

# FINDLAY CITY SCHOOLS

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FINDLAY LEARNING CENTER 7-12 BLENDED LEARNING SCHOOL

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**2019-2020 Student and Parent Handbook**

Meeting our students where they are and guiding them to their future.

Educating and Empowering for Life

**FINDLAY LEARNING CENTER SCHOOL**

1100 Broad Avenue Findlay Ohio

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Webpage: <http://flc.fcs.org>

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## INTRODUCTION

The Findlay Learning Center is a 7-12 blended learning school designed to meet the needs of self-motivated students who have the desire and ability to participate in a self-paced<sup>1</sup> program of blended learning instruction that includes online instruction with the support of a licensed educator who can help provide assistance. In order for students to be successful in a blended-learning environment, students must be able to effectively manage their time, learn independently, and take responsibility for their learning. Students are required to complete their course work according to the course pacing and the goals established with the input of their educational coach. Although the program is self-paced, students are required to meet the minimum pacing timelines. Students may work ahead of pacing timelines, but may not work slower than pacing timelines.

Students in grades 7-12 are required to have a minimum of 27.5 hours of instructional activities each week which is made up of 22.5 hours of online instructional activities and up to 5 hours of activity time credited each week for off-line activities, which includes **required** note taking. Activity time is calculated as time spent by a student actively working in online lessons (tutorial, assignments, tests, exams, school assessments, etc.). Students may also have required offline activities, such as additional reading selections, reports, projects, etc. that are considered to be homework and are required in addition to their required hours of online activity time each week.

The staff of the Findlay Learning Center are committed to helping our students' reach their academic goals. We believe that this is achieved through a partnership with our families and students in order to help our student achieve the State and district's high standards.

### Findlay Learning Center Commitment to Students and Parents

1. The Findlay Learning Center will provide a high-quality online curriculum in a supportive and effective learning environment that is aligned with the Ohio Content Standards.
2. The staff at the Findlay Learning Center will provide each child with assistance and feedback during normal operating hours.
3. The staff at the Findlay Learning Center will return parent phone calls and emails within 24 hours during normal operating hours.
4. Parent conferences will occur on a quarterly basis and by appointment when a parent or staff member requests a conference.
5. Parents will receive student progress reports on a quarterly basis.
6. Parents will have access to their child's progress through the online system.
7. Educational Coaches will meet with the students they coach at least every other week to monitor progress, set and review goals, and provide mentoring assistance. In addition, the staff will email copies of this information to parents if the parent has provided current email address.
8. Educational Coaches will make every possible attempt to contact parents by telephone, text message, or email, or mail to discuss student attendance and progress concerns in a timely manner.

### Parent and Student Commitment

Unless otherwise approved by the director, when a student first begins attending the Findlay Learning Center they will be required to attend the lab or classroom for at least 14 hours a week for the first three weeks. This is to ensure that the student understands how to use the online program, how to get assistance, and can establish a learning routine that will ensure they are successful using this blended learning option.

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<sup>1</sup> Self-paced means that students may work faster than established timelines. However, students may not work slower than the established timelines.

Students must be physically present at the Findlay Learning Center for at least a minimum of 3 hours each week. During this time, students will participate in a variety of activities that may include a review of student's overall progress, establishing weekly goals, tutoring, test taking, etc. This requirement may be altered at the discretion of the program director.

Student attendance is calculated beginning at midnight on Monday through 11:59 PM Sunday evening. Students who do not work on their online course work for their minimum hours of weekly activity time (Monday-Sunday) will be marked unexcused absent. Attempts to falsify online activity time will result in unexcused absences.

Parents must contact the school when their child will be absent from their regularly schedule day(s) of attendance.

Absent notes are required to excuse a student when they are unable to meet their weekly instructional hour requirements due to an FCS approved absence reason. Juvenile court requires that notes be submitted within 2 days of a student returning from the absence in order to be considered for excusal. The note must state the date, duration of time, and reason for the request to excuse an absence. When a request to excuse an absence fails to state the duration of time for the absence, the director or designee will use their best judgement to determine the amount of time that will be permitted to be excused.

Secondary students are required to complete 1001 hours of instructional activities per year, which equal 27.5 hours a week. Findlay Learning Center secondary level students must complete at least 22.5 hours of computer (online) time-on-task (Monday-Sunday) and at least 5 hours of time credited to working on off-line activities including note taking. This work is counted as homework.

Students are required to complete their weekly hours, including times when school is delayed or cancelled due to weather or other reasons determined by the superintendent of schools. Students who do not maintain adequate progress will be required to attend the lab more frequently (see #16 below regarding sleeping and disruptive behavior).

When a student is marked absence, the absence is noted on the student's attendance record for any day of the week from Monday through Friday, according to the student's online attendance activity. It will be at the Findlay Learning Center director's discretion, in accordance with the laws, whether an absence is marked excused or unexcused based on the reason and documentation given for the absence. Students are truant from school when they have no valid reason for missing school or not participating in their online coursework.

A student's enrollment and successful participation in the Findlay Learning Center School requires that the family provides and maintains a connection to the internet. The student and family understands that when they are not able to provide a connection to the internet they must make other necessary arrangements in order for their child to complete their coursework. This may include using the internet connection provided by the local public library or increasing their time at the FLC lab.

Parents and guardians agree to attend at least two parent conferences throughout the school year in order to receive updates on student progress.

Parents, guardians and students understand that all tests and final exams must be taken at the school in order to ensure the integrity of our program.

Findlay City School issued computer and school supplies are the property of the State of Ohio, purchased by Findlay City Schools and assigned to you (your child) for use while enrolled in the Findlay City School District. Students and parents assume responsibility for the equipment and school supplies issued to you (your child) and agree to take due care in the handling and use of this equipment and school supplies. Parents and/or students are responsible for computer and/or peripheral equipment that are lost, stolen, damaged or destroyed in any manner.

Parents, guardians and students must provide within the home a structured schedule during which the student is engaged in the Findlay Learning Center’s program of study, and adult supervision and support to ensure the student’s safe and responsible participation in the learning program.

Students must be committed working on their lessons, asking for assistance when they need help, and helping to ensure that the Findlay Learning Center is a safe and respectful learning environment.

Students will be required to follow all rules and regulations of the Findlay City School District whenever they are on Findlay City School property.

Parents, guardians, and students understand that students are not permitted to be disruptive or sleep in the lab. Students who are disruptive or unable to stay awake during their time at the lab will be required to go home and are still required to meet their online attendance requirements. The director or principal can reduce a student’s time at the lab, up to the state minimum of three hours of attendance at the lab per week.

Students will be required to work on off-line activities, according to the course syllabus. This work is counted as homework and is not a part of the student’s weekly required online hours of time-on-task.

#### **CONTACT INFORMATION**

Findlay Learning Center School-----	419-429-8938
Attendance Calls -----	419-429-8938
Fax -----	419-427-5467
Director-----	419-427-5424
Mrs. Sara Sublett, Attendance Case Manager -----	419-427-5401
Mr. Nate Weihrauch, Athletic Director -----	419-425-8399
Mrs. Pam Hamlin, Millstream Director -----	419-425-8293
Mr. Justin Shank, Career Tech Coordinator -----	419-425-8256
Transportation-----	419-425-8363
Findlay City Schools Administration Office -----	419-427-5487
Findlay City Schools Internet Home Page -----	<a href="http://findlaycityschools.org">findlaycityschools.org</a>

## ACADEMIC HONESTY & INTEGRITY

Academic honesty and integrity are essential to the value of a school diploma or record of academic achievement. As such, the Findlay City School District policy 8.20a2 addresses acts of plagiarism and cheating.

Borrowing ideas from other sources that will help the student's own ideas is often necessary to make a paper more convincing and more authoritative. When borrowing an idea is desirable, the student must properly acknowledge or give credit for each idea, sentence and phrase used. This is called documenting the source. It requires a citation for each specific bit of borrowed material and a bibliography at the end of the paper that includes all sources from which the student has borrowed ideas.

Proper documentation applies to two types of borrowed ideas.

### Direct Quotations

If the student copies any ideas, usually three words or more, from any source, these exact words must be enclosed in quotation marks, followed by a superscript number, and corresponding footnote or acknowledgement in the text.

\* Note: Using a specific idea and changing a few words at random to disguise a direct quotation in order to avoid the minor effort of documentation is plagiarism.

### Paraphrasing

Paraphrasing means using one's own words to tell someone else's idea. Again, this does not allow the changing of a word here and there but is, instead, an honest attempt to convey the essence of another's meaning through the student's own expression. Like a direct quotation, a paraphrase is followed by a superscript number and documented with a corresponding footnote or acknowledged in the text.

The following are forms of plagiarism:

1. Any paper (including homework) written by another person, or partially written by another person, but turned in as the student's own work constitutes plagiarism. A student may have help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having that person tell exactly what to say or how to say something is a dishonest misrepresentation of the student's own ability of expression.
2. Any idea copied word for word from another source or even put into the student's own words is considered plagiarism unless the idea is documented properly with a footnote that acknowledges the source of the idea.
3. Using an internet search (ie: googling an answer) to obtain an answer that is available in the student's online course, in order to avoid or reduce the student's exposure to the lesson.

If proper documentation is omitted in quoting or paraphrasing, the person submitting such a paper as his/her own work is guilty of plagiarism.

It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of the student who has plagiarized. It is the policy of the Findlay City School District to assist students who plagiarize out of ignorance.

Significant action for intentional plagiarism is required. These guidelines apply to speeches and written work, which are plagiarized. Students affected by these guidelines may appeal to the building administrator.

Middle School Level Guidelines:

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used.
2. The teacher may grant partial credit, depending on his/her judgement of the degree of intentional plagiarism.

High School Guidelines:

1. The student must revise the paper, eliminating plagiarized portions and acknowledging resources used. No credit will be granted.
2. The student may receive a failing grade for the nine weeks grading period or be dropped from the course for repeated offenses.

## **ATTENDANCE**

The Findlay Learning Center School is a blended-learning school where students attend school by logging into their online lessons and by attending their assigned coaching sessions. Using this blended method of instruction allows our students to have access to their lessons twenty-four hours a day, seven days a week. The Findlay Learning Center is open from 7:30 am until 2:30 pm Monday-Thursday, and by appointment for times outside of the regular school hours. Please see Appendix A for a copy of the school calendar.

Upon arrival, our students sign in, noting the time when they arrive at the Findlay Learning Center, and again when they leave. This helps us to maintain an accurate record of who is at the Findlay Learning Center and aides us during evacuations.

### Types of Attendance

Schools utilizing online educational options are required to ensure students are actively participating in learning opportunities averaging 5.5 hours for students in 7-12. Students attending blended learning schools are also required to be physical present at the school a minimum of three hours each week. Students who meet these requirements are marked as present at school. Failing to meet these attendance requirements will result in a documented absence.

### Online Attendance

Students have from midnight Monday until 11:59 pm Sunday to accrue online activity time. The secretary of the Findlay Learning Center begins running reports for students' online time on Monday following the completion of a school week. We analyze the activity attendance report to determine if whether a student participated in the required hours of online activity time. Absences are then entered in the student information system for students who fail to meet their weekly attendance requirements. If a staff member finds an online activity pattern that indicates that a student's online activity time has been falsified, the identified time is subtracted from the student's attendance record, a documented unexcused absence is entered in the student's attendance record, and the student's parent is contacted so as to be made aware of the issue.

## Physical Attendance at the School

In order to ensure accurate attendance and instructional assistance is available for all students, our students are required to set up regularly scheduled appointments in order to meet with their educational coach or teacher for weekly goal setting, progress monitoring and to receive instructional assistance. This is also how students meet the state's requirement that the student physically attends the blended learning school for the minimum of three hours each week.

Parents may request to change their child's hours at the Findlay Learning Center by submitting an update Learning Lab Hours form (see Appendix B) or by sending other written documentation to the school secretary or director.

## Understanding student attendance letters

If a student fails to meet their weekly online activity attendance requirements, the data is entered into the students' attendance in DASL (the student information system) for the day in which the student is lacking online attendance hours. For example, an elementary student has online activity hours on Monday, Tuesday, Wednesday, Thursday, and Saturday, but the total of these hours equals 20 hours out of the 25 hours required for the week. The student's attendance will be marked indicating the student is absent for 5 hours on Friday.

Findlay Learning Center does track students' physical presence at the Findlay Learning Center by having students log in and out of the attendance computer when they are at the lab; however, their physical presence alone does not count towards the students' online time.

Example A: A student and parent has requested that the student attend the lab Monday-Thursday 7:30-2:30. The student does not come to the lab on Monday, but still gets their required online activity hours for the week. The student's attendance will be mark indicating the student is not present on Monday, but the absence is coded as a non-absence to indicate they were not at school on an assigned day, but met their online activity time requirement.

Example B: A high school student attends the lab Monday-Thursday from 7:30-2:30, and the student is only actively logging online for five hours a day on Monday-Thursday. The student does not have online activity time on Friday, Saturday or Sunday and therefore only gets 20 hours of activity time for the week. The student does not provide a documented absence note for the additional two and a half hours of required online attendance time. The student's attendance record will be mark indicating the student has a partial unexcused absence on Friday.

## Attendance Reporting Procedures

In accordance with Ohio law students are expected to be in school every day on time, unless they have a legitimate excuse to be absent. When a student is absence from school the parent/guardian should call the child's school at 419-429-8938 to report the absence the day of the absence. When a student returns to school after an absence, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request for the school to excuse the absence. In cases of extended absences, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 2 days of the first day of the doctor's order for the absence.

Ohio law recognizes the following as being valid reasons for being absent from school: personal illness, illness in the family, quarantine of the home, death of a relative, emergencies due to absence of parents or guardians, observances of religious holidays, other emergencies of a set of circumstances which constitute good and sufficient cause. All other absences will be considered unexcused. Unexcused absences will be closely monitored and the following procedures will be maintained: The Hancock County Juvenile Court requires a truancy attendance meeting when a student has accumulated a significant amount of unexcused hours, typically warranting an absence intervention plan created by the school. After an absence intervention plan is deemed unsuccessful the student and/or the guardians may have truancy and /or contributing to the delinquency of a minor charges filed against them.

Students who become ill at school may only be excused to go home by the school nurse or authorized administrator. Students who go home ill without being excused by the school nurse will need to complete the required time for instruction or the lack to time will be marked as an unexcused absence. The school nurse is available Monday – Thursday between the hours of 9:30-2:30.

### Absence Types

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

Examples of excused absences include:

- Illness
- Funeral
- Pre-approved vacation
- Medical/counseling/court appointments
- Religious observances

Examples of unexcused absences include:

- Transportation
- Refusal to attend school
- Babysitting
- Waking up late
- Absences not verified in writing

## Tardiness

Since student attendance is calculated according to the student's activity time online, the Findlay Learning Center does not mark students tardy. However, each student has an appointed time that they are required to be present at the Findlay Learning Center. If a student arrives late to school or leaves school early the student and/or their parent/guardian must notify the office so that we ensure the child is safe and the parents have knowledge about their child's time at the Findlay Learning Center.

When a student does not attend their scheduled time at the Findlay Learning Center their attendance will note that the student is Not Present. Not Present does not count towards a student's days absent as long as the student participates in the necessary number of online activity hours.

Since the Findlay Learning Center provides instruction using an internet-based instructional option, it is not subject to the Sec. 3321.141 requirement to notify parents of a student's absence within one hundred twenty minutes after the beginning of each school day. Students who attend the Findlay Learning Center have various lab attendance options and parents may change their child's lab attendance as needed as long as students make regular progress and meet the state minimum requirements for attending the lab. This often makes it difficult for staff to know the individual attendance schedule of each student. Therefore, it is very important that parents contact the school when their child will not be attending on their regular scheduled day.

## Unexcused Absence Procedure

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has **15 or more hours of unexcused absences**, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)
- Schools shall send notice to parent/guardian of child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 7-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19).
- Schools may notify parent or guardian of students with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant.
- The child is considered a habitual truant when the child is absent without legitimate excuse for **30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191) and may request a pre court conference.
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27) with Hancock County Juvenile Court.

## Excessive Unexcused or Excused Absence Procedure

- If a student accumulates **38 hours or more in 1 school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing (ORC Sec. 3321.191). Once a student meets this criterion, a student may be placed on **Attendance Watch** (excluding funeral, college visits, OSS, etc.).

- The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and assist the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the school within 2 days of the absence. The school nurse may also excuse students who are ill from school.
- Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

All students who are age 18 or older will be placed on Attendance Watch and their attendance will be closely monitored in an effort to minimize absences and assist the student. This means that they will be required to provide a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, the reason for the absence and the date and times to be excused to the attendance office within 2 days of the absence. *The school nurse may also excuse ill students from school.*

#### Activity time in electronic coursework

Activity time in an online educational program is defined as the actual time that a student is actively engaged in their online coursework. Activity time is time spent by a learner working in online lessons (tutorial, application, mastery test, assessment, etc.).

Log in time is defined as the timespan in which a student logged into their online program and then logged out. However, log in time does not mean that a student is actively working on their lessons.

#### Family Vacation Request for Excused Absence

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

- A student is expected to give a written request from the parents to the Findlay Learning Center secretary or director to obtain the excused vacation, which shall be equivalent to no more than 5 days of activity time. Students are still expected to turn in assignments according to the due date or the system will automatically issues a grade of zero. Students can submit those assignments upon returning from vacation to have the zero removed from their grades.
- Requests for additional vacation time will not be granted for excused time. Students requesting additional vacation time will be required to continue to work on assignments and complete their required activity time during their approved vacation absence.

## Medical, Dental, and/or Court Appointment Request for Excused Absence

When absence for medical, dental, and other formal appointments are necessary we request that the student bring to school the doctor's appointment card or a written note from their parents with the date and time of the appointment. Present the request the secretary upon arrival in order to sign out prior to the appointment. Students must also sign in upon returning to school.

- Students are still expected to turn in assignments according to the due date or the system will automatically issues a grade of zero. Students can submit those assignments upon returning from their appointment to have the zero removed from their grades.

## **BUS POLICY**

Only those children who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student. Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements. If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus. Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. Parent may request a change of bus or stop assignment by completing a form available in the school office.

### Bus Rules

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

## CANCELLATION OR DELAY OF SCHOOL

For information regarding cancellations or delays due to inclement weather:

Students attending the Findlay Learning Center have an attendance time requirement that is set at or near the state minimum time for public school attendance. Therefore, in order to meet the minimum requirements, students are required to complete their weekly online activity hours, including times when school is delayed or cancelled. Failure to do so can result in students accruing unexcused absences.

You can sign up for Ohio Alerts text & email alerts at: <http://fcs.org/text.htm> Add your name, alert method (text or email), your mobile phone number, mobile provider, and then check the box in front of **Findlay Learning Center**. Do not check the box for the 'Findlay Learning Center Staff', as that is for staff only.

- You can call the InFo-Line at 421-8888 and press selection #3333 for the latest official announcements from the Superintendent's office.
- The district's web site [www.findlaycityschools.org](http://www.findlaycityschools.org) may also be accessed for delays and closings and to sign up for District email notifications.
- Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

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

## CELL PHONE & OTHER NON-INSTRUCTIONAL TECHNOLOGY USE

Students attend the Findlay Learning Center as an educational option to the traditional classroom setting. Many of our students are here in order to advance or catch up in their course requirements, which necessitates intentional focus and minimizing distractions. Therefore, cell phones and other non-instructional technologies are not to be used except during lunch and school sanctioned breaks. If a student possesses a cell phone or other non-instructional technologies during the school day, the phone must be placed in the teacher's cell phone storage unit as the student enters the classroom. During school sanctioned breaks and lunch, students in grades 9-12 may retrieve their phones for use. All other students should keep their cell phones at home or they will be required to be secured for the duration of the time they are at the Learning Lab. Students caught using the cell phones and other non-instructional technologies during instructional periods of the day will have their phone confiscated by the teacher and given to the director or designee. By no means does the use of the device during non-instructional periods or lunchtime overrule the District's policy on acceptable use, harassment, cyber-bullying, cheating, or other policies set forth in the handbook.

- Cell phone usage during state testing may be found to constitute as cheating. If a student were found to be cheating on a state assessment, the student's tests must be invalidated.
- Students are not to use personal electronic devices while using the rest room.
- Students are not permitted to use school computers to make phone calls or text.

Violation of this policy will result in disciplinary action being taken, as well as the cell phone being confiscated.

1. The first offense of a student being found using a cell phone or other non-school electronic devices during instructional times without the express permission from a teacher, coach, or administrator, the phone will be confiscated and secured in the cell phone locker and a parent/guardian will be notified.
2. A second offense will result in a parent/guardian being required to pick up the phone from the school.
3. A third offense will result in a reduction of the student's time at the lab.
4. A fourth offense may result in the student being required to enroll in their neighborhood or other school.

### **COLLEGE CREDIT PLUS (CCP)**

College Credit Plus is Ohio's dual credit program whereby students in grades 7-12 may earn high school and college credit at the same time. Students enroll in college courses and adhere to the requirements of the college.

Students must complete an assessment exam and be determined "eligible" for CCP

Students may apply to any public college or participating private college

Students may apply to multiple institutions

Students must be Ohio residents

Can earn credit to satisfy both high school and college requirements:

- 3+ Credit Hours = 1 HS Unit, 2 Credit Hours = 2/3 HS unit, 1 Credit Hour = 1/3 HS unit

Students must successfully complete the courses in order to earn the credit

Students may take classes in the summer, fall, and spring semesters

Students may take courses at the high school<sup>1</sup>, college campus, or online

*<sup>1</sup>This option is available if the high school has partnered with a college or university to offer college courses at the high school*

See Appendix C for College Credit Plus Student Eligibility Process.

#### How Students Participate

Step 1:

1. Students must be "eligible" for College Credit Plus participation based on assessment exam scores
2. Assessment exam examples:
  - a. ACT, SAT, Accuplacer, ALEKS, PlaceU, MapleSoft (see Appendix D)
3. Each college/university has different exam requirements
4. Students' scores must indicate that they are ready for "college-level" courses in at least one subject area
5. Colleges and universities will review students' scores using statewide standards

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

#### Step 2:

1. Students must apply for admission
2. Contact the high school counselor/college to learn about their processes, paperwork and deadlines
3. Colleges have the final decision on student admission

#### Step 3:

1. If the student is considered eligible and has been admitted to the college/university, then the college will discuss course options with the student

#### Available Courses

College advisors will help students know which level 1 courses they can take based on assessment scores and on course prerequisites. Fifteen semester hours of level 1 courses are required before taking level 2 courses. Courses can satisfy high school graduation requirements. The school counselor can help students understand requirements and course substitutions. Schools might have additional requirements in addition to the state minimum. Courses must be college-level or non-remedial and courses must be nonreligious.

#### Other Requirements

##### Grades

College Credit Plus grades earned in the college course is the same grade that will be on the high school transcript. Grades will be factored into the high school and college GPA. Students may take College Credit Plus courses in subject areas that will satisfy graduation requirements. Students must complete End of Course exams for English, math, and science.

Students may be enrolled in up to 30 credit hours including high school only courses (high school credits times 3 plus the college semester hours):

- a. The maximum number of credits allowable during the program is 120 (grades 7-12)
- b. If a student enrolls in more than 30 credit hours, the school will discuss with the student whether to drop the course or the student must pay for the entire course
- c. If a student enrolls in more than 30 credit hours and PAYS for the course, Student/family will assume the cost of course credits and books at the college's standard rates

#### Consequences of Underperforming

If students fail or withdraw too late from a college course, the district may seek reimbursement for the tuition costs from the student/family. The grades that students earn on the college transcript are permanent.

Cost:

1. At public colleges or universities, there is no cost to the students/families for tuition, required fees, and books
  2. At private colleges or universities, a small cost per credit hour may be charged
  3. Some optional expenses are the responsibility of the student/family
- a) Example: Parking, transportation and required equipment.

Classes failed or withdrawn with an “F” will receive an “F” on the high school and college transcripts and will be computed into the high school and college GPA. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

### Athletic Eligibility

Student athletes should:

1. Confirm their school is an Ohio High School Athletic Association (OHSAA) member
2. Learn the OHSAA requirements
3. Know that summer term CCP courses may not be used to bring a student into compliance with the OHSAA requirements for interscholastic athletic participation

### Transfer of Course Credits

Certain general education and technical courses will transfer especially from one public college to another public college. However, students must check with colleges to confirm transferability

Students should check <https://transfercredit.ohio.gov/> for transfer info. Upon application to a college, both the high school transcript and any CCP college transcripts will be required.

### College Transcripts

Students wishing to receive a copy of their college transcript documenting college credits earned through CCP will need to contact the registrar's office of the college issuing the credit. Findlay City School transcripts only document grades and credits earned towards high school graduation requirements.

### Other High School Requirements

CCP does not replace the requirements to earn a high school diploma. This includes earning 18 points or more on the graduation tests. Student's enrolled in college courses must take the end-of-course exams in English I, English II, Algebra I and Geometry. A student does not have to take end-of-course exams in Physical Science, American Government, and American History if you are enrolled in qualifying CCP. A CCP student's end-of-course grades in Physical Science, American Government, and American History will correspond with a point scale used for graduation requirements.

## Deadlines

Students must notify the district by submitting to the school office the *Intent to Participate* form (see Appendix E) by April 1<sup>st</sup> of the previous school year to participate. Please see guidance counselors for any FAQ's and <https://www.ohiohighered.org/ccp> to learn more.

## **COMPUTER TECHNOLOGY AND NETWORK GUIDELINES**

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

1. To deny a student under the age of 18 computer network and internet access at FLC, the parent/guardian must complete an "opt out" form, available from the secretary or online.
2. Students may only access the district network and/or internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
3. Students may not seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
4. Students may not upload, download, create or transmit confidential information, harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.
5. Students may not engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources.
6. Students are encouraged to save and store their work in their server account, understanding that school staff may review student computer files or messages. Material may be reviewed for grading and appropriate content. Files may be reviewed for harassing or threatening material, and/or any vulgar or obscene content.
7. Students are not to modify or remove any identifying labels on computer equipment.
8. Students are permitted to use networked and school-supplied software. Programs written by the student as part of an assignment in a course may be run, as required, with teacher supervision.
9. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers.
10. Students shall not remove, alter or copy Network software for their own personal use or for the use of others.
11. All electronic communication between students and teachers should take place through their district assigned accounts.

12. Students are asked to advise school staff when they observe any violation of the school's policy or the use of the school's computers and/or when a computer malfunctions in any way.
13. Students may not use the District's computers or network to offer for sale any substance in possession or use of which is prohibited by law or the Student Discipline Code.
14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials, and/or any materials that include the design or detailed information for the purposes of creating any explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.
15. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Students should assume that all materials on the Network are protected under copyright laws unless there is explicit permission on the materials to use them.
16. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or view or access content or information unrelated to the curriculum.
17. Students are prohibited from using proxy applications, such as TOR or Ultrasurf, to get around FCS internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Any student engaging in such activity will receive an "IBOSS ALERT - HIGH RISK ACTIVITY DEVICE LOCK" message and will be blocked from the FCS wireless network. A Student in violation can only get back on FCS wireless network after registering their device (android phone, iPhone, iPod, etc.) with a computer technology aide.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind) electronically (e-mail, instant messaging, MySpace, Facebook, etc.). This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to videos, images, audio, text, or any other media.

#### Electronic Devices (B.Y.O.T)

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

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

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

1. Students using their own electronic devices must use only the “Guest” wireless Internet access provided by the District. The “Guest” wireless Internet access is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G or 4G access are not permitted on school grounds as the District must abide by the Children’s Internet Protection Act.
2. Students must not create, publish, submit or display any material or media that are abusive, obscene, sexually oriented, harassing, damaging to another’s reputation, or illegal and should report any instances encountered.
3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission being given by the subject of the video or photo.
4. Students may never use their personal electronic device in restrooms or locker rooms.
5. Use of a student’s personal electronic device in the classroom, or at any school-sponsored event, is at the discretion of the administration, faculty or staff.
6. Students are responsible for keeping their personal electronic devices safe and secure. The district is not responsible for any device lost, stolen or damaged while on school property.
7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with your other personal property brought to school, students should not have any expectation of privacy on personal electronic devices brought onto school property. If improper use of technology or abuse of this, or the student acceptable use policy is suspected, the administration, faculty and/or staff have the right to examine the student’s electronic device.
8. Students must never use their personal electronic device to access, modify, download or install computer programs, files or information belonging to others.
9. Students using personal electronic devices will not be given access to school district printers, copiers or servers. If a student wants/needs to utilize these devices, the student will need to transfer his/her work to a school-owned computer or device.
10. The District will only provide technical support for school owned devices.
11. Any disciplinary action that occurs due to a student’s personal device being used improperly will be dealt with at the discretion of the building administrator as prescribed by the student handbook.
12. These guidelines may be altered by the administration at any time based on violation of these rules and disruption(s) to the educational setting.

### **DISCIPLINE & CODE OF CONDUCT**

We at Findlay Learning Center encourage positive choices among our students because this helps us to create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at the Findlay Learning Center make poor choices; however, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. The discipline code is listed to serve this purpose.

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

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

Extracurricular activities, school events, and parking (for students of legal age to drive) are privileges not rights. Violation of the code of conduct may result in the loss of these privileges in addition to other school discipline. Compliance with this code is mandatory.

1. **Disruption of School** - A student may not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extracurricular activities. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent or principal.

\*See the above section regarding unauthorized use of cell phones and other electronic devices.

2. **Damage to School Property** - A student may not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.
3. **Damage to Private Property** - A student may not cause, incite, or attempt to cause damage to private property (including school personnel's private property on or off school premises or at any school activity). Fees may be assessed to replace or repair damaged property in addition to school consequences.

**4. Bullying and Hazing** – A student may not bully or haze students or other persons. Cyber-bullying / Abusive behavior including, but not limited to taunting, harassing, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited. Cyber speech which is found to be defamation of another can result in civil liability for damages. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student or more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, abusive environment or for the other students. School publications, including photos, are protected by copyright and the use of photos without written permission is strictly prohibited. Students who engage in bullying behavior, including cyber bullying, may face consequences up to and including school suspension. Students who fear harassment or retaliation after a report of bullying is made should consult with their assistant principal or guidance counselor. Students may report incidents of bullying to any school employee.

**5. Unauthorized Bodily Contact (Level I, II, III)**—The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.

- Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining
- Level II—Two or more students may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm to each other or other persons while under the jurisdiction of the school.
- Level III— A student may not attempt or willingly attack another person [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.

**6. Dangerous Activities, Weapons and Instruments** - A student may not engage in any activity which threatens, endangers or tends to threaten or endanger the health or safety of students, teachers or other school personnel. A student may not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon. Examples of such instruments include, but are not limited to, the following: lighters, guns, knives, smoke bombs, tasers, mace, lasers, martial arts instruments, fireworks, bullets, and/or gunpowder. This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District.

- Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.

**7. Tobacco/Nicotine** - A student may not smoke, use tobacco/nicotine, possess, or display any substance containing tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), in any area under the control of the school district or at any activity supervised by the school district.

- Students serving as a “lookout” or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.

**8. Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances** - A student may not display, knowingly possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), other pills/substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student may not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:

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

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

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

**10. Frightening, Degrading, or Disgraceful Acts** - A student may not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, visual, gestural, and/or technological means.

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

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

- 13. Dress, Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to: Clothing or accessories that depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers are not permitted. Brief and revealing clothing is not permitted.
- 14. Truancy/Excessive Absence/Tardiness** - See section on attendance in this handbook. The adopted Board Policy applies.
- 15. Sexual Harassment** - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
- 16. Violations of Directions, Policies, Rules, Etc.**- A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.
- 17. Altered or Forged Passes/Documents** - A student may not alter, forge, or use a fraudulent document.
- 18. Public Display of Affection** - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
- 19. Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
- 20. Extortion** - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. (See 28.)
- 21. Slur** - The Findlay Learning Center Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

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

**23. Academic Dishonesty** - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary consequences that may be imposed.

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

**25. Disrespectful Behavior** - A student may not be disrespectful toward a student, school personnel and school visitors.

**26. Failure to Serve Disciplinary Assignments** - A student may not fail to serve disciplinary assignments.

**27. Gang Activity** - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay High School according to the following:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with, any gang.
- Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
  - Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
  - Engaging in violence, extortion or any other illegal act or other violation of school policy.
  - Soliciting any person to engage in physical violence against any other person.

**28. Threatening/Intimidation** – causing another person to believe that physical harm may come to them (menacing). A student may not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation includes, but is not limited to threats used to extort money or any other item of value from another student or person (see 20.)

- 29. Dating Violence or Sexting** - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.
- 30. False reporting:** A student may not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

### Appeals

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

### Due Process: Out-of-School Suspensions, Expulsions and Removals

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

### **DISMISSAL**

Students will be dismissed at the end of their scheduled day. Students who are scheduled to attend until the end of the school day, and who walk or receive a ride home will be dismissed at 2:30. Students who ride the afternoon bus will be dismissed between five-ten minutes before the arrival of their bus, at the discretion of the staff member responsible for bus duty supervision. The staff member will use their professional judgement, taking into account the weather and other factors.

## **EIGHTEEN-YEAR-OLD STUDENT REQUIREMENTS**

Eighteen-year-old students must comply with all of the rules, regulations and requirements of the Findlay Learning Center and attend any assigned school consequences.

1. Students living on their own must prove residency as requested by the administration.
2. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.
3. In order to monitor attendance for adult students and to provide support, 18-year-old students will be placed on attendance watch and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.
4. Eighteen-year-old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.
5. Students who are 18 years old and not living with the parent who had custody prior to turning 18 years old must fill out a Self-Supporting Status form and meet qualification guidelines. This form can be found in Appendix F.

## **ENROLLMENT PROCESS**

Students wishing to attend the Findlay Learning Center must complete a Findlay Learning Center enrollment packet, participate in an enrollment meeting with the director or designee, and complete the orientation process to participate in the Findlay Learning Center School. Students who are 18 years old and not living with the parent who had custody prior to turning 18 years old must fill out a Self-Supporting Status form and meet qualification guidelines. This form can be found in Appendix F.

The enrollment process can take up to an hour and must include the student, parent/guardian, the director or designee, and may also require the participation of an FLC intervention specialist. Once an enrollment meeting has taken place, the director or designee will determine if enrollment at the Findlay Learning Center is in the student's best interest. Although each student is an individual, there are types of students who are typically not successful in this learning environment. Students who find it difficult to be self-motivated, who perform poorly when participating in self-paced programs, or who refuse to actively engage in online learning are examples of students who tend to be unsuccessful in this type of program.

All students begin school the following Monday after the enrollment meeting, unless special circumstances are approved by the director or principal. This allows the staff time to build a student's course, enrollment, and other tasks that require extra time to perform.

## EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY

### Goals and Philosophy

Findlay City Schools believes that all participants covered by these rules are students who have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of being a good role model. Thus, these rules are designed to discourage all participants in extra-curricular activities, from the use of drugs, alcohol, and tobacco in any form.

These rules are established for the benefit and well-being of the students. Your support and encouragement for your student to abide by these rules is vital. These rules are in effect year round. The Extra-Curricular Activities Rules and Eligibility Policy are posted on the school website and in the FHS main office. Students participating in extra-curricular activities will receive a copy of the policies and procedures. Students participating in extra-curricular activities will be required to submit to all Findlay City School District policy and procedures.

### Good Sportsmanship/Attendance at Athletic Events

The Student Athlete Leadership Team (SALT), administration and staff at FHS promote enthusiastic support of our athletic teams. Please display positive behavior that promotes good sportsmanship by treating all fans, officials, coaches and student athletes with respect.

### Responsibility of School & Coaches/Advisors

Prior to the first meeting/event of the season, coaches/advisors are to hold a meeting open to parents and students for the purpose of reviewing these rules and additional rules specific to a sport or activity, eligibility guidelines, and any other information relative to the sport or activity. We strongly encourage parents and their children to review these rules together.

### Eligibility

In order to remain eligible to participate in extra-curricular activities, students must adhere to the following requirements:

- A. The current Ohio High School Athletic Association minimum standards:
  1. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
  2. A student in grades 7-8 (includes incoming 9th graders) must have received passing grades in 75% of the subjects in which he/she is enrolled during the preceding grading period.
- B. Maintained a minimum 1.5 GPA in the previous grading period.
- C. Received no more than one F in classes in which he/she was enrolled during the preceding grading period, whether for full or partial credit.

**It is strongly recommended students/athletes carry more than the minimum five credits since some classes are worth one full credit, some 1/2 credit, etc.** Summer school grades may NOT be used for eligibility purposes in accordance with the Ohio High School Athletic Association standards.

It is the student's responsibility to ensure that they maintain the requirements for extra-curricular and/or athletic eligibility, including ensuring that they are enrolled in at least the minimum of required credits/courses.

The following OHSAA guidelines are used to determine extra-curricular eligibility.

Exception 3: If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Commissioner's office once the "incomplete" has been changed to a passing letter grade provided:

- the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- the "incomplete" was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and
- the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

Note: This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

A list of activities available for students in grades 9-12 can be found in Appendix G.

## **FREEDOM OF EXPRESSION AND ASSEMBLY**

### Verbal and Written Expression and Assembly

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

## Symbolic Expression and Related Activities

Symbolic expression is that type of expression that conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student shall be free to determine his/her symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene. Please refer to BOE Policy 9.24a.

## **GRADING PROCEDURES**

### Grade Reports

Grade reports are issued once each nine weeks. The grade report card will include grades for all of the student's courses as well as accumulative online attendance. Parents will have access to their child's progress through the online system. Progress reports are issued each nine-week interim period.

High School credit for high school level course completion is awarded at the completion of each semester class. If a student completes a course prior to the end of the semester, the final grade earned will be reflected on all grade reports for that semester. To receive credit for completion in any subject a student must complete all of the assigned course requirements. Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

All failed courses required for graduation must be retaken. Failing grades will remain on the high school transcript, however if the student retakes the course only the higher grade will be calculated in the GPA. All high school credits/grades must remain on the transcript to reflect an accurate academic record (for example, high school credits granted in middle school, or earned in PSO courses, correspondence courses, summer school courses, etc.).

### Grading Scale

A	92-100
B	82-91
C	72-81
D	71-62
F	61-0

## GRADUATION REQUIREMENTS

The State of Ohio and Findlay City Schools have mandated graduation requirements. A minimum of twenty-one (21) credits are required for graduation including:

### Class of 2020 Cohort & beyond

English	4 credits
Mathematics	4 credits including Algebra II or equivalent
Science	3 credits (These must include 1 credit of Life Science, 1 credit of Physical Science and 1 credit of Advanced Science)
Social Studies	3 credits (1 World History; 1 American History; .5 Government; .5 Financial Literacy/Economics)
Econ/Financial Lit.	Embedded in FHS Social Studies curriculum
Health & Phys. Ed	1 total credit (.5 credit health; .5 credit P.E. or 2 P.E. waivers; see BOE policy 8.22f7)
Communications	.5 credit
Emerging Technology	.5 credit
Fine Arts	2 semesters grades 7-12; Students following a career-technical pathway are exempt from the fine arts requirement
Electives	3.5 electives to equal the 21 credits (These must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.)
Earning 21 credits is the first of two requirements for graduation.	
The second requirement is to meet the expectations of one of the following three testing options below.	

## GRADUATION TESTING OPTIONS FOR STUDENTS

### CLASS OF 2018 AND BEYOND

New graduation requirements: Students who began ninth grade on or after July 1, 2014, must meet their course requirements and one of the following options for the testing requirement:

1. A total of 18 Graduation Points across all end-of-course tests; or
2. College and career readiness tests:
  1. ACT - English Sub Score: 18, Reading Sub Score: 22, Mathematic Sub Score: 22; or
  2. SAT - Evidence-Based Reading & Writing Sub Score: 480, Mathematics Sub Score: 530; or
3. A composite score of 13 on the WorkKeys and an approved industry-recognized credential.

### Option 1: Accumulate 18 points

18 points on state End of Course Exams: English I, English II, Algebra I, Geometry, American History, American Government, Biology (or Physical Science for the class of 2018 only).

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

Students must earn at least four points total on the English tests, four points total on the math tests, and at least 6 points total for the science and social studies tests. However, students must earn a total of at least 18 POINTS on the seven tests. Any student may retake a state test during the appropriate testing window if they have not reached the 18 points needed for graduation.

### Option 2: College Readiness Score

Students choosing this option must earn “remediation-free” scores in English language arts and math on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

SUBJECT AREA	REMEDATION FREE SCORE
Math	Score of 22 on the ACT Math or 520 on the SAT Math*
Reading	Score of 21 on the ACT Reading or 450 on the SAT Critical Reading*
English	Score of 18 on the ACT English or 430 on the SAT Writing*

*\*These test scores are the remediation-free scores set by Ohio’s university presidents. These scores are subject to change.*

### Option 3: Credential Pathway

Earning a high school diploma under the “Credential” pathway:

In order to qualify for a diploma under the credential pathway, a student need to do two things:

- Earn a minimum score of 13 on WorkKeys, a work readiness test that many employers use
- Earn an industry-recognized credential or credentials worth 12 credential points

Can a student mix and match credentials?

Yes, a student may choose any combination of credentials that totals to 12 points within a single career field. Students can consult with a counselor, teacher, or other professional to aid in choosing the bundle of credentials that best suits their career aspirations.

Can a student mix and match credentials from different career field?

No. The goal is for students to exit high school with a coherent bundle of credentials that leads meaningful employment or post-secondary options. For example, obtaining a Taser certification (for law enforcement) along with a couple of IT certifications and the ServSafe (for food handlers) as a bundle would not have an obvious use or application in the workforce.

For more information on State Board of Education-approved, industry-recognized credentials go to: <http://education.ohio.gov/Topics/Ohio-Graduation-Requirements/Graduation-Requirements-2018-and-Beyond/Industry-Recognized-Credentials>. The state of Ohio will pay one time for those who take the WorkKeys assessment. Please contact your counselor and Millstream as soon as possible if this is a viable option.

### **HEAD LICE**

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

### **HOURS**

The Findlay Learning Center lab is open Monday-Thursday. Students can choose to attend one of the following sessions:

Session 1: 7:30 am – 10:45 am

Session 2: 11:15 am – 2:30 pm

Session 3: 7:30 am – 2:30 pm

Lunch will be available from 10:45 am -11:15 am

Additional lab sessions will be available by appointment. Parents and students schedule a student's coaching time in advance, which helps to ensure that we maintain an appropriate student-teacher ratio to allow students to obtain the assistance that they need. The amount of coaching time prescribed for a student is a team decision, and parents and students are a very important part of the team. Parents must submit the Learning Lab Hours of Attendance form (Appendix B) if they would like to change their child's attendance at the Learning Lab.

## IMMUNIZATIONS

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

The Ohio Department of Health released an updated immunization schedule for students beginning with the 2018-2019 school year. 7<sup>th</sup> graders will need 1 dose of Meningococcal vaccine in addition to a Tdap vaccine prior to the first day of school. 12<sup>th</sup> graders will need 2 doses of Meningococcal given 8 weeks apart prior to the first day of school. If the 12<sup>th</sup> grader has had their first Meningococcal on or after their 16<sup>th</sup> birthday, they are only required to have one shot.

Please contact your health care provider or Hancock County Public Health @ 419-424-7441 to schedule an appointment. It is encouraged to schedule early, as appointments may be difficult to schedule if waiting until July or August. \*\*An updated shot record or proof that shots were given must be sent in with your student on the first day of school, August 15, 2019.

## LUNCH

The Findlay City Schools Food Service Department provides a school breakfast and lunch for students daily. Students must pay for their meal at the time of service. Parents are encouraged to participate in our EZpay pre-payment system which can be found on the FCS home page, or send a check or cash with their student. Make checks payable to: Findlay City Schools. School personnel are not permitted to loan money to students.

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

The Findlay Learning Center does not have open campus lunch. Students must remain at school during the lunch period and are not permitted to leave school grounds unless picked up by parents or guardians. Students are also not permitted to place lunch orders with restaurants for delivery. The Findlay Learning Center does not have refrigeration for lunches brought to school by students. Students are encouraged to use ice packs, if needed.

### Findlay City Schools Meals Price

<u>Grade Level</u>	<u>Breakfast</u>	<u>Lunch</u>
7-12	\$1.75	\$2.85
Reduced Prices	\$0.30	\$0.40
Milk	\$0.50	\$0.50

### Free/Reduced Price Lunches

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

Please call 419-420-7014 with questions regarding Food Services, qualifications for Free or Reduced price lunches, or specific questions regarding Food Service operations.

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

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

### Smart Snacks Standards

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

### **MICROSOFT OFFICE 360**

Students and teachers are eligible for Office 365, which includes Word, Excel, PowerPoint, OneNote, and Microsoft Teams, plus additional classroom tools. All you need to get started is a valid school email address. You will find the link to the online MS Office Apps at [www.fcs.org](http://www.fcs.org). The MS Office 365 link will take you to the Microsoft log in page, the student will need to log in with their district username and password. Once you have logged in look in the upper right-hand corner and you should find a link to "install Office Apps." This will allow you access to office apps on a home computer.

### **NON-DISCRIMINATION POLICY**

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

When this handbook is in conflict with the provisions of Ohio Revised Code 3301.60 (Interstate Compact on Educational Opportunity for Military Children), the provisions of ORC 3301.60 will apply. This handbook does not supersede ORC 3301.60.

Complaints should be referred to:

Title I (disadvantaged)

Ms. Stephanie Roth

2019 Broad Avenue

Findlay, Ohio 45840

419-427-5436

Title VI (race, color and national origin)

Mr. Troy Roth

2019 Broad Avenue

Findlay, Ohio 45840

419-425-2569

Title IX (gender)

Mr. Troy Roth

2019 Broad Avenue

Findlay, Ohio 45840

419-425-8202

Section 504 (disability)

Dr. Kelly Glick

1100 Broad Avenue

Findlay, Ohio 45840

419-425-8238

## **ORAL MEDICATIONS IN SCHOOL**

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

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

## **PARKING**

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

### Parking Regulations

1. All vehicles parked on school grounds must be registered with the school and must display/hang the current tag from the front of the vehicle. Parking privileges may be revoked if the permit is not displayed correctly or if the vehicle is parked in any parking area other than the parking lot located on Howard Avenue, south of the Findlay Learning Center. The fee for purchasing a parking permit is \$10 and must be paid with cash or check in the exact dollar amount (this may be prorated at the beginning of the second semester and at the beginning of the fourth quarter). A student may register multiple vehicles under one permit. Please submit all necessary paperwork for each vehicle. It is the student's responsibility to move the tag to the appropriate vehicle being driven.

2. The following are needed at time of registration:
  - a) Driver's license
  - b) Proof of insurance & vehicle registration
  - c) Digitally signed informed consent agreement for random drug testing
  - d) Digitally signed Emergency Medical Authorization
  - e) Digitally signed Parking Contract
3. All past due fees must be paid in full before a student will be able to purchase a school parking permit. Students unable to pay past due fees because of financial difficulties need to meet with the principal in charge of parking or the head of security to discuss a payment plan in order to purchase a parking permit.
4. Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of permits, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations. Parking is strictly limited to the student parking area south of the Findlay Learning Center School. Students parking in designated faculty, visitor or handicapped areas may be fined and/or towed. Unpaid tickets and improper parking violations may be cause for revocation of parking privileges on FCS property. The purchase and fines for parking violations are as follows:
  - a) Improper Parking/Display \$5.00 fine
  - b) Expired Temporary Permit \$5.00 fine
  - c) Parking in Restricted Area \$15.00 fine
  - d) Failure to register \$35.00 fine
  - e) Replacement tag \$35.00
  - f) Reduced cost during year \$18 (beginning of semester 2) & \$9 beginning of 4th quarter)
  - g) Temporary tag \$5 (up to 2 weeks)
5. Findlay City School property is a private tow-away zone. Parking is by permit only and registrations are required. During regular school hours, violators may be towed at owner's expense. Vehicles may be recovered at Dick's Towing, 4404 Allen T.R. 142, Findlay, Ohio, by presenting proof of ownership and paying towing and storage charges. The towing is done under authority of Ohio Revised Code 4513.60.
6. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents.
7. Vehicles will be appropriately parked on arrival, one vehicle per space. Parking lot speed shall not exceed 15 miles per hour. Reckless and/or irresponsible operation is cause for revocation of parking privileges (Irresponsible operation includes, but is not limited to: stop sign violation, failure to yield in crosswalks, and speeding). Students who park on campus after privileges have been revoked may receive additional disciplinary consequences. A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.
8. All regulations of the student handbook apply to the parking lot, including tobacco violations. Students are not to loiter in the parking area nor are they to sit in their vehicles while parked on school grounds. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy. Student vehicles are subject to search. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.

9. Students who have a permit and need to drive an alternate vehicle that is not registered, please move the current tag to that new vehicle and bring in necessary paper work to the main office (proof of insurance & vehicle registration). Under no circumstances should a car be parked without a permit.
10. Falsifying a contract, misrepresenting a permit as lost or stolen, or displaying a permit not registered to you are causes for revocation of a parking permit, a fine, and/or additional disciplinary consequences.
11. If a student forgets to switch parking tag to a different registered vehicle, they should report oversight and license plate number to parking secretary as soon as possible. If a ticket is received that day, it will be voided.
12. The administration reserves the right to revoke parking privileges for any violation(s) of the Student Handbook such as, but not limited to, a tobacco, alcohol, or drug violation.

### **PHYSICAL EDUCATION WAIVER POLICY**

A student may be exempted from the graduation requirement of two required high school quarter-credit physical education courses by participating on one of the high school's interscholastic athletic teams, marching band, cheerleading squad, and /or JROTC. Please see BOE policy 8.22 section 7 under Other Requirements and Guidelines for details regarding PE waivers.

PE Waiver forms must be completed online, started by the parent, no later than 30 calendar days after the completion of the activity. Go to the BOE Policy webpage at: [www.fcs.org](http://www.fcs.org), under the section 8.22F2, click "Online" to begin the waiver request process.

### **PHOTO RELEASE**

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

### **RECESS**

Daily recess breaks are a part of the Findlay Learning Center's regular daily routine. The need for exercise and a break from computer screen time is very important to a child's healthy development.

All Findlay Learning Center students will participate in the daily recess breaks, whether the activity is outdoors or indoors, unless excused by a valid doctor's note that contains specific instructions for exclusion, including a begin date and end date, and reason for exclusion. The time-period of medical exclusion from daily recess can be no longer than 4 weeks at a time. Students who have a valid doctor's note for exclusion from recess activities must sit quietly in the designated area until their class returns from the recess activity. Failure to do so will restrict the time-period the student is to attend the Findlay Learning Center lab.

Normally, outside recess will occur when the temperature (wind chill) is 15 degrees and above. Staff members will make a determination regarding outdoor recess based on the general conditions of the weather. Children should dress properly for all weather conditions. Coats, boots, scarf, and mittens or gloves are a necessity during the cold weather.

A staff member may utilize recess exclusion for a student as a form of school discipline, as long as the exclusion is limited in duration.

### **SCHOOL VISITORS**

All visitors and guests are required to register at the school office.

A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent in custody or guardian or a person authorized to act on the behalf of a parent or guardian in writing. Students are released from the building only through the office.

Loitering on school property or in the school building is prohibited. Unauthorized persons are subject to trespass laws.

No visitor may confer with a student in school without the approval of the principal or designee. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee must be present during the meeting. Regulations regarding visitor protocol will be posted in each building.

This policy does not apply to parents when they have been invited to a classroom or building program.

Persons wishing to observe classroom instruction shall obtain permission from the appropriate building principal(s).

Any visitor to the school whose presence or conduct is disruptive, or whose behavior, past or present suggests that s/he intends or is likely to become disruptive, may be requested to leave the premises. If the visitor so addressed does not withdraw, the principal may summon assistance from the local law enforcement agency.

At no time shall a staff member transact business with a person in the school who has not duly registered at the school office and received authorization to be present for the purpose of conducting business.

### **SEARCH AND SEIZURE**

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

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.

- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs, etc.) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the parent or guardian of the student involved shall be notified.
- Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
- An automobile, used by a student as transportation to and from school or any school-related activity, may be searched. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. A reasonable attempt will be made to contact the student or parent/guardian prior to the search.

#### **STUDENT INFORMATION RELEASE**

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

#### **STUDENTS SEEKING ASSISTANCE**

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

#### **SURVEILLANCE CAMERA**

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

#### **WITHDRAWAL PROCEDURES**

1. The student or parent must contact the principal or director at the Findlay Learning Center to meet to determine the reason for withdrawal. All school related materials, books and electronic equipment must be returned to the office to avoid fees.
2. If the student is moving, a withdrawal form must be signed by a parent and taken to the Findlay Learning Center on the last day of attendance for recording of grades. This form then needs to be turned in at the office before departing. The student will be given a copy to take with him/her to the new school.

3. If the student is 18 years old or older and dropping out, he/she must sign a withdrawal form in the Office. The principal or director will discuss the situation with parents and the outcome will be forwarded to the appropriate administrator.

#### **ZERO TOLERANCE STATEMENT**

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

## APPENDIX A: FLC 2019/2020 SCHOOL CALENDAR

Professional Development – Teachers Only	Friday, August 23, 2019
Professional Development – Teachers Only	Monday, August 26, 2019
Convocation/Building & Dept. Meetings	Tuesday, August 27, 2019
First Day for New Students to attend lab	Wednesday, August 28, 2019
First Day for returning students to attend lab	Thursday, August 29, 2019
Labor Day – <b>NO SCHOOL</b>	Monday, September 2, 2019
<b>Open House</b>	<b>5:30-6:30 pm, Wednesday, September 4, 2019</b>
1 <sup>st</sup> Interim Grades Close	Midnight Thursday, September 26, 2019
<b>Student Led Parent Conferences</b>	<b>3:30-5:30 PM Thursday, October 3, 2019</b>
End of 1 <sup>st</sup> 9-week grading period	Wednesday, October 30, 2019
2 Hour Delay Day – <b>Lab closed; students work from home</b>	Thursday, October 31, 2019
Report cards mailed home	Thursday, November 7, 2019
Fall Break	Thurs. & Fri., Nov. 28 & 29, 2019
2 <sup>nd</sup> Interim Grades Close	Midnight Thursday, December 5, 2019
<b>Student Led Parent Conferences</b>	<b>3:30-5:30 PM Thursday, December 12, 2019</b>
Winter Break	Monday, December 23, 2019 – Wednesday, January 1, 2020
Students First Day Back to School	Thursday, January 2, 2020
End of 2 <sup>nd</sup> 9-week grading period	Tuesday, January 14, 2020
2 Hour Delay Day – <b>Lab closed; students work from home</b>	Wednesday, January 15, 2020
Martin Luther King Day – <b>NO SCHOOL</b>	Monday, January 20, 2020
Report cards mailed home	Wednesday, January 22, 2020
3 <sup>rd</sup> Interim Grades Close	Midnight Thursday, February 13, 2020
In-Service Day – <b>Lab closed; students work from home</b>	Monday, February 17, 2020
<b>Student Led Parent Conferences</b>	<b>3:30-5:30 PM Thursday, February 20, 2020</b>
End of 3 <sup>rd</sup> 9-week grading period	Wednesday, March 18, 2020
Report cards mailed home	Wednesday, March 25, 2020
Spring Break – <b>NO SCHOOL</b>	Friday, April 10 – Monday April 13, 2020
Student First Day Back to School	Tuesday, April 14, 2020
Interim Grades Close	Midnight Thursday, April 23, 2020
<b>Student Led Parent Conferences</b>	<b>3:30-5:30 PM Thursday April 30, 2020</b>
Last Day for Students (177 Days)	Thursday, May 21, 2020
Clerical Day for Teachers	Friday, May 22, 2020

### 9-Week Grading Periods

First 9-Week Grading Period	08/29/19 – 10/30/19	45 days
Second 9-Week Grading Period	10/31/19 – 01/14/20	44 days
Third 9-Week Grading Period	01/15/20 – 03/18/20	44 days
Fourth 9-Week Grading Period	03/19/20 – 05/21/20	<u>44 days</u>

TOTAL DAYS IN SESSION = 177 days

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

Revised 9/10/18

## Learning Lab Hours of Attendance

My child will be attending the Findlay Learning Center K12 Blended Learning School using the option listed below.

\* Required

1. **Student's First Name & Last Name:** \*

\_\_\_\_\_

2. **Grade Level:** \*

\_\_\_\_\_

3. **Start date for student lab attendance schedule** \*

\_\_\_\_\_

*Example: December 15, 2012*

4. **Please indicate the days of the week your child will be attending the Lab** \*

*Check all that apply.*

- Monday
- Tuesday
- Wednesday
- Thursday
- Other: \_\_\_\_\_

5. **Please indicate the time your child will be attending the lab** \*

*Check all that apply.*

- 7:30 am -10:45 am
- 11:15 am – 2:30 pm
- 7:30 am – 2:30 pm (lunch will be available from 10:45 am – 11:15 am)
- Other: \_\_\_\_\_

6. **Parent Signature** \*

\_\_\_\_\_

7. **Today's Date** \*

\_\_\_\_\_

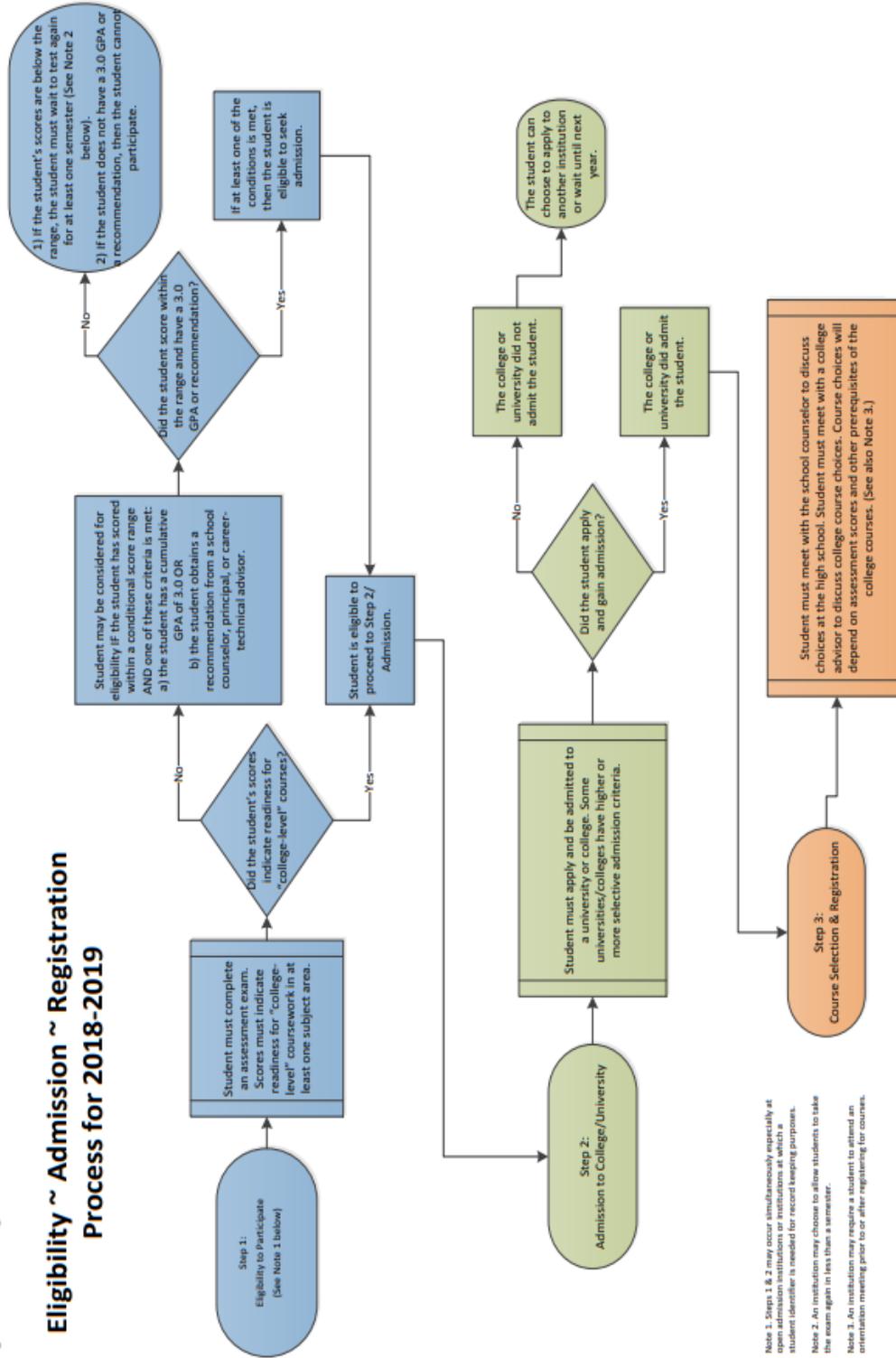
*Example: December 15, 2012*

APPENDIX C: COLLEGE CREDIT PLUS STUDENT ELIGIBILITY PROCESS

College Credit Plus: Student Eligibility Process

Effective Academic Year 2018-2019, a student interested in College Credit Plus must complete the steps in the chart below to determine eligibility, admission, and course placement/registration.

Eligibility ~ Admission ~ Registration Process for 2018-2019



Note 1: Steps 1 & 2 may occur simultaneously especially at the college/university level. A student must have a valid student identifier is needed for record keeping purposes.  
 Note 2: An institution may choose to allow students to take the exam again in less than a semester.  
 Note 3: An institution may require a student to attend an orientation meeting prior to or after registering for courses.

APPENDIX D: COLLEGE CREDIT PLUS STUDENT ELIGIBILITY ASSESSMENT TESTING

College Credit Plus: Student Eligibility Assessment Testing

Effective Academic Year 2018-2019, a student interested in College Credit Plus must be considered eligible to participate.

- A student is considered **Eligible** for the program if the student scores at or above the "Assessment Threshold Score" in at least one subtest of an approved assessment exam\* in the table below.
- If a student does not score at the Assessment Threshold Score in at least one subtest, but has scored within the "Score Range to be Considered" (calculated as the standard error of measurement), then the student can be considered **Conditionally Eligible** for the program if he/she also meets one of these criteria:
  - ✓ Has a 3.0 cumulative GPA or
  - ✓ Receives a recommendation from school counselor, principal, or career-technical advisor

Exam	Subtest	Assessment Threshold Score (Eligible)	Score Range to be Considered (Conditionally Eligible)
Classic ACCUPLACER	Sentence Skills	88	78 - 87
	WritePlacer	5	4
	Reading Comprehension	80	71 - 79
	College Level Math (CLM)	55	46 - 54
Next-Generation ACCUPLACER	Writing	263	257 - 262
	WritePlacer	5	4
	Reading: <b>UPDATED 4/2/2018<sup>1</sup></b>	250 <sup>1</sup> (previously 263)	243 – 249 <sup>1</sup> (previously 256 - 262)
ACT	Quantitative Reasoning, Algebra, & Statistics (QAS)	263	259 - 262
	Advanced Algebra & Functions (AAF)	263	257 - 262
SAT	English	18	16 - 17
	Reading	22	20 - 21
	Math	22	20 - 21
ALEKS	Evidence Based Reading & Writing	480	450 - 479
	Mathematics	530	500 - 529
MapleSoft T.A.	Mathematics	46	40 - 45
	Mathematics	50% of algebra items answered correct (16 out of 32)	12 - 15 correct
PlaceU (WebAssign)	Mathematics	18	16 - 17

\*Approved assessment exams are listed in this table and in the "Uniform Statewide Standards for Remediation-Free" document. This document is reviewed annually; check for current version on [www.ohiohighered.org/ccp](http://www.ohiohighered.org/ccp).

<sup>1</sup>The ACCUPLACER Next-Generation Reading subtest eligibility score ranges have been updated per changes to the "Uniform Statewide Standards for Remediation-Free" document. These changes are based on recommendations of college/university faculty panel reviews, Chief Academic Officers, and Presidents (via the Inter-University Council of Ohio and the Ohio Association of Community Colleges).

Updated April 2, 2018



APPENDIX E: LETTER OF INTENT TO PARTICIPATE IN COLLEGE CREDIT PLUS



**Letter of Intent to Participate in College Credit Plus**

PLEASE PRINT

Date \_\_\_\_\_  
AFTER APRIL 1, YOU WILL NEED PERMISSION FROM THE HIGH SCHOOL PRINCIPAL TO PARTICIPATE.

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

PLEASE INDICATE PREFERRED METHOD OF CONTACT:

Parent Phone Number (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Student Contact Info \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

I would like to declare my intent to participate in the College Credit Plus program. I understand that signing this form does not require that I participate during the coming school year, and I may decide not to participate without consequence.

I also understand that it is my responsibility to notify my school if I do not gain admission to my selected institution of higher education or choose not to participate in the program.

In addition, I certify that I have received counseling about the College Credit Plus program concerning the rules and regulations for both my school and the college, and that I understand my responsibilities, the benefits and possible risks of participating in the College Credit Plus program.

Please sign and return this form to the high school by April 1.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**APPENDIX F: REQUEST FOR SELF SUPPORTING STATUS FORM**

**OHSAA REQUEST FOR SELF-SUPPORTING STATUS FORM**

NOTE: All students must comply with all eligibility standards found in Bylaw 4, including Bylaw 4-6-3 which requires that a parent (adoptive or biological) reside in the state of Ohio. In addition, a student who is receiving support from a benefactor is not eligible for this exception.

**1. School Information:** Date of request \_\_\_\_\_

School \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Principal \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

**2. Student Information:**

Name \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

School from which the student is transferring \_\_\_\_\_

**3. Landlord Information:**

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

ATTACH notarized statement that he/she is the landlord of self-supporting student. Landlord may NOT be a relative/benefactor of the student.

**4. Work Information:**

Employer Name \_\_\_\_\_ Business \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Hourly Wage \_\_\_\_\_

Hours Worked Monthly \_\_\_\_\_ Monthly Wage \_\_\_\_\_

ATTACH notarized statement that he/she is the employer of self-supporting student.

Employer may NOT be a relative/benefactor of the student.

**5. ATTACH copy of check(s) earned monthly. \$500.00 MINIMUM (NET)**

**6. Bank Account Information:** (Student must open checking account)

Bank Name \_\_\_\_\_

City \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

ATTACH copy of check paid to landlord for rent.

**7. ATTACH copy of receipt from landlord.**

**8. ATTACH grocery receipts.**

**APPENDIX G: FINDLAY HIGH SCHOOL 2019-2020 ACTIVITIES**

<b>EXTRA-CURRICULAR ACTIVITIES (NON- CREDIT)</b>	<b>ADVISOR(S)</b>
Art Club	Mr. Jason Wagner
Books n' Brownies	Mrs. Amanda Brasfield
Bowling Club	Mr. Jesse Hankins
Chamber Orchestra	Mr. Ken Pressel
Chess Club	Mr. David Barkey
Clay Target Club	Mr. Alex Houck and Mr. Tyler Bame
Competition Cheer	Ms. Misty Phillips and Ms. Angie
Dance Team	Ms. Alexandria Jones-Willford
Esports Club	Mrs. Susan Blodgett and Ms. Bev Vetovitz
Fall Play	Mr. Andy Cantrell
Findlay First Edition Show Choir (FFE)	Mr. Kevin Manley
Gay-Straight Alliance (GSA)	Ms. Catherine Keppers & Mrs. Maribeth Geaman
Hockeyettes	Mrs. Lynnette Parsell
Indoor Track Club	Mr. Mark Gleason
Junior Statesmen of America (JSA)	Mr. David Barkey and Mrs. Judy Withrow
Lacrosse Club	Mr. Scott Miller
Musical	Mr. Andy Cantrell
P.A.S.T.(Preservation, Archaeology & Serving Together)	Mr. Gene Damon
Pantasia Steel Drum Band	Mr. Dan Wilson and Mrs. Denise Shehee
Problem Solvers Club	Ms. Nielson and Mrs. Kim Blake
S.A.L.T. (Student Athlete Leadership Team)	Mr. Nate Weihrauch and Mr. Ben Kirian
S.T.A.N.D. (FCA)	Mrs. Kendra Grubinski
Sign Language Club	Ms. Kelli Kiesler
Ski Club	Mr. Jason Wagner
Spanish and International Club	Ms. Danielle Storey
Teen Institute	Mr. Jordan Fields and Ms. Ursulla Jefferson
Trojan Jazz Band	Mr. Michael Springer and Mr. Dan Wilson
V.I.P. (Voices in Perfection) Show Choir	Ms. Krista Bigger
Wrestlerettes	Mrs. Cori Noon and Mrs. Jenn Jolliff
<b>CURRICULAR ACTIVITIES (In-Class for Credit)</b>	<b>ADVISOR(S)</b>
Blue & Gold Newspaper (Grades 10, 11, & 12)	Mr. Andy Cantrell
Color Guard & Majorettes	Mr. Jack Smolenski and Mr. Dan Wilson
Concert Band	Mr. Dan Wilson
Concert Choir (Grade 10)	Mr. Kevin Manley
Freshman Choir (Grade 9)	Miss Krista Bigger
Marching Band	Mr. Dan Wilson
Student Council Course	Mrs. Laura Davis
Symphonic Choir (Grades 11 & 12)	Mr. Kevin Manley
Symphonic Orchestra	Mr. Ken Pressel
We the People	Mr. Mark Dickman
Yearbook	Mrs. Ruth Rinker
<b>HONORARY ORGANIZATIONS</b>	<b>ADVISOR(S)</b>
Junior Scholars	Mrs. Judy Withrow
National Honor Society (Grades 10, 11, & 12)	Miss Maria Nielson and Miss Katherine Gaskill
National Junior Classical League (Latin Honor Society)	Mr. Shawn Hirt

Please note that each Millstream Program has a co-curricular activity that accompanies it.

**ACTIVITY PARTICIPATION REQUIREMENTS:**

- Students must pass five or more credits each nine weeks;
- Maintain a 1.5 Grade Point Average; and
- Earn no more than one “F” each nine weeks.

**APPENDIX H: 1:1 DEVICE HANDBOOK FOR STUDENTS AND PARENTS**



**FINDLAY CITY SCHOOLS**

**1:1 DEVICE HANDBOOK**

**For**

**STUDENTS and PARENTS**

Findlay City Schools rev. 5/17/2019

This is an exciting time in Findlay City Schools (FCS). The district is implementing a 1:1 program, one Chromebook computer for each student, in grades 3 through 12 and is adopting Google's G Suite for Education for all grades. These changes will provide access to communication, resources, and learning tools like never before and are part of our journey to implement student centered learning. Students will be able to communicate, create and collaborate, as well as develop and apply their critical thinking skills in a new age of digital media that was not available to the world just a few years ago.

Findlay City Schools educators are dedicated to continuing to offer rigorous and engaging learning opportunities for students. We're excited about working with our students as they learn good digital citizenship in a safe and responsible atmosphere. We will continue to be amazed by what our students create and how they incorporate the tools of their generation into the learning that will shape their future. Tools like a Chromebook will allow them access to software that will encourage their artistic abilities, improve their reading and writing, and push them to think critically as they spark new interests and insights into their journey of being a lifelong learner.

### **Ownership of the Chromebook**

FCS retains sole right of ownership and possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for the academic year. Moreover, FCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to monitor student work or to alter, add or delete installed software or hardware.

### **Receiving Your Device**

The Chromebook and all accompanying equipment, such as the charger (hereafter, collectively "Chromebook"), will be distributed to students at each building after the beginning of the school year. Building principals will determine the appropriate date and time for the Chromebooks to be distributed.

### **Bring Your Own Device Option (BYOD) 3**

Parents who do not wish to participate in the district's 1:1 program have the option to provide their student/s with a device to bring to school to use instead of the district owned Chromebook. Parents choosing to opt out of the 1:1 program for BYOD will need to complete the following form: <http://www.fcs.org/byod/>. *(Please note that the district assumes no responsibility to ensure the fitness of the device/s for classroom use, nor for any loss, damage, or repair of BYOD devices.)*

### **Student's Responsibilities**

The student and their parent(s)/guardian(s) are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the district's [Acceptable Use Policy](#)\* and this 1:1 Device Handbook for Students and Parents when using their Chromebooks.
- Students must bring their Chromebooks, or BYOD device, to school every day and make sure it is fully charged. Failure to do so may result in loss of instruction. ▪ Note: A fully charged Chromebook should last 8 - 10 hours.
- Students must treat their Chromebook with care and never leave it in an unsecured location.
- Students must report any problems with their Chromebook to the building library, or other designated location, as soon as possible.
- Students may not remove or obscure the device serial number or other identification tags.

- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. (See page 6 Personalizing Devices, for acceptable ways to personalize your Chromebook for easy identification.)
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.

### **Responsibility for Electronic Data**

- The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the FCS Technology Department or classroom educator. (*Students should only install software that they would be happy with a teacher, administrator, or parent seeing.*)
- Students are responsible for backing up their data to protect from loss. (*The district will do its best to make sure your data is safe, but we cannot promise that data won't be accidentally lost. Please backup your important data.*)  
[https://docs.fcs.org/District/policies/9pol/9-21\\_Student\\_Acceptable\\_Use\\_Policy.pdf](https://docs.fcs.org/District/policies/9pol/9-21_Student_Acceptable_Use_Policy.pdf)
- Users of district technology have no rights of ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, school-issued or third-party applications, and are given no guarantees that data will be retained or destroyed.

### **Devices Left at Home**

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. A loaner device **may** be made available at the discretion of the building principal. If a student repeatedly leaves his/her Chromebook at home, he/she will be subject to appropriate disciplinary action.

### **Protecting Your Data and Files**

Students are responsible for the appropriateness of all files, data, and internet history on their Chromebook. Although these devices will be logged and filtered on and off campus, it is still the responsibility of the student to use good judgment when accessing or transmitting data.

### **Respect the Privacy of Others**

Do not take photos or video of other students or staff without their permission. The possessing, forwarding or uploading of unauthorized data, photos, audio or video to any website, network storage area, or person is strictly forbidden and will be dealt with according to FCS discipline policy. Do not access another individual's materials, information, or files without their specifically granted permission. FCS staff will not remotely access the Chromebook's camera. (*If the camera light comes on unexpectedly bring the unit in for repair.*)

### **Audio & Sound**

The sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Earbuds/headphones may be used in the classroom based only upon individual teacher approval.

## Findlay City Schools Technology Protection Plan

FCS recognizes that with the implementation of the 1:1 program there is a need to protect the investment by both the district and the student/parent. This FCS Technology Protection Plan (FCS TPP) covers the Chromebook loaned to the student against accidental damage, up to the replacement parts cost of the Chromebook (\$270). The charger is NOT covered by this plan and is the sole responsibility of the student. Coverage is 24 hours per day, on or off school property. **Damage to the 1:1 Chromebook or need for its replacement due to intentional, reckless, willful, malicious and/or wanton misconduct is not covered.**

1. Plan coverage is effective from the date that the Chromebook is received and shall end on the last day for students of the academic year as published on our website, [www.fcs.org](http://www.fcs.org) or
2. Where the student leaves the district prior to the end of the school year. (If a student ceases to be enrolled in the district, he or she is to return the Chromebook to the school in full working order, including all accessories and components.)
3. Where the student uses the device for inappropriate and/or offensive purposes as described in the Acceptable Use Policy.
4. At the district's written request to do so.

The FCS TPP premium cost of \$25\*\* per Chromebook will be assessed as part of every student's school fees each academic year.

- Participation in the FCS TPP is mandatory for all district 1:1 device users. (Except BYOD users – a BYOD form will need to be on file and can be completed here: <http://www.fcs.org/byod/>.)
- The FCS TPP premium will not be prorated and is non-refundable.
- You will be issued one charger with your Chromebook. The FCS TPP does not cover the \$60 charger if lost or damaged.
- In the event of accidental damage there will be a \$10.00 per incident fee to cover labor.

The FCS TPP will cover up to a total of \$270 in parts replacement over the school year, regardless of how many labor charges are incurred.

### Vandalism and Theft

In cases of theft, vandalism, and other criminal acts, a police report MUST be filed by the student or parent/guardian as soon as practicable but in no case more than 48 hours after the theft or vandalism is discovered. A copy of the police report must be presented to the building principal when the event is reported. Further, students/parents must contact their building principal ASAP after the Chromebook is determined to be stolen, lost, or vandalized.

*\*\*Note – If the \$25 per Chromebook premium presents a financial burden please see your building Principal. 6*

### Technical Issues/Damage/Loss

Take your Chromebook to your school's library, or other designated area, if you experience any technical problems or damage. If the device cannot be repaired at that time, a loaner device may be issued to you, if available. All device policy agreements and technology protection plan will remain in effect for the loaner device.

## **Device Identification**

Student devices will be labeled in a manner specified by the district. Devices can be identified based on serial number. Do not remove any identifying labels or markings.

## **Personalizing Devices**

Students are permitted to place school appropriate stickers on the top of their Chromebooks. Stickers containing images of weapons, alcohol, drug or gang related symbols or pictures are not permitted per school/district policies. Stickers CANNOT cover the asset tag number or the indicator light. Stickers are not permitted on the sides or bottom of the Chromebook.

Students are permitted to install school appropriate personal apps on their Chromebooks. If storage on the Chromebook becomes an issue all school required applications have a priority over student downloads and may require the student to uninstall personal apps.

## **Check-In**

Chromebooks must be returned to the building library, or other designated area, during the final weeks of the school year by the date announced each spring. Any student who withdraws, terminates enrollment, or is expelled must return their device and accessories immediately. If a student fails to return the device and/or accessories when requested, the student will be billed for the replacement cost of the Chromebook. Any device not returned or immediately paid for in full will be considered stolen property and law enforcement will be notified.

## **Care of the Device**

The Chromebook is the property of Findlay City Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device assigned to them.

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture and liquids on the device/accessories.
- Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
- Devices must never be left in an unlocked or unsecured space such as a locker or car.
- Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action may be taken.
- Students will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%.
- Too much pressure may crack the screen, avoid placing anything on top of the device or in between the screen and keyboard.
- Ensure there is plenty of safe and protected space in your bag or locker in order to avoid accidental damage.
- Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
- Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.

- Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the FCS Technology Department or designated third parties.

## **Transporting Devices**

When transporting the device between classes or outside the building you are required to close the lid. NEVER walk with the device open. Students may be required to take their devices home every day after school, regardless of whether or not they are needed for homework.

## **Passwords**

Students will be required to maintain an updated password on their device. Students may NEVER share, distribute, or otherwise allow other students access to their password. At any time, a parent, teacher, or school administrator may request and obtain the password and access to the device.

## **CHROMEBOOK FAQ'S**

### **Q. What is a Chromebook?**

A. Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi networks, the Chromebook is ideal for anytime, anywhere access to the web.

### **Q. What kind of software does a Chromebook run?**

A. Chromebooks run thousands of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store.

### **Q. How are these web-based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of the FCS technology department will maintain devices through our Google G-Suite for Education account.

### **Q. Can the Chromebook be used anywhere at any time?**

A. Yes, as long as you have a Wi-Fi signal to access the web. There is an offline option, as well, when using Google Drive, and when students enter a Wi-Fi connection, it syncs again to the student's Google account.

### **Q. Will our Chromebook be able to use a Cellular Service?**

A. No. The district Chromebooks will not connect to 4G broadband or a cellular signal.

### **Q. Is there antivirus software included with the Chromebooks?**

A. No, there is not. All of the data is stored in the cloud, therefore is no need for antivirus software. They do, however, come with web filtering.

**Q. How long will the Chromebook run on a fully charged battery?**

A. Chromebooks have a rated battery life of 8-10 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day without interruption of use.

**Chromebook Care Reminders**

- Take good care of your new Chromebook. You will use the same Chromebook for 3-4 years.
- Carry your Chromebook with both hands.
- It is highly recommended that a protective bag or cover be purchased to protect the Chromebook.
- Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
- Keep food and drinks away from your Chromebook. In other words, do not eat or drink while you are using the Chromebook. Instead, take a study break away from your Chromebook.
- Never place a heavy object or a lot of objects on top of your Chromebook.
- Charge your Chromebook every night at home.
- If you close the lid of your Chromebook, you will help save the battery.
- You can use your Chromebook when the battery level is low. Just remember to charge when you get home.
- When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- Let the Chromebook completely charge to a full battery.
- Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.
- Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.