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# STUDENT HANDBOOK

2020 - 2021

1150 Broad Avenue  
Findlay, Ohio 45840



@MillstreamCC



[www.millstreamcc.org](http://www.millstreamcc.org)



(419) 425 - 8277



millstreamcc



Millstream Career Center

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## LETTER FROM THE ADMINISTRATIVE TEAM

Welcome! We hope you had a great summer and are ready to learn. On Tuesday, August 25, 2020, classes will begin at Millstream Career Center. We know many students do not start until after the 25<sup>th</sup>, but we do expect students to start on August 25<sup>th</sup> so they don't miss out on critical beginning of the year information. We are anxiously awaiting your arrival!

This year orientation will take place during the school day, the first week of classes. You can, however, stop by and get your schedule, and have any questions answered on August 24, between 1:30-2:30pm. We will have extra staff available to help! T-shirts will be available for

New student open house and ice cream social will be July 30 at 7pm.

In lieu of paper copies of the Emergency Medical form, Parking form and Handbook form, we have implemented an online system called Final Forms. Enclosed with this mailing is information and instructions on how to complete these forms electronically. These forms need completed before the first day of school. August 25. All students/parents should complete these forms but county students have a different log-in than the Findlay students. If you do not have computer access, stop by the Millstream Administrative Office to access our computers. Millstream runs on the Findlay City School calendar. This can be found on our website: [www.millstreamcc.org](http://www.millstreamcc.org). We run 3 blocks:

A Block: 7:30am-9 :55am

B Block: 10am-12:10pm

C Block: 12:15- 2:40 (county students leave at 2:30pm)

Parking: Findlay students must park in the FHS student lot and obtain a parking pass there. County students who drive must get a pass from the Millstream office within the first 2 weeks of school and must park in the west lot near the softball fields. Signs designate where to park. Students who park elsewhere on campus, will be subject to a parking ticket. In order to get a parking pass, students will need to indicate that in Final Forms and pay \$10 in the office.

Supply list: Each class will require different items. Teachers will tell the students the first day of class if not beforehand.

Class fees will appear on your child's schedule. We ask that you pay these prior to the end of the first semester.

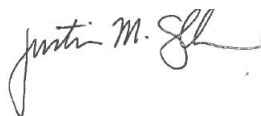
Weather concerns: When Findlay is closed, so is Millstream. County students often get confused when delays occur. We have attached a chart to help clarify.

Attendance: See specifics below.

We are eagerly awaiting your arrival. Welcome to #theSTREAM.



MRS. PAMELA HAMLIN  
DIRECTOR



MR. JUSTIN SHANK  
ASSISTANT DIRECTOR

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## MISSION STATEMENT

Educating Students, Empowering Communities

## CORE VALUES

Create Connections

Develop Skills

Embrace Opportunities

Cultivate Professionalism

## ASSOCIATE SCHOOLS (14)

[ARCADIA](#) - 19033 OH-12, Arcadia, OH 44804

[ARLINGTON](#) - 336 S Main St, Arlington, OH 45814

[CAREY](#) - 2016 Blue Devil Drive, Carey, OH 43316

[CORY RAWSON](#) - 3930 Co Rd 26, Rawson, OH 45881

[FINDLAY](#) - 1200 Broad Ave, Findlay, OH 45840

[LEIPSIC](#) - 232 Oak St, Leipsic, OH 45856

[LIBERTY BENTON](#) - 9190 Co Rd 9, Findlay, OH 45840

[MCCOMB](#) - 328 S Todd St, McComb, OH 45858

[MILLER CITY](#) - 5400 Rd 13C, Miller City, OH 45864

[OTTAWA GLANDORF](#) - 630 Glendale Ave, Ottawa, OH 45875

[PANDORA GILBOA](#) - 410 Rocket Ridge, Pandora, OH 45877

[RIVERDALE](#) - 20613 OH-37, Mt Blanchard, OH 45867

[VAN BUREN](#) - 217 S Main St, Van Buren, OH 45889

[VANLUE](#) - 301 East St, Vanlue, OH 45890

## CALENDAR

All Millstream students will be expected to follow the Findlay City Schools school calendar for all starting, ending, and vacation days. The only exception would be the end of the year for graduating seniors who will follow their home school calendar after successfully completing programs and/or projects required by Millstream. In the event that an associate school student is taking an academic course through FHS, they will be expected to complete the academic year at FHS.

<b>First Day for Students</b>	Tuesday, August 25, 2020
<b>Teacher PD &amp; Labor Day - NO SCHOOL</b>	Fri, Sept. 4 & Mon., Sept. 7, 2020
<b>Fall Break</b>	Wed- Fri., Nov. 25 & 27, 2020
<b>Winter Break</b>	Wed., Dec. 23, 2020 - Fri., Jan. 1, 2021
<b>Students First Day Back to School</b>	Monday, January 4, 2021
<b>Martin Luther King Day - NO SCHOOL</b>	Monday, January 18, 2021
<b>President's Day - NO SCHOOL</b>	Monday, February 15, 2021
<b>Spring Break - NO SCHOOL</b>	Thurs., April 1-Mon., April 5, 2021
<b>Last Day for Students</b>	Wednesday, May 26, 2021
<b>Findlay High School Commencement</b>	Saturday, May 29, 2021

<b>2 Hour Delay Days for Teacher In-Service</b>
Thursday, October 29, 2020
Thursday, January 14, 2021
Tuesday, March 12, 2021

<b>Professional Development for Teachers: NO SCHOOL for students</b>
Friday, September 4, 2020
Friday, February 12, 2021
Friday, March 12, 2021

## DAILY SCHEDULES







<b>Millstream Career Center Block Schedule</b>		
<b>BLOCK</b>	<b>REGULAR SCHEDULE</b>	<b>2 HOUR DELAY SCHEDULE</b>
Block A	7:30 - 9:55	9:30 - 11:10
Block B	10:00 - 12:10	11:15 - 12:55
Block C	12:15 - 2:30	1:00 - 2:30

<b>Findlay High School Period Schedule</b>		
<b>PERIOD</b>	<b>REGULAR SCHEDULE</b>	<b>2 HOUR DELAY SCHEDULE</b>
Period 1	7:30-8:15	9:30-10:00
Period 2	8:20-9:05	10:05-10:35
Period 3	9:10-9:55	10:40-11:10
Period 4	10:00-10:45	11:15-11:45
Period 5/6	10:50-11:35	11:50-12:20
Period 6/7	11:25-12:10	12:25-12:55
Period 7/8	11:40-12:25	12:25-12:55
Period 8/9	12:15-1:00	1:00-1:30
Period 10	1:05-1:50	1:35-2:05
Period 11	1:55-2:40	2:10-2:40

## INCLEMENT WEATHER

In the event of inclement weather, students need to follow their home school policy. If your home school is cancelled, you are NOT expected to attend Millstream. In the event of a delay, A block COUNTY students will be excused. B block COUNTY students should use the discretion of their parents and home school to determine attendance. C block COUNTY students will be expected to attend. In the event of a 3 hour delay, NO ASSOCIATE SCHOOL students are expected to attend Millstream. All Findlay High School students are to follow Findlay High School delay schedules and are expected to attend their Millstream classes. IN ALL CASES OF INCLEMENT WEATHER, PARENT DISCRETION SHOULD BE USED. See the chart below or contact the Millstream main office for further clarification.

### MILLSTREAM WEATHER RELATED SCHEDULE

FINDLAY		HOME SCHOOL
2 Hr Delay		<b>2 Hr Delay</b> Follow FHS 2 Hr Delay Schedule (if possible) A block - 9:30 - 11:10 am B block - 11:15 - 12:55 pm C block - 1:00 - 2:40 pm
Closed		Closed Do not report to Millstream
Open		Delayed 2 hours - A block does not report B block and C block follow home school delay schedule
Open		Closed Do not report to Millstream
Closed		Open Do not report to Millstream
2 Hr Delay		Open Regular Schedule - A block does not report B block and C block report at their regular time

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



# ATTENDANCE POLICY

Attendance at Millstream is critical since students will be spending two/three full periods in class each day. If you will be missing school for any reason, you must contact Millstream Career Center. We are a two contact school. What this means is that your parent/guardian must call the absence in AND you must bring a note with you when you return to school.

## ATTENDANCE / ABSENT NOTES

A parent/guardian should call the Millstream main office at 419-425-8277 (option 1) to report attendance. If at all possible, this call should be made before school starts on the day of the absence. When a student returns to school after an absence, he/she must present a written statement **certifying the reason for the absence** from his/her parent/guardian within **two (2) DAYS to the Millstream Main Office to avoid a disciplinary consequence**. (A parent note should be turned in for ALL absences) Failure to present the absence form to the teacher within two school days after an absence may result in a student not being permitted to make up missed assignments, quizzes and tests and may result in a loss of credit for assignments. A student with an unexcused absence is permitted to make up assignments/tests/quizzes missed during the unexcused absence for credit or partial credit at the discretion of the appropriate administrator. If a student has an advanced absence planned, the parent should put the request in writing prior to the absence. The student should present the request to the MCC main office, and then present the pre-excused absence form to his/her individual teachers for signatures. Finally, the form must be returned to the MCC main office for approval. The student will be granted the same number of school days missed to complete any assignments given during the time of the absence.

Since the school is required to know why students are not in school, parents are urged to call the Millstream main office at 419-425-8277 (option 1) when an absence is necessary. The school will make attempts to notify the parent/guardian or designee of an absence via our School Messenger system. Parents may provide the school with a home phone number, work number, email and/or a designee to enable us to comply with state law. It can be changed at any time by logging into the School Messenger system at <https://go.schoolmessenger.com> or downloading the corresponding app. Parents may also contact the main office or change contact information in Final Forms to make adjustments.

## ATTENDANCE PROCEDURE

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

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

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

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

### Unexcused Absence and Truancy Procedure

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

## EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE

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

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

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

### MEDICAL, DENTAL, AND/OR COURT APPOINTMENTS

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

### STUDENTS BECOMING ILL DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she should report to the school nurse or the appropriate administrator. If the illness causes a need for the student to go home, the nurse must receive permission for the student to sign-out from a parent/guardian or another person as designated on the student's emergency medical form. **If a student goes home for lunch and does not return due to an illness, a parent must call the secretary (419) 425--8277 the same day** and a written excuse must be presented to the secretary upon returning to school. Failure to follow attendance procedures may result in school consequences.

### TARDY POLICY

A student is considered tardy to school if he/she is not in his/her seat when the bell sounds and prior to fifteen (15) minutes into the first period class. Students less than fifteen (15) minutes late to first period will report directly to class and the teacher will assign classroom consequences. Any student arriving more than fifteen (15) minutes late to first period must sign in at the MCC main office and may be issued an administrative detention if a parent note or call has not been received. Students should first check in at the MCC main office if they are bringing in a note or medical excuse in regards to their late arrival. Excessive tardies may result in Administrative Discipline.

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

Students should write or telephone the admissions office to make an appointment for a visit. This should be done at least one week in advance because some colleges have special programs and tours for students, others allow students to visit any time. Students must provide official documentation with proof of visit. The student should obtain a college visitation card from their counselor by presenting a note from a parent/guardian indicating the date of the visit and the name of the college or university. This card must be shown to the MCC main office prior to the absence and should be shown to all classroom teachers. The card must be signed by a parent or guardian, college admissions counselor and/or military personnel, and high school counselor to ensure an excused absence. After the college visit, the card should be shown to classroom teachers and then returned to the counselor. Students are allowed a total of four (4) days for visitation. These may only be taken during the junior and senior years. This process may now include Career-Job Shadowing, the same process for a college visit will be followed. Please arrange ahead of time, follow all attendance procedures and obtain written documentation from placement that you completed the visit.

### FAMILY VACATION REGULATIONS

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of Millstream Career 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 appropriate MCC main office personnel to obtain the excused absence request (blue form), which will be given to the appropriate administrator for his/her approval before the vacation.
- This excused absence request (blue form) should then be presented to each of the student's teachers.
- A sincere attempt must be made by the student to obtain all of the assignments in advance and complete them upon returning to regular classes. The completed blue form must be returned to the MCC main office for the absence(s) to be excused.

## GENERAL INFORMATION

### ASSEMBLIES

Periodically assembly programs will be presented at MCC or at your home school. These assemblies will be held in either the MCC Cafe or FHS auditorium. Always remember those presenting programs are our guests. Be a courteous audience. If there is a reason for you to be excused from the program or to attend a program at your home school, please provide the appropriate documentation as outlined in the attendance section of the handbook.

### CAREER ASSESSMENT

Career Assessment is a service available to 9th - 12th grade students in our CTPD. The purpose of Career Assessment is to help students identify interests and strengths to enable informed, realistic career decision making. The assessment measures critical aptitudes. These aptitudes include: general learning ability, numerical aptitude, verbal aptitude, spatial aptitude, form perception, motor coordination, finger and manual dexterity, tactile discrimination, and color discrimination. A variety of modalities are used to assess interests and skills. Interest surveys, career personality surveys and learning style inventories are used to identify student interests. A conference is held with the student and parent to go over the assessment results. The comprehensive report includes results of interest surveys and possible occupations of interest, a narrative summary of the assessment results with options for education and training, a job list that is a "match" of student interest and ability, and printouts from the systems used showing scores.

### CAREER TECHNICAL STUDENT ORGANIZATION (CTSO)

Student organizations are a co-curricular requirement of all Millstream programs. These activities help develop leadership, teamwork, and pride within all Millstream students. As listed in the course selection guide, all students will become members of SkillsUSA or DECA (An Association of Marketing Students). All students are required to attend and participate in these activities during school time. Students who may be in co-op or early placement positions are required to notify employers of these activities so that they are able to attend activities during school time.

### COUNSELING SERVICES

The services provided by the Millstream counselor are:

- Information about academic, career and social-emotional concerns.
- Student appraisals to help identify their abilities, achievements, and interests.
- Individual and group counseling is available to students upon request or referral.
- Consultation services with school personnel, parents, teachers, and administrators.
- Parent conferences provide opportunities for home and school cooperation.
- Coordination of community resources.
- Placement services aid students in educational or employment transitions.

### CAREER-TECHNICAL DIPLOMA WITH HONORS

Career Tech students must meet all but one of the following criteria to earn an honors diploma:

- Earn 4 units of Math
- Earn 4 units of Science, including 2 advanced sciences.
- Earn 4 units of Social Studies.
- Earn 2 units of one world language.
- Earn 4 units in the student's career-technical education curriculum.
- Maintain an overall high school grade point average of at least a 3.5 on a 4-point scale.
- Obtain a 27 composite score on the ACT or 1280 on the Scholastic Assessment Test (SAT). ; 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

### SUICIDE INTERVENTION PROCEDURE

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

## JOB READINESS SEAL

The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic, and professional experience that businesses need. To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.

The OhioMeansJobs-Readiness Seal is available for the graduating class of 2020 and beyond. More information can be found at: <http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal>

## COLLEGE CREDIT PLUS

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

## SCHEDULE CHANGES/STUDENT WITHDRAWAL PROCEDURES

1. The student or parent must contact the MCC main office to meet with the counselor and/ or administrator to determine the reason for withdrawal. **All school related materials/books must be returned to the office to avoid fees.**
2. Office staff will produce a current marks screen of the students' current academic progress at the request of the student or parent.
3. When withdrawing from an MCC course or program the following form must be completed before withdrawal is processed:  
<http://bit.ly/mccwithdrawal>

## **DISCIPLINE/BEHAVIOR CODE**

Millstream Career Center is an extension of each associate schools programming; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either the associate school and/or the Millstream Career Center/Findlay High School. Consequently, conduct and/or involvement in any activity that may result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

## **FIELD TRIPS**

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

## OVERNIGHT TRIPS / HOTEL RULES

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

## FINAL FORMS

All forms associated with being a student at Millstream Career Center will be done electronically through the Final Forms portal. Students must have these forms completed before beginning classes at MCC. There are two different portals for students. Please make sure you select the correct final forms portal and complete your forms as soon as possible.

MCC Final Forms site for all students not enrolled at Findlay HS: <https://millstream-oh.finalforms.com/>

MCC Final Forms site for students enrolled at Findlay HS: <https://findlay-oh.finalforms.com/>

## FINES/FEES

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

## TEXTBOOKS

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

## WORKBOOKS

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

## GRADING SCALE

<u>Grade</u>	<u>Percentage.</u>
A	92.0
B	82.0
C	72.0
D	62.0

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

## GRADE REPORTS

Credit will be awarded for each semester in which a student receives a passing grade, with the exception of some programs, which grant year-long rather than semester credit. Students must obtain a minimum of two (2) passing grades from the two grading periods and semester exam, each semester, in order to earn credit. All high school credits/grades must remain on the transcript to reflect an accurate academic record (for example, high school credits granted in middle school, or earned in CCP courses, correspondence courses, summer school courses, etc.). To receive credit in any subject, a student must complete the course requirements by the end of the semester (unless there is an incomplete issued). Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

Students withdrawing from a program or course after the deadline described in the counseling section above shall receive a WD/F unless:

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

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

## INTERIM REPORTS

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

**GRADING PERIODS**

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

**TOTAL DAYS IN SESSION 177 days**

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

**LOCKERS**

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

**LUNCH**

Millstream students are here for one of 3 respective program blocks: Block A, Block B, and Block C. As such the MCC cafe will offer items for purchase to aid during transition times. The Cafe window will be open at 9:45 and 12:00 when applicable for students to obtain food items for purchase.

**PARKING**

Parking permits for county school students who elect to drive to Millstream need to be purchased in the Millstream Office prior to the start of the third week of classes at a cost of \$10. County students must park in the designated lot on the southwest side of the building. The permit must be displayed in the front window. Parking fines may be issued if policy is not followed.

**PERSONAL PROPERTY**

Millstream Career Center is not responsible for personal property brought onto school property at any time.

**PROGRESSBOOK ACCESS**

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

**SCHOOL SAFETY**

<b>MILLSTREAM LOCKDOWN PROCEDURES</b>
<ul style="list-style-type: none"> <li>• Doors closed and locked (or slightly ajar via magnet)</li> <li>• Out of class, must have a pass</li> <li>• See something, say something</li> </ul>
<b>DAILY EXPECTATIONS</b>
<ul style="list-style-type: none"> <li>• Doors closed and locked</li> <li>• No one leaves or enters classrooms or the building without an admin/security escort</li> <li>• Monitor email, announcements, &amp; text alerts</li> <li>• Change classes as normal</li> </ul>
<b>LEVEL 1</b>
<ul style="list-style-type: none"> <li>• Doors closed and locked</li> <li>• No one leaves or enters classrooms or the building without an admin/security escort</li> <li>• Monitor email, announcements, &amp; text alerts</li> <li>• Ignore bells, no class changes until further notice</li> </ul>
<b>LEVEL 2</b>
<b>Invoke A.L.I.C.E. Procedures Use your best judgement</b>
<b>LEVEL 3</b>

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

**SAFETY DRILLS**

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

## SIGNING IN AND OUT OF THE BUILDING

For safety purposes, students are expected to remain on campus upon arrival and throughout their designated time at Millstream Career Center. Students must sign out when leaving and sign in upon returning in the MCC Main Office at any time outside their normal arrival and departure times for their program.. Failure to sign in or out of school may result in disciplinary action. Parent communication with office staff must take place to confirm departure.

## VOCATIONAL SPECIAL EDUCATION SERVICES (VOSE)

Students that receive special education services from their home schools will be provided the same service at MCC as is in accordance with their respective IEP or 504. Millstream Career Center will provide these services via the VOSE's working in the building. Each student requiring services is assigned a VOSE and at any time if a parent or student requires clarification of these services they may contact the respective VOSE and/or administrator to schedule a meeting. Cheryl Corron is the VOSE for the JTC & Hospitality programs. She can be reached at 419-420-3346 or [ccorron@fcs.org](mailto:ccorron@fcs.org). Mark Gleason handles all other programs. He can be reached at 419-420-3345 or [mgleason@fcs.org](mailto:mgleason@fcs.org).

## WORK-BASED LEARNING (WBL)

Work-based learning experiences are conducted at a work site during or after school. They are designed to provide authentic learning experiences to students that link academic, technical, and professional skills. Business and education partners work together to evaluate and supervise the experience, which must be documented with training or learning plans and evaluation forms. Please see the WBL hierarchy below for additional information:

- Job Shadow = Students get the opportunity to observe daily work activities of local business' to learn more about career fields in which they are interested.
- Internship = This experience provides real-life experience to students on a short-term basis. Internships can last from 6-10 weeks and have no long term commitment
- Early Placement = After fundamental skills are acquired, students can work with a business the second half of their senior year. This paid opportunity can lead to full-time employment. Early placement is designed to provide an opportunity for "qualified" students to enhance their normal classroom experience during the second semester. The only exceptions are programs that are seasonally affected, such as Construction Skills Technology.
- Advanced Placement = Students with exceptional skills in a career field can advance place with a business beginning the first semester of their senior year. All students involved in early or advanced placement will attend their program for a minimum of one day per week or at the instructor's request for assemblies or other class activities. The student must be on the job during school hours the remainder of the week.

More information about WBL can be obtained by seeing MCC administration.

## NON-DISCRIMINATION POLICY

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students. When this handbook is in conflict with the provisions of Ohio Revised Code 3301.60 (Interstate Compact on Educational Opportunity for Military Children), the provisions of ORC 3301.60 will apply. This handbook does not supersede ORC 3301.60.

The following persons have been designated to handle inquiries and/or complaints regarding non-discrimination policies:

### Title VI (race, color and national origin)

Mrs. Krista Miller  
1219 Broad Avenue  
Findlay, Ohio 45840  
419-425-2569

### Title IX (gender)

Mrs. Krista Miller  
1219 Broad Avenue  
Findlay, Ohio 45840  
419-425-8202

### Section 504 (disability)

Mrs. Kelly Glick  
1100 Broad Avenue  
Findlay, Ohio 45840  
419-425-8238

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This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available on the district's website.

## ADDITIONAL INFORMATION

For any rule(s) or regulation(s) not directly addressed in this handbook, please refer to the Findlay HS handbook. It can be found at: <http://www.findlaycityschools.org/StudentHandbooks/FHS-student.pdf>