass/excuse.
18. **Public Display of Affection** - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
19. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
20. **Extortion** - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.
21. **Ethnic Slur and/or Intimidation** - The Findlay City School Administration recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of slurs, disparagement, and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats, and would be punishable under one or more sections of the Code of Conduct.

STUDENT DIRECTORY RELEASE

Under Ohio Law we are required to release student directory information such as name, address, telephone, and date of birth to those requesting it UNLESS the parent/guardian notifies the school that such information is not to be released. Parents/guardians will have the opportunity through Final Forms to refuse consent to use their child's picture and first name on any photo release.

STUDENTS SEEKING ASSISTANCE

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

TECHNOLOGY/ 1:1 DEVICES

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

TELEPHONE USE BY PUPILS

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

USE OF SCHOOL BUILDING

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

VACATION POLICY

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

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

VISITORS TO THE SCHOOLS

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their child. Classroom visits may be arranged through the principal or the teacher. We request that parents/guardians avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

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

If you need to give your child a message, medication, homework, lunch, money, supplies, etc please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment. Students from other schools are not permitted to visit class with your child.

WITHDRAWING FROM SCHOOL

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

ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR AND EXCESSIVE TRUANCY

The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, or inappropriate behavior, and excessive truancy. In compliance with Section 3313.534 of the Ohio Revised Code, and in order to facilitate the learning process, the Board adopts this zero-tolerance policy, which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students. In addition, the Board has established strategies which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior, and excessive truancy.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior, and excessive truancy. Students must comply with all school rules and regulations, which include the District's student conduct policy and policy on student truancy. Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning, to a suspension, to an expulsion, to permanent exclusion, depending on the particular circumstances, including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstances that may be aggravating or extenuating in the specific case. A student cannot be out of school suspended, expelled, or removed from school solely because of truancy issues. The Board will actively cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant. Students are expected to report any suspected violations of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under this policy.