
TROJAN ACADEMY 6-12 BLENDED ONLINE LEARNING

2021-2022 Student and Parent Handbook



Trojan Academy Table of Contents

Introduction

Trojan Academy Commitment to Students and Parents

CONTACT INFORMATION

ACADEMIC HONESTY & INTEGRITY

ATTENDANCE

Types of Attendance

Online Attendance

Physical Attendance at the School

Signing in and out of building

Student pictures/ID's

Understanding student attendance letters

Attendance Reporting Procedures

Absence Types

Tardiness

Unexcused Absence Procedure

Excessive Unexcused or Excused Absence Procedure

Activity time in electronic coursework

BUS POLICY

CANCELLATION OR DELAY OF SCHOOL

CELL PHONE & OTHER NON-INSTRUCTIONAL TECHNOLOGY USE

COLLEGE CREDIT PLUS (CCP)

How Students Participate

Other Requirements

Consequences of Underperforming

Athletic Eligibility

Transfer of Course Credits

Other High School Requirements

COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

NON-VIOLENCE PLEDGE

NON-VIOLENCE STATEMENT/DISCIPLINE & CODE OF CONDUCT

APPEALS

DISMISSAL

EIGHTEEN-YEAR-OLD STUDENT REQUIREMENTS

ENROLLMENT PROCESS

EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY

FREEDOM OF EXPRESSION AND ASSEMBLY

GRADING PROCEDURES

Grade Reports

Grading Scale

Credit Recovery

Accelerated graduation

Grading Periods

GRADUATION REQUIREMENTS

CLASS OF 2020 AND BEYOND

ATHLETIC ELIGIBILITY

COLLEGE TRANSCRIPTS

TRANSFER OF COURSE CREDIT

HEAD LICE

HOURS

IMMUNIZATIONS

LUNCH

FREE/REDUCED PRICE LUNCHES

SMART SNACKS STANDARDS

ORAL MEDICATIONS IN SCHOOL

PARKING/PARKING REGULATIONS

PHYSICAL EDUCATION WAIVER POLICY

PHOTO RELEASE

RECESS

SCHOOL VISITORS

SEARCH AND SEIZURE

STUDENT INFORMATION RELEASE

STUDENTS SEEKING ASSISTANCE

SUICIDE INTERVENTION PROCEDURE

SCHOOL SAFETY, DRILLS, PERSONAL PROPERTY

SURVEILLANCE CAMERA

WITHDRAWAL PROCEDURES

NON-DISCRIMINATION POLICY

RESOURCES:

NEED HELP FINDING HELP?

FLC 2020/2021 SCHOOL CALENDAR

TROJAN ACADEMY LAB HOURS OF ATTENDANCE

INTRODUCTION

The Trojan Academy is a 6-12 online learning school designed to meet the needs of self-motivated students who have the desire and ability to participate in a self-paced¹ program of online instruction with the support of a licensed educator who can help provide assistance. In order for students to be successful in a online environment, students must be able to effectively manage their time, learn independently, and take responsibility for their learning. Students are required to complete their course work according to the course pacing and the goals established with the input of their educational coach. Although the program is self-paced, students are required to meet the minimum pacing timelines. Students may work ahead of pacing timelines, but may not work slower than pacing timelines.

Students in grades 6-12 are required to have a minimum of 27.5 hours of instructional activities each week which is made up of 22.5 hours of online instructional activities and up to 5 hours of activity time credited each week for off-line activities, which includes **required** note taking. Activity time is calculated as time spent by a student actively working in online lessons (tutorial, assignments, tests, exams, school assessments, etc.). Students may also have required offline activities, such as additional reading selections, reports, projects, etc. that are considered to be homework and are required in addition to their required hours of online activity time each week.

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

Trojan Academy Commitment to Students and Parents

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

Parent and Student Commitment

When a student first begins attending the Trojan Academy they will be required to attend an orientation with their parent/guardian at the Trojan Academy. This is to ensure that the student understands how to use the online program, how to get assistance, and can establish a learning routine that will ensure they are successful using an online option.

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

Students who do not make attendance hours and/or academic progress will be required to attend the lab 4 days a week Monday through Thursday. During this time, students will participate in a variety of activities that may include a review of the student's overall progress, establishing weekly goals, tutoring, test taking, etc. This requirement may be altered at the discretion of the program supervisor.

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

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

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

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

Students are required to complete their weekly hours, including times when school is delayed or cancelled due to weather or other reasons determined by the superintendent of schools. Students who do not maintain adequate progress will be required to attend the lab more frequently

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

A student's enrollment and successful participation in 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.

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

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

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

Students must be committed to working and making progress on their lessons, asking for assistance when they need help, and helping to ensure that Trojan Academy is a safe and respectful learning environment.

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

Parents, guardians, and students understand that students are not permitted to be disruptive or sleep in the lab. Students who are disruptive or unable to stay awake during their time at the lab will be required to go home and are still required to meet their online attendance requirements.

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

TROJAN ACADEMY CONTACT INFORMATION

Janice Panuto, Director	419-427-5424
Karen Hill, Secretary	419-429-8938
Attendance Calls	419-429-8938
Heidi Tatum, Nurse	419-429-8938
Ray Elbin, Counselor	
Transportation	419-425-8363
Fax	419-427-5467
Mrs. Sara Sublett, Attendance Case Manager	419-427-5401
Mr. Nate Weihrauch, Athletic Director	419-425-8399
Mrs. Pam Hamlin, Millstream Director	419-425-8293
Mr. Justin Shank, Millstream Assistant Director	419-425-8256
Findlay City Schools Administration Office	419-427-5487
Findlay City Schools Internet Home Page	
www.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 Findlay City School District policy 8.20a2 addresses acts of plagiarism and cheating.

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

Proper documentation applies to two types of borrowed ideas.

Direct Quotations

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

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

Paraphrasing

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

The following are forms of plagiarism:

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

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

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

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

Middle School Level Guidelines:

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

High School Guidelines:

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

ATTENDANCE

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

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

Types of Attendance

Schools utilizing online educational options are required to ensure students are actively participating in learning opportunities averaging 5.5 hours per day for students in 6-12. Students attending blended learning schools are also required to be physically present at the school. Students who meet these requirements are marked as present at school. Failing to meet these attendance requirements will result in a documented absence.

Online Attendance

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

Physical Attendance at the School

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

Parents may request to change their child's hours at the Trojan Academy by submitting an updated Learning Lab Hours form or by sending other written documentation to the school secretary or director.

SIGNING IN AND OUT OF THE BUILDING

For safety purposes, students are expected to follow the Trojan Academy learning lab schedule. Students must sign out when leaving the Trojan Academy/Millstream/FHS and sign in upon return. Failure to sign in or out of school may result in disciplinary action. Parent communication with office staff must take place to confirm departure.

STUDENT PICTURES / ID CARDS

All students are required to have a current year photo student ID. Students are encouraged to wear their Trojan Academy ID's. All students must have their ID badge on them during school. Students must present their ID's to school personnel **when asked, this includes entering Trojan Academy, FHS, and Millstream buildings after the doors have been locked, entering the library or computer lab, and all school dances/tickets.** If the ID badge is lost a replacement ID badge must be purchased for \$5.00. Student's pictures are necessary for office records, and ID cards. From time to time, students' pictures may be taken by photographers and local/school newspapers to be used in school press releases, school publications and school websites. Students may also be videotaped in the classroom, including but not limited to situations involving teachers who are completing college/university requirements. **If you object to having your child's picture and name used, please notify the school in writing by October 1.**

Understanding Student Attendance Letters

If a student fails to meet their weekly online activity attendance requirements, the data is entered into the students' attendance in DASL (the student information system) for the day in which the student is lacking online attendance hours.

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

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

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

Attendance Reporting Procedures

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

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

Students who become ill at school may only be excused to go home by the school nurse or authorized administrator or designee. Students who go home ill without being excused by the school nurse will need to complete the required time for instruction or the lack of time will be marked as an unexcused absence. The school nurse is available Monday – Thursday between the hours of 7:30-2:30.

Absence Types

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

Examples of excused absences include:

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

Examples of unexcused absences include:

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

Tardiness

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

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

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

Unexcused Absence Procedure

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

Excessive Unexcused or Excused Absence Procedure

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

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

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

Activity time in electronic coursework

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

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

Family Vacation Request for Excused Absence

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of the Trojan Academy 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 Trojan Academy secretary or director to obtain the excused vacation, which shall be equivalent to no more than 5 days of activity time. Students are still expected to turn in assignments according to the due date or the system will automatically issue a grade of zero. Students can submit those assignments upon returning from vacation to have the zero removed from their grades.
- Requests for additional vacation time will not be granted for excused time. Students requesting additional vacation time will be required to continue to work on assignments and complete their required activity time during their approved vacation absence.

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

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

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

BUS POLICY

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

Bus Rules

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

16. Pupils must be completely silent at all railroad crossings. They are expected to be silent during the safety check and remain silent until the bus clears the crossing.
17. The use of the emergency door will be for emergency purposes only.

CANCELLATION OR DELAY OF SCHOOL

For information regarding cancellations or delays due to inclement weather:

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

- You can sign up for **REMIND** Alerts text & email alerts at: <https://www.fcs.org/alerts> ****Please note this takes the place of Ohio Alerts.**
- You can call the InFo-Line at 421-8888 and press selection #3333 for the latest official announcements from the Superintendent's office.
- The district's web site www.findlaycityschools.org may also be accessed for delays and closings and to sign up for District email notifications.
- Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

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

CELL PHONE & OTHER NON-INSTRUCTIONAL TECHNOLOGY USE

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

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

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

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

COLLEGE CREDIT PLUS (CCP)

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.

FHS will be offering CCP courses at Findlay High School, 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 the district by **April 1st** of the previous school year with their intention to participate. **Please see your school counselor for any FAQ's, or the FHS website <https://fcs.org/fhs/fhs-counseling-academics/> or <https://www.ohiohighered.org/ccp> to learn more.**

COMPUTER TECHNOLOGY AND NETWORK GUIDELINES

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

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

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

Electronic Devices (B.Y.O.T)

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

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

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

1. Students using their own electronic devices must use only the "Guest" wireless Internet access provided by the District. The "Guest" wireless Internet access is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G or 4G access are not permitted on school grounds as the District must abide by the Children's Internet Protection Act.

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

NON - VIOLENCE PLEDGE

As a member of the Findlay Trojan Academy School 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/DISCIPLINE CODE OF CONDUCT

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 the 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. Trojan Academy 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. We at the Trojan Academy encourage positive choices among our students because this helps us to create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at the 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. The discipline code is listed to serve this purpose.

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

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

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

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

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

2. **Damage to School Property** - A student may not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials. Fees may be assessed to replace or repair damaged property in addition to school consequences.

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

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

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

- Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining
- Level II—Two or more students may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm to each other or other persons while under the jurisdiction of the school.

- Level III— A student may not attempt or willingly attack another person [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.

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

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

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

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

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

- 10. Frightening, Degrading, or Disgraceful Acts** - A student may not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, visual, gestural, and/or technological means.
- 11. Insubordination** - A student may not disregard or refuse to obey reasonable directions given by school personnel.
- 12. School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
- 13. Dress, Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to: Clothing or accessories that depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference drug, alcohol, tobacco, sex or gang identifiers are not permitted. Brief and revealing clothing is not permitted.
- 14. Truancy/Excessive Absence/Tardiness** - See section on attendance in this handbook. The adopted Board Policy applies.
- 15. Sexual Harassment** - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
- 16. Violations of Directions, Policies, Rules, Etc.**- A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.
- 17. Altered or Forged Passes/Documents** - A student may not alter, forge, or use a fraudulent document.
- 18. Public Display of Affection** - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
- 19. Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
- 20. Extortion** - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. (See 28.)

- 21. Slur** - The Findlay Learning Center Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.
- 22. Computer Technology and Network Guidelines** - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's high school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement were a first offense could include termination of a student's access to the computer network and internet and prohibition of bringing personal technology devices to school.
- 23. Academic Dishonesty** - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy may receive a zero for the work in question in addition to other disciplinary consequences that may be imposed.
- 24. Bomb Threats** - A student may not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- 25. Disrespectful Behavior** - A student may not be disrespectful toward a student, school personnel and school visitors.
- 26. Failure to Serve Disciplinary Assignments** - A student may not fail to serve disciplinary assignments.
- 27. Gang Activity** - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay High School according to the following:
- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
 - Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with any gang.
 - Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:

- Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
- Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
- Engaging in violence, extortion or any other illegal act or other violation of school policy.
- Soliciting any person to engage in physical violence against any other person.

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

29. Dating Violence or Sexting - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person’s dating partner. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.

30. False reporting: A student may not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

Appeals

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

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

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

DISMISSAL

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

EIGHTEEN-YEAR-OLD STUDENT REQUIREMENTS

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

1. Students living on their own must prove residency as requested by the administration.
2. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.
3. In order to monitor attendance for adult students and to provide support, 18-year-old students will be placed on attendance watch and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.

4. Eighteen-year-old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.

ENROLLMENT PROCESS

Students wishing to attend the Trojan Academy must complete Final Forms, participate in an enrollment meeting with the director or designee, and complete the orientation process to participate in the Trojan Academy.

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

EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY

Goals and Philosophy

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

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

Good Sportsmanship/Attendance at Athletic Events

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

Responsibility of School & Coaches/Advisors

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

Eligibility

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

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

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

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

The following OHSAA guidelines are used to determine extracurricular eligibility.

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

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

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

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

See your School Counselor for a list of activities available for students in grades 6-12.

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

Symbolic Expression and Related Activities

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

GRADING PROCEDURES

Grade Reports

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

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

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

Grading Scale

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

CREDIT RECOVERY

Trojan Academy will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through computer-aided instruction as an option instead of requiring the student to repeat the entire course. For further details regarding this process, refer to board policy or see your school counselor.

ACCELERATED GRADUATION

The Findlay City Schools Board of Education believes that four years of high school are valuable and important for most students. However, the Board acknowledges that some students seek to pursue personal education goals that include graduation from high school at an earlier date than their designated class. If a student desires to graduate from the Trojan Academy early, procedures are highlighted in Board Policy 8.22.

GRADING PERIODS

First 9-Week Grading Period	Aug. 24 – Oct. 26	44 days
Second 9-Week Grading Period	Oct. 29 – Jan. 14	43 days
Third 9-Week Grading Period	Jan. 17 - March 22	44 days
Fourth 9-Week Grading Period	March 23 – May 26	<u>44 days</u>
TOTAL DAYS IN SESSION		175 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.

Graduation Requirements:

Graduation requirements are established by the State of Ohio and the Findlay City School District Board of Education and are subject to change by action of either the Board of Education or the State Department of Education. Essentially it is the student's responsibility to be sure graduation requirements are met. The high school will make every effort to keep up-to-date records so students can gauge their progress towards completion of the requirements.

Credit Requirements for Class of 2020 and Beyond

Subject	Credit	Note
English	4	
Math	4	Must include Algebra II or Equivalent
Science	3	Must include 1 physical, 1 life and 1 advanced
Social Studies	3	Must include Am. History, World History, Government & Econ
Fine Arts	1	
Communications	1/2	
Emerging Technology	1/2	
Health	1/2	
Physical Education	1/2	(two classes OR two PE waivers)
Electives	4	
TOTAL	21	

Ohio's Assessment Requirements (Class of 2021 and 2022)

Take Ohio End-of-Course Exams in:
English I & II

Algebra I & Geometry
Biology
American History
American Government

AND meet 1 of the following 3:

- Earn a cumulative passing score on 7 end-of-course exams. The scores are set by the State Board of Education.
- Earn a “remediation-free” score on the ACT or SAT
- Earn an industry-recognized credential or group of credentials and required score on the WorkKeys test.

Class of 2023 and Beyond

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

English II: score of 3 (minimum)

Algebra: score of 3 (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:

OhioMeansJobs Readiness Seal

Industry-Recognized Credential Seal

College-Ready Seal

Military Enlistment Seal

Citizenship Seal

Science Seal

Honors Diploma Seal

Seal of Biliteracy

Technology Seal

Community Service Seal

Fine and Performing Arts Seal

Student Engagement Seal

Further guidance on this can be found at education.ohio.gov or through your School Counselor

Athletic Eligibility

Students Should:

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

Transfer of Course Credits

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

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

College Transcripts

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

HEAD LICE

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

HOURS

The Trojan Academy lab is open Monday-Thursday. Students can choose to attend one of the following sessions:

Session 1: 7:30 am – 10:45 am

Session 2: 11:15 am – 2:30 pm

Session 3: 7:30 am – 2:30 pm

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

Friday is a remote day for all students

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

IMMUNIZATIONS

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

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

Please contact your health care provider or Hancock County Public Health @ 419-424-7441 to schedule an appointment. It is encouraged to schedule early, as appointments may be difficult to schedule if waiting until July or August. **An updated shot record or proof that shots were given must be sent in with your student on the first day of school, August 24, 2021.

LUNCH

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

Students may carry lunch to school and eat with those who purchase the school lunch. The lunch period is supervised by school monitors. **The price for a school lunch for the 2021-2022 school year is \$2.85.**

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

Free/Reduced Price Lunches

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

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

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

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

Smart Snacks Standards

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

ORAL MEDICATIONS IN SCHOOL

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

1. Written instructions signed by the parent and physician will be required and will include:
 - a. Child's name, address, school attended, and grade;
 - b. Name of medication;
 - c. Purpose of medication;
 - d. Time to be administered;
 - e. Dosage;
 - f. Possible severe adverse reactions;
 - g. Date administration is to begin;
 - h. Date administration is to cease, and;
 - i. Special instructions for administration of drugs, including sterile conditions and storage.

2. The school nurse or the director's designee will:
 - a. Inform appropriate school personnel of the medication;
 - b. Keep a record of the administration of medication;
 - c. Keep medication in a locked cabinet, and;
 - d. Return unused medication to the parent only.

3. The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents upon their request for administration of medication in the schools.

PARKING

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

Parking Regulations

1. All vehicles parked on school grounds must be registered with the school and must display/hang the current tag from the front of the vehicle. Parking privileges may be revoked if the permit is not displayed correctly or if the vehicle is parked in any parking area other than the parking lot located on Howard Avenue, south of the Trojan Academy a parking permit is \$10 and must be paid with cash or check in the exact dollar amount (this may be prorated at the beginning of the second semester and at the beginning of the fourth quarter). A student may register multiple vehicles under one permit. Please submit all necessary paperwork for each vehicle. It is the student's responsibility to move the tag to the appropriate vehicle being driven.
2. The following are needed at time of registration:
 - a) Driver's license
 - b) Proof of insurance & vehicle registration
 - c) Digitally signed informed consent agreement for random drug testing
 - d) Digitally signed Emergency Medical Authorization
 - e) Digitally signed Parking Contract
3. All past due fees must be paid in full before a student will be able to purchase a school parking permit. Students unable to pay past due fees because of financial difficulties need to meet with the principal in charge of parking or the head of security to discuss a payment plan in order to purchase a parking permit.
4. Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of permits, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations. Parking is strictly limited to the student parking area south of the Trojan Academy School. Students parking in designated faculty, visitor or handicapped areas may be fined and/or towed. Unpaid tickets and improper parking violations may be cause for revocation of parking privileges on FCS property. The purchase and fines for parking violations are as follows:
 - a) Improper Parking/Display \$5.00 fine
 - b) Expired Temporary Permit \$5.00 fine
 - c) Parking in Restricted Area \$15.00 fine
 - d) Failure to register \$35.00 fine
 - e) Replacement tag \$35.00
 - f) Reduced cost during year \$18 (beginning of semester 2) & \$9 beginning of 4th quarter)
 - g) Temporary tag \$5 (up to 2 weeks)
5. Findlay City School property is a private tow-away zone. Parking is by permit only and registrations are required. During regular school hours, violators may be towed at the owner's expense. Vehicles may be recovered at Dick's Towing, 4404 Allen T.R. 142, Findlay, Ohio, by presenting proof of ownership and paying towing and storage charges. The towing is done under authority of Ohio Revised Code 4513.60.
6. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents.

7. Vehicles will be appropriately parked on arrival, one vehicle per space. Parking lot speed shall not exceed 15 miles per hour. Reckless and/or irresponsible operation is cause for revocation of parking privileges (Irresponsible operation includes, but is not limited to: stop sign violation, failure to yield in crosswalks, and speeding). Students who park on campus after privileges have been revoked may receive additional disciplinary consequences. A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.
8. All regulations of the student handbook apply to the parking lot, including tobacco violations. Students are not to loiter in the parking area nor are they to sit in their vehicles while parked on school grounds. The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy. Student vehicles are subject to search. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.
9. Students who have a permit and need to drive an alternate vehicle that is not registered, please move the current tag to that new vehicle and bring in necessary paperwork to the main office (proof of insurance & vehicle registration). Under no circumstances should a car be parked without a permit.
10. Falsifying a contract, misrepresenting a permit as lost or stolen, or displaying a permit not registered to you are causes for revocation of a parking permit, a fine, and/or additional disciplinary consequences.
11. If a student forgets to switch parking tag to a different registered vehicle, they should report oversight and license plate number to the parking secretary as soon as possible. If a ticket is received that day, it will be voided.
12. The administration reserves the right to revoke parking privileges for any violation(s) of the Student Handbook such as, but not limited to, a tobacco, alcohol, or drug violation.

PHYSICAL EDUCATION WAIVER POLICY

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

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

PHOTO RELEASE

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

RECESS

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

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

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

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

SCHOOL VISITORS

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

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

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

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

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

Persons wishing to observe classroom instruction shall obtain permission from the Trojan Academy Director.

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

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

SEARCH AND SEIZURE

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

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs, etc.) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the parent or guardian of the student involved shall be notified.
- Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.
- An automobile, used by a student as transportation to and from school or any school-related activity, may be searched. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. A reasonable attempt will be made to contact the student or parent/guardian prior to the search.

STUDENT INFORMATION RELEASE

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

STUDENTS SEEKING ASSISTANCE

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

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 Trojan Academy Director or designee 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.

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.

PERSONAL PROPERTY

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

SURVEILLANCE CAMERA

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

WITHDRAWAL PROCEDURES

1. The student or parent must contact the Director of the Trojan Academy to meet to determine the reason for withdrawal. All school related materials, books and electronic equipment must be returned to the office to avoid fees.
2. If the student is moving, a withdrawal form must be signed by a parent and taken to the Trojan Academy on the last day of attendance for recording of grades. This form then needs to be turned in at the office before departing. The student will be given a copy to take with him/her to the new school.
3. If the student is 18 years old or older and dropping out, he/she must sign a withdrawal form in the Office. The principal or director will discuss the situation with parents and the outcome will be forwarded to the appropriate administrator.

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 Board designates:

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

Complaints should be referred to:

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)

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

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.

Rev. 7/27/2021

Resources:

NEED HELP FINDING HELP?



FHS 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.

Helping Agencies (419 area code)
Dial 2-1-1 (for help linking to any resource)

ADAMHS 1-888-936-7116

Hancock County Board of Alcohol,
 Drugs, and Mental Health services

Family Resource Center 419-422-8616
 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 419-425-4673

Information and Referral

Help Me Grow 419-423-8687
 HC Job and Family Services 800-228-2732 and 419-422-0182

Library, Hancock County 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