



FINDLAY CITY SCHOOLS

TROJAN ACADEMY-BLENDED AND ONLINE LEARNING
6-12

2022-2023 Student and Parent Handbook

Findlay, Ohio 45840

School Phone: 419 429-8938

Trojan Academy, 1100 Broad Avenue

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HELP AT SCHOOL AND IN THE COMMUNITY WHAT TO DO IN CASE...

1. You are hurt or ill: Get a pass to the nurse/clinic
2. You have been absent: You must bring a valid explanation in writing from home within 2 school days. (see attendance policy).
3. You need to leave the building for any reason: You must sign out with your teacher and the Trojan Academy Secretary.
4. You have lost books or belongings: Report to the Trojan Academy office to check the lost and found.
5. If a teacher detains you: Get a pass from the teacher who detained you, including the time of departure, and show it to your next teacher.
6. You want to leave the classroom: Follow the sign in and sign out procedure in your classroom.
7. You have a personal problem: Make an appointment with the counselor and/or principal.
8. You have locker trouble: Report to the main office.
9. You stay home at lunch ill: A parent must call the Trojan Academy attendance office the same day and a written excuse must be presented to the Trojan Academy Secretary upon returning to school.

WHERE TO GO FOR...

FHS = Findlay High School

TA = Trojan Academy

Athletic Concerns	Athletic Director (FHS)
Attendance Information	TA Secretary
Book Fee Payments	TA Secretary
Class Rank/GPA/Credit Status	TA School Counselor
Class/Schedule Changes (Add/Drop)	TA School Counselor
College Information//Visitation Forms	TA School Counselor
Enrollment Forms	TA Director
Emergency Medical Forms	Online via Final Forms
Fee Waiver Form	TA Secretary
Free/Reduced Lunch Forms	TA Secretary
I.D. Cards	TA Secretary
Medical Information	TA Nurse
Millstream Information	Millstream
Parking Tag	TA Secretary
Scholarship Info/Career Information	TA School Counselor
School Calendars	Online
Transfer Forms	TA Secretary
Vacation Forms	TA Secretary
Visitors/Guest Speakers	TA Main Office
Withdrawal Forms	TA Secretary
Work Permits	TA Secretary



NEED HELP FINDING HELP?

FHS/Trojan Academy Hotline 419-429-8994 or <https://fcs.org/fhs/fhs-stop-bullying/> to report an incident

Do you or someone you know need help? The Hotline is available 24 hours a day, 7 days a week. Click the link above or look for this icon on the Counseling & Academics page of the Findlay High School website.

Helping Agencies (419 area code)

Dial 2-1-1 (for help linking to any resource)

Hancock County Crisis Hotline 1-888-936-7116

Hancock County Board of Alcohol Drugs, and Mental Health services

Family Resource Center 419-422-8616 OR 419-425-5050

Youth in Crisis Hotline (after hours) 1-888-936-7116

Food

CHOPIN Hall 419-422-6401

Salvation Army 419-422-8238

Women Infants Children (WIC) 419-424-0720

Hancock Christian Clearing House 419-422-2222

Food and/or Homeless Shelter

City Mission 419-423-9151

Helpline - Local mental health resource 800-684-2324

Housing Services

Hope House (Shelter) 419-425-4673

Hope House (Housing Office) 419-427-2848

Information and Referral

Help Me Grow 419-423-8687

HC Job and Family Services 800-228-2732 and 419-422-0182

Hancock County Public Library 419-422-1712

Medical and Prescription

Caughman Health Center 419-427-0809

Women’s Resource Center 419-424-9948 or 567-294-8730 (text)

National Suicide Prevention Lifeline (24 hr) 800-273-TALK (8255)

National Domestic Violence Hotline (24 hr) 800-799-7233

Support Groups

Family Resource Center (adult services) -

Therapy & Emergency Services 419-425-5050

Utility Assistance

Associated Charities 419-423-2021

INTRODUCTION

Findlay City Schools (hereafter referred as FCS) Trojan Academy is designed to meet the needs of self-motivated students who have the desire and ability to participate in a self-paced program primarily online instruction that includes support of a licensed educator who can help provide assistance. Trojan Academy is offered as a blended or online format. In order for students to be successful in an online 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 guides and the goals established with the input of their FCS educator.

APPROXIMATE WEEKLY TIME COMMITMENTS FOR THE TROJAN ACADEMY

<p>Grades 6-12 Students</p>	<p>27.5 hours *(22.5 hours online instruction + 5 hours offline work)</p>
<p><i>Notes:</i> -Activity time is calculated as time spent by a student actively working in online lessons (tutorial, application, mastery test, assessment, etc.)</p>	<p>-Students may also have required offline activities, such as additional reading selections, reports, projects, etc. that are considered to be homework.</p>

FCS educators are committed to helping students reach their academic achievement goals. We believe that this is achieved through a partnership with families and students in order to help students achieve the State and District's high standards.

FINDLAY CITY SCHOOLS COMMITMENT TO STUDENTS AND PARENTS

1. FCS will provide a high-quality online curriculum in a supportive and effective learning environment that is aligned with the Ohio Content Standards.
2. FCS educators will provide each child with assistance and feedback.
3. FCS educators will return family phone calls and emails within 24 hours during normal school hours.
4. Family conferences will be held a minimum of once each semester virtually or in-person and by appointment when a conference is requested.
5. Student progress reports will be provided to the student's family on a quarterly basis.
6. Staff will virtually meet with students at least every other week to progress monitor, review learning goals, and provide mentoring assistance. In addition, the staff will email copies of this information to families when an active email address is provided.
7. FCS educators will make reasonable attempts to contact families by telephone, text message, email, a virtual meeting, or mail to discuss student attendance and progress concerns in a timely manner.

FAMILY AND STUDENT COMMITMENT

1. Students enrolled in the Trojan Academy will need to spend an appropriate amount of time, in consultation with their FCS educator, learning how to navigate and use the instructional software until they become proficient.
2. **Secondary students (Grades 6-12)** are expected to complete 1001 hours of instructional learning per year, which equal 27.5 hours a week. Secondary students are expected to complete at least 22.5 hours of learning activity time (Monday-Sunday) and at least 5 hours for working on offline activities. In addition, students are expected to make appropriate progress each week to complete the required coursework for their grade level at the end of each semester.
3. A student's enrollment and successful participation in the Trojan Academy requires that the family maintain a quality internet connection or to make other arrangements for internet connection. If you have concerns about internet connections, please contact Janice Panuto, Director (419) 427-5424.
4. Electronic devices and school supplies are the property of FCS and assigned to families for use while participating in the Trojan Academy. All electronic devices and Acceptable Use policies apply to students in the Trojan Academy. (See [Board Policy 9.21](#) for more information) Families assume responsibility for the equipment and school supplies issued and agree to take due care of the items. (See [1:1 Device Agreement & Handbook](#) for more information)
5. Families agree to attend at least two conferences (one each semester) either virtually or in-person to discuss student progress.
6. Families are encouraged to provide a structured schedule during which the student is engaged in online learning activities and adult supervision and support is available to ensure the student's safe and responsible participation in their online learning.
7. Students must be committed to working on their lessons, asking for assistance when they need help, and participating in any virtual meetings as scheduled with their assigned FCS educator.

8. Students will be required to follow all rules and regulations of FCS whenever they are on FCS property.
9. Students who do not complete the minimum hours of learning time in a week (Monday-Sunday) and their family has not provided an explanation for this (which could include a medical note), will be marked with an unexcused absence.
10. Students are expected to complete their weekly hours, **including times when traditional school is delayed or canceled**

DISTRICT CONTACT INFORMATION

FCS Trojan Academy Director - Janice Panuto	419-427-5424
FCS Trojan Academy Secretary- Karen Hill	419-429-8938
FCS Trojan Academy Counselor-Ray Elbin	419-429-8941
FCS Trojan Academy Nurse- Heidi Tatum	
FCS Trojan Academy Fax	419-427-5483
Attendance Case Manager- Mrs. Sara Sublett	419-427-5401
FCS Transportation Department	419-425-8363
Mr. Nate Weihrauch, Athletic Director	419-425-8399
Mrs. Pam Hamlin, Millstream Director	419-425-8293
Mr. Justin Shank, Millstream Assistant Director	419-425-8256
Findlay City Schools Administration Office	419-427-5487
Findlay City Schools Website	https://fcs.org

ACADEMIC HONESTY & INTEGRITY

Academic honesty and integrity are essential to the value of a school diploma or record of academic achievement. As such, the [FCS District policy 8.20a2](#) addresses acts of plagiarism and cheating. Parents and students should read this policy carefully and understand that any acts of plagiarism or cheating may result in failing grades and denial of high school credit, if appropriate. The following are forms of plagiarism:

- Any paper (including homework) written by another person, or partially written by another person, but turned in as a student’s own work constitutes plagiarism. Others may help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having someone else decide what to say or how to say something is a dishonest misrepresentation of the writer’s own ability of expression.
- A student who gives or receives an assignment to or from another student for the purpose of plagiarism is also guilty and subject to punishment.
- Any idea copied word for word from another source or even put into the student’s own words, unless the idea is documented properly.
- CCP courses will follow college/university guidelines for academic dishonesty.
- Any assignment that contains falsified documentation.
- It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of a student who has plagiarized. The teacher will determine the extent of the plagiarism after consultation with two other teachers. It is the

student who plagiarizes who is of major concern; it is faculty policy to assist students who plagiarize out of ignorance. The policy demands some significant action for intentional plagiarism. This may include:

- Failure (no credit) for the assignment in question.
- Revision of the paper, without credit.
- Failure for the nine-week grading period.
- Recommendation to the National Honor Society Selection Committee that the student be removed for a willful, flagrant violation.
- Possible legal action in the case of plagiarizing professional copyrighted articles.

ATTENDANCE

BLENDED AND ONLINE ATTENDANCE

Students have from 12:01 AM Monday until 11:59 PM Sunday to accrue online activity time. On average, Grade 6-12 students should spend 5 hours daily on the computer and making academic progress. In addition, participation in virtual conferences and possible small group virtual class meetings are expected. Online activity is analyzed to determine if a student participated in the required hours. Absences are then entered in the student information system for students who fail to meet their weekly attendance requirements.

In order to ensure accurate attendance, students are required to set up regularly scheduled appointments to meet with their educational coach for goal setting, progress monitoring and/or to receive instructional assistance. Blended students are required to attend the lab

BLENDED AND ONLINE TROJAN ACADEMY LEARNING LAB ATTENDANCE/HOURS

A Trojan Academy Blended student is required to attend the lab at least 2 days a week. A blended student who does not meet their 22.5 online hours will be required to attend the Trojan Academy Learning Lab 4 days a week 7:30-2:30.

Trojan Academy Online students are encouraged to attend the Trojan Academy learning lab. If a Trojan Academy Online student does not meet the 22.5 hours they will be required to attend the lab.

Both Trojan Academy Blended and Online students who need credit recovery are required to attend the Trojan Academy lab.

STUDENT ATTENDANCE LETTERS

If a student fails to meet their weekly online activity attendance requirements, the data is recorded for the day(s) in which the student is lacking online attendance hours. For example, a middle school student has online activity hours on Monday, Tuesday, Wednesday, Thursday, and Saturday, but the total of these hours equals 20 hours out of the 22.5 hours required for the week. The student's attendance will be marked indicating the student is absent for 2.5 hours on Friday. All students are required to do the 5 offline hours. If a student accumulates 15 hours of absence for any reason (excused or unexcused absences), an attendance letter will be sent home and the student will be placed on attendance watch. Future absences will result in the involvement of the FCS Attendance Case Manager.

ATTENDANCE REPORTING PROCEDURES

In accordance with Ohio law, students are expected to work online every day, Monday through Friday, unless there is a legitimate excuse. Students can work on Saturdays and Sundays to make up for any lost time during the normal school week. When a student is not able to work online during a normal school day, families should call 419-429-8938 to report the reason on the day of the absence. 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, they 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.

ABSENCE TYPES

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

Examples of excused absences

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

Examples of unexcused absences

Transportation
 Refusal to attend school (work online)
 Babysitting
 Waking up late
 Absences not verified in writing

UNEXCUSED ABSENCE(S) PROCEDURE

The table below indicates the procedure for students who accumulate unexcused absence hours.

<i>Amount of Unexcused Absence Hours</i>	<i>Actions Taken</i>
15 hours or More	Letter sent home to family notifying the legal consequences of being truant and notification of responsibility for completing online coursework (ORC Sec. 3321.19)
21 Hours or More	-Letter sent home to family -Family required to attend a parent education program to encourage parental involvement in student’s education (ORC Sec. 3321.19)
25 Hours or More	-Letter sent home to family notifying the legal consequences of being truant and the student is identified as truant. (ORC Sec. 3321.19)
30 or More Consecutive Hours, 42 or more hours in a school month, or 72 or more hours in a school year	-Student is considered a habitual truant when absent -District shall implement an absence intervention plan and may request a pre-court conference. (ORC Sec. 3321.19 & Sec. 3321.191) -Failure to comply with Ohio Attendance Laws will result in filing complaints of truancy and contributing (ORC Sec. 3321.191 & Sec. 2151.27) with Hancock County Juvenile Court

Excessive Unexcused or Excused Absence Procedure

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

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 Trojan Academy staff

within **2 days of the absence**. 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 provide assistance to the student.

A student 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**. An online school official, the FCS Attendance Case Manager, and/or counselor may meet with the student and develop a plan to improve school attendance and learning progress. A new student's previous attendance record will be reviewed on the same criteria for Attendance Watch.

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. Online students who are interested in this opportunity must consult with their high school counselor or visit the [FHS Counseling & Academics website](#).

NON - VIOLENCE PLEDGE

As a member of the Trojan Academy community, I will:

1. Display an attitude of respect and kindness.
2. Refrain from confronting another person in anger.
3. Refrain from using or threatening any physical force.
4. Refrain from participating in any way in a physical fight.
5. Refrain from using any foul or profane language.

In order to assist me with the above, I am aware that the following interventions are available to me:

- Talk to a counselor
- Talk to a principal
- Take advantage of mediation
- Talk to a teacher

NON-VIOLENCE STATEMENT

Good conduct is based on 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 Trojan Academy 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 High School 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.

DISCIPLINE & CODE OF CONDUCT

FCS encourages positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Findlay City School Student Conduct Policy 9.06.

We at Trojan Academy encourage positive choices among our students because these 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 Trojan Academy make poor choices. However, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. It is our duty and obligation to ensure an educational environment where positive learning experiences can take place. 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 the high school (including open lunch) 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, aiding and/or abetting 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, including a verbal or written warning or reprimand, referral to a school counselor, parental contact or conference, community service, before school, lunch or after school detention(s), in-school assignment, suspension, emergency removal, and/or expulsion, or other alternatives deemed appropriate by the administration including referral to the appropriate authority for prosecution.

The superintendent, principal or assistant principal, director or administrator 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 their Driver's License suspended if they are 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. Expulsion may result in the loss of credit for courses being taken at Trojan Academy, FHS or Millstream, or at any college or university, CCP, at the student's own expense. Administration has the right to reschedule ISA or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

Extracurricular activities and school events (such as Graduation Ceremony, Prom, and Sporting Events) 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. Students are only permitted to enter academic areas of the building, such as classrooms, and are expected to leave school promptly at the end of the school day unless they are involved in a legitimate school-related activity. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent, director, administrator, or principal.

- 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 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 administrator, director, principal, assistant principal or guidance counselor. Students may report incidents of bullying to any school employee. **Students** who make false reports of bullying may be disciplined up to a school suspension.
- 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 alarms, 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, 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 - Findlay High School supports equitable educational access and the safe and healthy expression of student individuality. Students shall dress in a manner that ensures the health, welfare, and safety of the student body and enhances a respectful, positive, and nonviolent image of our students. Therefore, the following expectations shall be followed to maximize the learning environment and safety conditions at the high school:

- Clothing and accessories shall not allude to or encourage drugs, alcohol, tobacco, sex, gangs, profanity, violence, or be offensive to ethnic, cultural, religious, racial, or legally protected groups.
- Clothing and accessories shall not create a safety concern (including items that can be used as a weapon).
- Clothing and accessories must cover the chest, stomach, back, and buttocks. Any article of clothing that reveals an excessive amount of skin will be deemed inappropriate for the school environment.
- Shoes/sandals must be worn at all times.
- Hats, hoods, and other headwear (unless required by a specific student's religion) must allow the face to be clearly visible and must not interfere with anyone's line of sight. Sunglasses are not permitted to be worn unless given specific permission from school administration.
- Any clothing and accessories that create a reasonable risk of substantial interference with the educational process (including costumes, facial paint, etc) are not permitted. Exceptions for certain special events may be permitted by school administration.

- Students may be asked to cover, change, or remove inappropriate clothing or return home to change into appropriate clothing. Violation of the dress code may result in school discipline and/or placement in ISAP for the remainder of the school day.

- 14. Truancy/Excessive Absence/Tardiness** -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 Trojan Academy 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 where 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. Threats - A student may not make any threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Including but not limited to, threats of violence that could induce panic or cause mental, physical, and emotional harm.

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 principal/director issued the suspension, the appeal is made to the superintendent or designee. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change.

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 alternative. 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 may 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.

EIGHTEEN-YEAR-OLD STUDENTS

Eighteen-year-old students must comply with the rules and regulations of Trojan Academy and attend school consequences as assigned. Parents are requested to write excuses for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. 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. 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.

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.

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 which interfere with the operation of the school or classrooms are prohibited.

Symbolic Expression and Related Activities

Symbolic expression is that type of expression which 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 is 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.

SEARCH AND SEIZURE

The following rules 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) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities and the student and parents 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.

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.

ENROLLMENT PROCESS

Families choosing the Trojan Academy must complete Final Forms [Register – Findlay City Schools](#) and participate in an orientation to the learning platform. This information can be found on the FCS website or contact (419) 427-5424.

TARDY POLICY

A student is considered tardy to school if they are not in the learning lab during their assigned time. Students and Parents are responsible to make sure their Trojan Academy Learning Lab times are accurate, signed and on file with the student's academic coach.

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 at Trojan Academy has set the following regulations to insure uniform handling of vacation situations:

- Since this is an online program and students are required to get their State of Ohio required 22.5 hours and 5 offline hours per week it is the responsibility of the student to meet those requirements. a parent note is required for all absences.

EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY

GOALS AND PHILOSOPHY

FCS 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 extracurricular 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. Family support and encouragement for students to abide by these rules is vital. **These rules are in effect year-round.** See FCS Board Policy 9.22 for more information on the Extracurricular Activities Rules and Eligibility Policy. Students participating in extracurricular activities will be required to adhere to all FCS policies and procedures.

The Student Athlete Leadership Team (SALT), administration and staff at FHS and Trojan Academy 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.

EXTRACURRICULAR ELIGIBILITY

In order to remain eligible, students must adhere to the following requirements:

- A. The current Ohio High School Athletic Association (OHSAA) minimum standards:
 - a. A student in grades 9-12 must have passed five or more (full or half) 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.
- 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.
- D. After a student completes the 8th 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.

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 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 which interfere with the operation of the school or classrooms are prohibited.

SYMBOLIC EXPRESSION AND RELATED ACTIVITIES

Symbolic expression is that type of expression which 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 their 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 FCS Board Policy 9.06.

GRADING PROCEDURES

GRADE REPORTS

Grade reports will be 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.

Credit for course completion will be awarded for each semester class a student completes in their online course(s). To receive credit for completion in any subject, a student must complete all of their assigned course requirements. Families 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.

FCS GRADING SCALE

Note: FCS does not round grades to the nearest percentage.

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

GRADUATION REQUIREMENTS

FCS has mandated graduation requirements in accordance with the State of Ohio. A minimum of twenty-one (21) credits are required for graduation including:

English	4 credits
Mathematics	4 credits, including algebra II or equivalent
Science	3 credits, including 1 credit of life science, 1 credit of physical science and 1 credit of advanced science
Social Studies	3 credits, including ½ credit of world history; 1 credit of American history, ½ credit of American government, and ½ credit of economics
Health & Physical Education	1 total credit (.5 credit health; .5 credit physical education or 2 P.E. waivers- see FCS Board policy 8.22)
Communications	.5 credit
Emerging Technology	.5 credit
Fine Arts	1 credit, unless in a career-technical pathway
Electives	4 credits of electives, may include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, or English language arts, mathematics, science or social studies courses not otherwise required.

To successfully earn a diploma, students must earn the 21 credits required by FCS and achieve the state of Ohio Graduation requirements below:

Class of 2023 and Beyond

Take Ohio End-of-Course Exams AND earn the following:

Algebra: score of 684 (minimum)

English II: score of 684 (minimum)

Students who do not meet the scores indicated above have 3 additional options as outlined at: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

AND earn two Diploma Seals:

Ohio Designed Seal (one or both can be from the list below)			Local Seals (only one can be from the below list)	
Ohio Means Jobs Seal <ul style="list-style-type: none"> Demonstration of professional skills, work-readiness, and work ethic competencies Students must have a total of 3 mentors to validate 15 professional skills needed 	Military Enlistment Seal <p>One of the following:</p> <ul style="list-style-type: none"> Provide evidence of enlistment in an armed service Participate in an approved JROTC program 	Honors Diploma Seal <p>One of the following Honors Diplomas:</p> <ul style="list-style-type: none"> Academic Honors International Baccalaureate Honors Career-Tech Honors STEM Honors Social Science & Civic Engagement Honors Arts Honors 	Community Service Seal <ul style="list-style-type: none"> Complete and record at least 20 hours of work dedicated to the service Service hours must take place outside of the school day Service must benefit a nonprofit community organization or a school and must not be for pay 	
Industry-Recognized Credential <ul style="list-style-type: none"> Earn a 12-point industry-recognized credential Earn a group of credentials totaling 12 points in a single career field 	Citizenship Seal <p>One of the following:</p> <ul style="list-style-type: none"> Earn a score of proficient on Ohio's State Tests in American History and American Government; Earn a score equivalent to proficient on an AP test (US Hist or Govt) Earn a "B" or higher in appropriate CCP courses. 	Biliteracy Seal <p>All of the following:</p> <ul style="list-style-type: none"> Demonstrate eligibility for a high school diploma Demonstrate English language arts proficiency Demonstrate world language proficiency. (ACTFL, AP, scores, etc.) 	Fine & Performing Arts Seal <p>All of the following:</p> <ul style="list-style-type: none"> Earn no fewer than 2 full credits in fine or performing arts courses (art, theater, and music). Full participation in a theater production equates to .5 fine arts credits Participate in 1 fine art extracurricular and/or co-curricular activity with at least 1 year of full participation 	
College-Ready Seal <p>Either ACT or SAT:</p> <p>Remediation-free scores on the ACT:</p> <ul style="list-style-type: none"> English - 18 Math - 22 Reading - 22 <p>Remediation-free scores on the SAT:</p> <ul style="list-style-type: none"> EBRW 48 Mathematics 530 	Science Seal <p>One of the following:</p> <ul style="list-style-type: none"> Earn a score of proficient on Ohio's State Test in Biology Earn a score equivalent to proficient on an AP test Earn a "B" or higher in appropriate CCP course 	Technology Seal <p>One of the following:</p> <ul style="list-style-type: none"> Earn a score equivalent to proficient on an appropriate Advanced Placement test Earn a "B" or higher in an appropriate CCP technology course Complete a technology course that meets criteria established by the Ohio Department of Education 	Student Engagement Seal <p>One of the following:</p> <ul style="list-style-type: none"> Demonstrate 2 consecutive years of participation in 1 activity or 3 years of participation in various activities Demonstrate 1 year of well-rounded activity participation including at least 1 of the following types: athletics, fine arts, academic competitions, or student clubs or organizations 	

For more information about any of these requirements or seals, please visit the Ohio Department of Education website at education.ohio.gov or visit your school counselor!

Graduation requirements have recently changed and are different for various graduating classes. Parents and high school students should check with their counselor regularly to make sure they stay on track to graduate. Additional information can be found on the [Ohio Department of Education website](http://education.ohio.gov).

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 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, FCS 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.

For more information on the required immunizations for school students, please see the immunization summary from the [Ohio Department of Health](#). Any updated medical records with the immunizations listed should be sent to FCS.

Please contact your student's health care provider or Hancock County Public Health at 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.

PHYSICAL EDUCATION (P.E.) WAIVER POLICY

Upon written request within one calendar year following the completion of the season (as defined by the end of season banquet date), 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, show choirs (VIP and/or FFE) cheerleading squad, and/or JROTC. Please see FCS Board Policy 8.22 for more information.

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, virtual classroom presentations, and other special events. If a family objects to having their student's picture and name used, they should notify the school in writing.

Students enrolled in the Trojan Academy will have access to the related services as designated in a student's Individualized Education Plan (IEP). These services could be conducted virtually, but in-person services will be available. Students on 504 Plans will have their accommodations met in collaboration with their FCS supporting teacher.

STUDENT RECORDS/DIRECTORY INFORMATION

Trojan Academy makes Information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974 and the Uninterrupted Scholars Act of 2013.

STUDENTS SEEKING ASSISTANCE

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If families have any concerns about school or other situations, please talk with FCS educators and administration. There are a variety of services and resources available in Hancock County to support student success.

Students enrolled in the Trojan Academy will have access to school counseling services using the counselor(s) from the buildings that they would normally attend. These services will likely be conducted virtually in most cases, but in-person conferences could be scheduled as long as safety protocols are followed.

COUNSELING SERVICES

The services provided by the Trojan Academy Counselor are:

- Information about academic, career and social-emotional concerns.
- Student appraisals to help identify their abilities, achievements, and interests.
- Group counseling provides the sharing of information through group discussion.
- Individual and group counseling is available to students upon

SPECIAL EDUCATION - RELATED SERVICES/504 PLANS

- 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.

SUICIDE INTERVENTION PROCEDURE

If a student is a serious threat to self, the school counselor will refer to appropriate psychiatric services. Upon this intervention the principal and parent or guardian will be notified. If a parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal 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.

HEALTH SERVICES

The School Nurse is available in the health clinic five days per week. Any student who becomes ill or injured during the school day should report to the clinic. Students must get a pass from their classroom teacher to go to the nurse. Students should not go to the nurse between classes unless it is an emergency. If it is necessary for the student to go home, the nurse or the office will contact the parent or guardian. Students are expected to call home from the nurse's or principal's office to obtain permission from a parent to be sent home for an illness.

MEDICATION

Students are not permitted to carry any medications and/or pills/substances of any type at school. This includes over-the-counter medications and prescriptions. Medications should be given at home. If it becomes necessary to have medication during the school day, the physician and parent must complete and sign the medication form and the medication must be brought to the clinic in the original labeled container. The Board of Education policy for medication at school is in accordance with the state law. Students are required to have a current Emergency Medical Form on file with the school nurse.

SCHOOL 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 action.

SCHOOL SAFETY

School safety is very important to us. We need your help in ensuring the safety of everyone at Trojan academy. 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.

SIGNING IN AND OUT OF THE BUILDING

For safety purposes, students are expected to remain on campus upon arrival and throughout the school day. Students must sign out when leaving the high school/Millstream and sign in upon return with the appropriate attendance aide at all times during the school day (excluding lunch, Millstream classes, CCP, and/or field trips). Failure to sign in or out of school may result in disciplinary action. Parent communication with office staff must take place to confirm departure.

PERSONAL PROPERTY

The Findlay City Schools are not responsible for personal property, including musical instruments and athletic equipment, brought onto school property.

WITHDRAWAL PROCEDURES

The student or their family must contact the student's counselor or Trojan Academy Director to discuss the reason for withdrawal. All school related materials, books and electronic equipment (Computer/Charger) must be returned to the Trojan Academy Office to avoid fees or charges.

A record's request must be sent to Trojan Academy before a student can be officially withdrawn from Trojan Academy. If the student is 18 years old or older and dropping out, they are encouraged to follow the above withdrawal Procedures.

NON-DISCRIMINATION POLICY

The FCS Board of Education 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.

Director of Elementary Instruction - Title I Coordinator
Assistant Superintendent- Title VI Coordinator
Assistant Superintendent - Title IX Coordinator
Special Education Coordinator - Section 504 Coordinator

Concerns should be referred to:

Title I (disadvantaged)

Mrs. Stephanie Renn
1100 Broad Avenue
Findlay, Ohio 45840
419-427-5437

Title VI (race, color and national origin)

Dr. Michael Scoles
1100 Broad Avenue
Findlay, Ohio 45840
419-425-8202

Title IX (gender)

Dr. Michael Scoles
1100 Broad Avenue
Findlay, Ohio 45840
419-425-8202

Section 504 (disability)

Dr. Kelly Glick
600 Jacobs Avenue
Findlay, Ohio 45840
419-425-8238

APPENDIX: LIST OF LINKS & IMPORTANT INFORMATION

Below are external links to other resources or important information for the Trojan Academy and the school year.

<u>FCS District Website</u>	<u>OHSAA Self-Supporting Status Form</u>
https://docs.fcs.org/District/Cal/2022-2023.pdf	

