



#TrojanTrue  
**FINDLAY CITY SCHOOLS**  
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# Student Activities Handbook

2022 - 2023

# STRATEGIC FRAMEWORK

## PURPOSE

The Clubs and Activities Handbook provides procedures and guidelines governing all Findlay High School clubs and activities. The basis for these procedures and guidelines includes the Ohio Revised Code, Findlay City Schools Board of Education Policy, Findlay City School Building Handbooks and Student Code of Conduct.. This handbook intends to clarify practices for administrators, teachers, parents, and students and support the Findlay City School Strategic Plan. Additional information that may vary by course, program or activity will be shared through course, program, or activity handouts.

## STRATEGIC PLAN

### School Board Objectives:

1. **ACADEMIC ACHIEVEMENT** – By 2025, Findlay City Schools will rank in the top 3 of their 20 similar districts, as defined by the Ohio Department of Education.
2. **CULTURE, CLIMATE, MORALE** – Establish, expect, and uphold an environment of belonging for 100% of our students.
3. **FINANCE** – Develop and implement plans to ensure sufficient funding for current and future operations, programs, and facilities with transparency for all stakeholders.

## Strategic

## Plan

2021-2025

### Clubs and Activities Guiding Philosophy

- We believe that all students should have access to participate in clubs and activities.
- We believe that student participation is worthwhile and valuable for educational and social growth.
- We believe that a student requires activities that will meet the need for self-expression.
- We believe rewarding opportunities should be provided whereby students can develop learning habits and attitudes that lead to success in school and in our society.
- We believe that the opportunity to participate in clubs and activities comes with the responsibility of being a good role model.

## ABOUT THIS HANDBOOK

This handbook is a resource of information on the procedures and activities of Findlay City School clubs and activities programs. Program directors issue this handbook to student members and parents in order to provide basic information in regards to the instructional program. All student members and parents are responsible for familiarizing themselves with the contents of this handbook and must complete and return the enclosed Handbook Signature Form. This handbook functions with the FCS Board policies, administrative regulations, and building level Student/Parent Handbooks.

## ATTENDANCE - Policy 9.16, 9.22

Clubs and activities do require attendance of their members in order to accomplish their goals. Attendance should be taken so that accurate records are maintained.

A student must be in attendance at school by 11:20 a.m., regardless of the start time, until the end of the school day to participate in extracurricular activities for that day. Special circumstances such as doctor appointments, funerals, and college visitation dates are permitted on a case by case basis and must be approved by the Principal.

## **ABSENCES**

Students' absences are categorized as follows:

- An excused absence is one that the director has knowledge of and/or is based on an acceptable reason
- An unexcused absence is one that the director has no prior knowledge of and/or is based on a reason that is unacceptable.

Multiple absences from meetings or events could result in removal from the extracurricular activity.

## **OUT-OF-SCHOOL**

Any student suspended from school by out-of-school suspension shall be declared ineligible to participate during the period of suspension. Two-day (or more) suspensions that include Friday and Monday or vacation days shall render a student/athlete ineligible for all competitions/performances over the weekend or until the return to regular classes.

If a suspension ends on a Friday a student would not be eligible for participation on Friday, but would be eligible to participate for weekend events which follow Ohio High School Athletic Association (OHSAA) guidelines.

## **SUSPENSION**

## **STUDENT CONDUCT EXPECTATIONS - Policy 9.06**

The community, school administrators, and advisors feel strongly that high standards of conduct and citizenship are essential in maintaining a strong Student Activities Program. Students represent themselves, their family, their community, their District, and their school at every activity. All students are to conduct themselves properly at all times. Display of temper, profanity, flagrant violation of rules, possession of or being under the influence of drugs or alcohol, etc. will not be tolerated. The welfare of the student is our major consideration and transcends any other consideration. Students participating in Student Activities programs must conduct themselves as mature young people. Participation in extracurricular programs is a privilege and not a right. Any student whose conduct could be construed to reflect discredit upon the program and/or the school, will be subject to disciplinary action as determined by the advisors and/or administration. These rules are in effect year round.

This is an extension of the Student Discipline / Behavior Code found in each building's Student Handbook.

## **HAZING/BULLYING - Policy 9.06, 9.08**

Students may not engage in hazing/bullying and may not violate Board Policy 9.06. Though 'hazing' falls under the guidelines of ORC 2903.31 and Board Policy 9.06, it is important to address it in these rules. In part, no student may do any act or coerce another, including a victim, to do any act of initiation into any athletic team or club that causes or creates a substantial risk of mental or physical harm to any person. No person shall recklessly participate in the hazing of another. No administrator, employee or faculty member shall recklessly permit the hazing of any person. In addition to being subject to school disciplinary procedures, a person guilty of hazing is subject to punishment under ORC 2903.31.

## **ADDITIONAL RULES**

As approved by the Principal or designee, additional rules may be added at the discretion of the advisor or director. All additional rules must be presented in writing to all participants and their parents/guardians at required parent meetings.

## **ONLINE CONDUCT AND SOCIAL MEDIA - Policy 9.21**

Students must be fully aware of the implications of any social media and/or messaging post. Any communication such as Facebook, Twitter, Instagram, TikTok, emailing, texting, or other online forums, etc., appearing on the internet is public domain, even if it is marked private. Members are responsible for their personal websites and postings, as well as posting from or on other students' websites. The areas of appropriateness will include, but are not limited to: profane, foul, or disrespectful language (abbreviated or alluding to), pictures, suggestive poses, clothing, references to alcohol, drugs, and/or tobacco, and postings (either verbal or photos) that could be interpreted as negative or threatening towards other Findlay City School teaching staff or students, or that demonstrate poor sportsmanship or a disrespectful attitude towards other programs. Student members will not post in the comments section on any social media as representatives of their club, school, or Findlay City Schools.

Any such incident will result in review by the director and/or administration and may lead to probation from the program.

When in doubt, do not post. Once you post, your words are open to interpretation, regardless of your intent. Perception is reality. You have a responsibility to yourself and to the club/activity to maintain the integrity of our school in all public venues, including social media and messaging.

For your own safety, please keep the following recommendations in mind as you participate in social media:

- Set your security settings so that only your friends can view your profile.
- Never post your email, home address, local address, telephone number(s), or personal information
- Be aware of who you add as a friend to your site

## CURRICULAR/EXTRACURRICULAR/STUDENT INTEREST GROUP

<p style="text-align: center;"><b>Curricular</b> (relating to courses of study)</p>	<p style="text-align: center;"><b>Non-Curricular</b> (hobby or interest club)</p>
<p>Student(s) should contact the Principal of Student Activities to discuss the procedures for starting a new club. The approved club must be curricular in nature.</p>	<p>All meetings must be student initiated and Admin must be notified of the meeting.</p>
<p>A FCS employee or community member must agree to be the volunteer advisor of the new activity.</p>	<p>A volunteer supervisor is required at all meetings. Proper background check required.</p>
<p>The students and advisor should then schedule a meeting of “interested students” (with the advisor present) to establish the approximate number of “interested group members”.</p>	<p>Student participation is voluntary.</p>
<p>1% of the Oct. student count ADM must be interested in participating in the new organization in order to move to the next student activity processing step</p>	<p>No school sponsorship or affiliation.</p>
<p>A building permit is required to be on file and approved prior to all meetings held on school grounds.</p>	<p>A building permit is required to be on file and approved prior to all meetings held on school grounds.</p>
<p>Meetings usually happen during non-school hours- before/after school.</p>	<p>Meetings can only happen during non-school hours- before/after school.</p>
<p>At the organizational meeting, the purposes or objectives of the club should be decided and documented. A copy of the constitution should be given to the Principal of Student Activities.</p>	<p>Interest groups are not approved and/or sponsored by the Board. They do require Superintendent approval.</p>
<p>The Activity Principal will give a copy of the constitution, the name of the advisor and the number of interested members to the building principal/ superintendent for Board approval.</p>	<p>Interest groups can include topics that are religious, political, philosophical, and more in nature.</p>
<p>The list of participants must be turned into the Director of Student Activities for eligibility.</p>	<p>Meetings and activities cannot be disruptive.</p>
<p>Student participants will follow the Extra-curricular Activities rules and eligibility (<i>see Board Policy 9.22</i>)</p>	<p>Student participants will follow the Extra-curricular Activities rules and eligibility (<i>see Board Policy 9.22</i>)</p>
<p>Activities groups may work with the Principal of Activities</p>	<p>No fundraising or collecting of money.</p>

and the treasurer to establish necessary accounts.	
Notices and announcements about the club must be pre-approved by the principal of Student Activities.	Student interest groups may not post/share notices about a non-school sponsored club. <i>(Board Policy 10.04)</i>

## ACADEMIC ELIGIBILITY RULES Policy 9.22

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

1. The current Ohio High School Athletic Association minimum standards:
  - a. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
  - b. 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.
2. Maintained a minimum 1.5 GPA in the previous grading period.
3. 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.
4. After a student completes eighth grade, or is otherwise eligible for high school extra-curricular activities, the student may be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.

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

If a student received home schooling in the grading period preceding the participation, the student must meet any academic requirements established by the State Board of Education for the continuation of home school to be eligible to participate in the program.

If a student did not receive homeschooling in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic and non-academic standards, as well as financial requirements established by the District for eligibility to participate in the program.

Any student who commences homeschooling after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible.

NOTE: Districts are required to allow students in grades 7 – 12 enrolled in district-sponsored community schools to participate in the district's extracurricular activities. The district may require these students to enroll in and participate in no more than one academic course in the district as a condition for participation. Students enrolled in a district-sponsored community school still must meet course requirements to participate in select extracurricular activities meeting the same course requirements as all other students.

ORC Section 3313.537 | Community school student participation in public school activities. *(E) No school or school district shall impose additional rules on a student to participate under this section that do not apply to other students participating in the same extracurricular activity.*

## ADDITIONAL ELIGIBILITY RULES FOR HIGH SCHOOL - Policy 9.23

The Extra-Curricular Activities Rules, Chemical Health Policy, and Eligibility Policy are posted on the school website and in the FHS main office. Students participating in clubs and activities receive a copy of the policies and procedures. Students will be required to submit to all Findlay City School District policy and procedures.

## **FINAL FORMS/MEDICAL INFORMATION - Policy 9.10**

All FHS students must complete *Final Forms* each year. This form provides consent to treat students if the director or a medical provider cannot reach the parent or guardian. No student will participate without these forms completed. This will be checked by advisors.

Physical Examinations are not required for participation in clubs and activities. If a student is required to take oral medication during an event and a parent is not able to administer, both prescription and/or over-the-counter, a Physician's Request for the Administration of Medication by School Personnel form must be on file.

## **REGISTRATION/ENROLLMENT - Policy 9.01**

All students participating in any club or activity must be fully registered and enrolled with Findlay City Schools prior to participation.

## **REQUIRED EXPENSES AND FEES - Policy 4.23**

Student members may have financial obligations for required materials, such as a t-shirt or trip expenses. No student will be denied the privilege of membership or participation due to financial concerns.

## **TRANSPORTATION**

Students may only be transported by their guardians or those approved for pick-up on record with Findlay City Schools. An FCS Parent Transportation Request Form must be completed 2 school days in advance and signed by the parent and an administrator.

Students are also permitted to drive themselves to events within the district or county if a permission slip is provided by the parent/guardian and approved by the principal. This is for events taking place during the regular school day.

## **STUDENT ACTIVITIES ACCOUNTS**

Clubs with an activities account must follow the [FINANCIAL PROCEDURES](#) by the district. This includes using the proper forms, knowing how to open and use a Purchase Order, using district approved vendors, and making sure accurate records are kept. All money collected must be turned in promptly, by the advisor. No student is to be turning in funds for a group.

## **GRADUATION SEALS**

Participating in clubs and activities does provide an opportunity to earn graduation seals. These forms are attached. Please see your advisor for the details.

- [Graduation Seal Requirements](#)
  - Fine and Performing Arts Seal
  - Student Engagement Seal
  - Community Service Seal

## **CLUB/ACTIVITY PROCEDURES**

1. Students should contact the Principal of Student Activities to discuss procedures for creating and obtaining approval for a new club/activity. Existing groups need to contact the principal of activities to renew it for the year.
2. A club/activity [constitution](#) should be completed and submitted to the activities principal.

3. A FCS employee or community representative must agree to be the advisor. FHS/building employees will take precedence when filling advisor positions. The volunteer advisor must confirm with the principal.
4. Non-FCS advisors are required to complete the BCI and FBI check and have it on file with the Central Office.
5. The students and advisor should schedule a meeting of 'interested students' to establish an approximate number of interested group members. These meetings should be announced to the entire student body.
6. A list of members needs to be submitted for verification.
7. A building permit must be submitted and approved prior to all meetings and events being held on school grounds.
8. A PA announcement should also be emailed to the Principal of Student Activities 3 days in advance of the meeting or event.
9. At the organizational meeting, the purposes and goals of the group should be explained and documented and then submitted to the principal for approval.
10. Only curricular and extracurricular activities will have accounts with student activities. Student interest groups will not be permitted to fundraise or collect money.
11. For groups who fundraise: Board policy 4.22 states that there must be a valid and proper public purpose for raising funds. We must be accountable for funds coming in and out of the account. (See Financial Procedures page for specific details.)
12. For groups who cannot fundraise: if you are accepting support from an outside organization, those donations need to be documented and submitted to the activities principal. The group needs to keep updated records on any and all outside support.
13. Names of officers and list of participants needs to be turned in to principal for grade/eligibility verification for those groups who must meet this requirement.
14. All forms must be up to date in final forms. Membership in clubs/activities needs to be listed.
15. There will be a community board(s) in the building for postings, flyers, etc. Anything that a group wants to post must be submitted and approved by the Principal of Activities. Nothing is to be posted in the halls, on lockers, etc. Classroom policy is determined by individual teachers. Groups can also get things posted on the school TVs by communicating with the Student Leadership Team and/or advisors.
16. The rock is going to be a 'school spirit rock' and must meet a content neutral standard.
17. Donation Drives: Groups can do donation drives but it is preferred to not have a lot of overlap at once. Please check with the administration for approval.