



---

FINDLAY CITY SCHOOLS  
TROJAN ACADEMY-ONLINE LEARNING 6-12

---

**2021-2022 Student and Parent  
Handbook**

Trojan Academy, 1100 Broad Avenue  
Findlay, Ohio 45840  
School Phone: 419 429-8938

## TABLE OF CONTENTS

Below are the topics covered in this handbook. Each section is hyperlinked, which means that if you click on the title it will take you to that section in the handbook. Any text in this handbook underlined in yellow is an external link to more information.

<u>INTRODUCTION</u>	<u>3</u>
<a href="#">Findlay City Schools Commitment to Students and Parents</a>	<u>3</u>
<a href="#">Family and Student Commitment</a>	<u>4</u>
<u>DISTRICT CONTACT INFORMATION</u>	<u>5</u>
<u>ACADEMIC HONESTY &amp; INTEGRITY</u>	<u>6</u>
<u>ATTENDANCE</u>	<u>6</u>
<a href="#">Online Attendance</a>	<u>6</u>
<a href="#">Student Attendance Letters</a>	<u>7</u>
<a href="#">Absence Types</a>	<u>7</u>
<a href="#">Unexcused Absence(s) Procedure</a>	<u>7</u>
<a href="#">Excessive Unexcused or Excused Absence Procedure</a>	<u>8</u>
<u>COLLEGE CREDIT PLUS (CCP)</u>	<u>9</u>
<u>DISCIPLINE &amp; CODE OF CONDUCT</u>	<u>9</u>
<u>ENROLLMENT PROCESS</u>	<u>9</u>
<u>EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY</u>	<u>9</u>
<a href="#">Goals and Philosophy</a>	<u>9</u>
<a href="#">Extracurricular Eligibility</a>	<u>10</u>
<u>FREEDOM OF EXPRESSION AND ASSEMBLY</u>	<u>11</u>
<a href="#">Verbal and Written Expression and Assembly</a>	<u>11</u>
<a href="#">Symbolic Expression and Related Activities</a>	<u>11</u>
<u>GRADING PROCEDURES</u>	<u>11</u>
<a href="#">Grade Reports</a>	<u>11</u>
<a href="#">FCS Grading Scale</a>	<u>11</u>
<u>GRADUATION REQUIREMENTS</u>	<u>12</u>
<u>IMMUNIZATIONS</u>	<u>13</u>
<u>NON-DISCRIMINATION POLICY</u>	<u>13</u>
<u>PHYSICAL EDUCATION (P.E.) WAIVER POLICY</u>	<u>14</u>
<u>PHOTO RELEASE</u>	<u>14</u>
<u>SPECIAL EDUCATION - RELATED SERVICES/504 PLANS</u>	<u>14</u>
<u>STUDENT INFORMATION RELEASE</u>	<u>14</u>
<u>STUDENTS SEEKING ASSISTANCE</u>	<u>14</u>
<u>WITHDRAWAL PROCEDURES</u>	<u>15</u>
<u>APPENDIX: LIST OF LINKS &amp; IMPORTANT INFORMATION</u>	<u>16</u>

## INTRODUCTION

Findlay City Schools (hereafter referred as FCS) Trojan Academy is designed to meet the needs of self-motivated students who have the desire and ability to participate in a self-paced program primarily online instruction that includes support of a licensed educator who can help provide assistance. In order for students to be successful in an online learning environment, students must be able to effectively manage their time, learn independently, and take responsibility for their learning. Students are required to complete their course work according to the course pacing guides and the goals established with the input of their FCS educator.

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

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

### Findlay City Schools Commitment to Students and Parents

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

## Family and Student Commitment

1. Students enrolled in the Trojan Academy will need to spend an appropriate amount of time, in consultation with their FCS educator, learning how to navigate and use the instructional software until they become proficient.
2. **Secondary students (Grades 6-12)** are expected to complete **1001 hours** of instructional learning per year, which equal **27.5 hours a week**. Secondary students are expected to complete at least **22.5 hours of learning activity time** (Monday-Sunday) and at least **5 hours for working on offline activities**. In addition, students are expected to make appropriate progress each week to complete the required coursework for their grade level at the end of each semester.
3. A student's enrollment and successful participation in the Trojan Academy requires that the family maintain a quality internet connection or to make other arrangements for internet connection. If you have concerns about internet connections, please contact Janice Panuto, Director (419) 427-5424.
4. Electronic devices and school supplies are the property of FCS and assigned to families for use while participating in the Trojan Academy. All electronic devices and Acceptable Use policies apply to students in the Trojan Academy. (See [Board Policy 9.21](#) for more information) Families assume responsibility for the equipment and school supplies issued and agree to take due care of the items. (See [1:1 Device Agreement & Handbook](#) for more information)
5. Families agree to attend at least **two conferences (one each semester) either virtually or in-person** to discuss student progress.
6. Families are encouraged to provide a structured schedule during which the student is engaged in online learning activities and adult supervision and support is available to ensure the student's safe and responsible participation in their online learning.
7. Students must be committed to working on their lessons, asking for assistance when they need help, and participating in any virtual meetings as scheduled with their assigned FCS educator.
8. Students will be required to follow all rules and regulations of FCS whenever they are on FCS property.
9. Students who do not complete the minimum hours of learning time in a week (Monday-Sunday) and their family has not provided an explanation for this (which could include a medical note), will be marked with an unexcused absence.
10. Students are expected to complete their weekly hours, **including times when traditional school is delayed or cancelled**.

## **DISTRICT CONTACT INFORMATION**

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



## **ACADEMIC HONESTY & INTEGRITY**

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

## **ATTENDANCE**

In the Trojan Academy, students attend school by logging into their online coursework and by attending their assigned virtual coaching sessions. Using this online method of instruction allows students to have access to their lessons at any point throughout the week.

### **Online Attendance**

Students have from **12:01 AM Monday until 11:59 PM Sunday** to accrue online activity time. On average, Grade 6-12 students should spend 5.5 hours learning. In addition, participation in virtual conferences and possible small group virtual class meetings are expected. Online activity is analyzed to determine if a student participated in the required hours. Absences are then entered in the student information system for students who fail to meet their

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

### Student Attendance Letters

If a student fails to meet their weekly online activity attendance requirements, the data is recorded for the day(s) in which the student is lacking online attendance hours. For example, an elementary student has online activity hours on Monday, Tuesday, Wednesday, Thursday, and Saturday, but the total of these hours equals 20 hours out of the 25 hours required for the week. The student's attendance will be marked indicating the student is absent for 5 hours on Friday. If a student accumulates 15 hours of absence for any reason (excused or unexcused absences), an attendance letter will be sent home and the student will be placed on attendance watch. Future absences will result in the involvement of the FCS Attendance Case Manager.

### Attendance Reporting Procedures

In accordance with Ohio law, students are expected to work online **every day, Monday through Friday**, unless there is a legitimate excuse. Students can work on Saturdays and Sundays to make up for any lost time during the normal school week. When a student is not able to work online during a normal school day, families should call **419-429-8938** to report the reason on the day of the absence. In cases of extended absence (students are unable to work online), the family is required to notify a Trojan Academy Coordinator of the reason and provide a doctor's note if appropriate. The doctor's documentation explaining the requirement for the absence must be provided, in writing, within **2 days** of the first day of the doctor's note for the absence. **All professional documentation must be original signed copies; photocopies and/or stamped copies will not be accepted.**

### Absence Types

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

#### Examples of excused absences

Illness

Funeral

Pre-approved vacation

Medical/counseling/court appointments

Religious observances

#### Examples of unexcused absences

Transportation

Refusal to attend school (work online)

Babysitting

Waking up late

Absences not verified in writing

### Unexcused Absence(s) Procedure

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

<i>Amount of Unexcused Absence Hours</i>	<i>Actions Taken</i>
<b>15 hours or More</b>	Letter sent home to family notifying the legal consequences of being truant and notification of responsibility for completing online coursework (ORC Sec. 3321.19)
<b>21 Hours or More</b>	-Letter sent home to family -Family required to attend a parent education program to encourage parental involvement in student's education (ORC Sec. 3321.19)
<b>25 Hours or More</b>	-Letter sent home to family notifying the legal consequences of being truant and the student is identified as truant. (ORC Sec. 3321.19)
<b>30 or More Consecutive Hours, 38 or more hours in a school month, or 65 or more hours in a school year</b>	-Student is considered a habitual truant when absent -District shall implement an absence intervention plan and may request a pre-court conference. (ORC Sec. 3321.19 & Sec. 3321.191) -Failure to comply with Ohio Attendance Laws will result in filing complaints of truancy and contributing (ORC Sec. 3321.191 & Sec. 2151.27) with Hancock County Juvenile Court

### Excessive Unexcused or Excused Absence Procedure

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

The Attendance Watch program will closely monitor the student's attendance in an effort to minimize absences and provide assistance to the student and/or family. The student will be required to turn in a documented written excuse from medical, counseling, or other official personnel (other than parent written notes) that specifies the student's name, reason for the absence, and the date and times to be excused to the Trojan Academy staff within **2 days of the absence**. All students who are age 18 or older will be placed on Attendance Watch and their attendance will be closely monitored in an effort to minimize absences and provide assistance to the student.

A student may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences**. An online school official, the FCS Attendance Case Manager, and/or counselor may meet with the student and develop a plan to improve school

attendance and learning progress. A new student's previous attendance record will be reviewed on the same criteria for Attendance Watch.

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

College Credit Plus is Ohio's dual credit program whereby students in grades 7-12 may earn high school and college credit at the same time. Students enroll in college courses and adhere to the requirements of the college. Online students who are interested in this opportunity must consult with their high school counselor or visit the [FHS Counseling & Academics website](#).

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

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

### **ENROLLMENT PROCESS**

Families choosing the Trojan Academy must complete required registration forms and participate in an online orientation to the learning platform. This information can be found on the FCS website or at the Welcome Center.

### **EXTRA-CURRICULAR ACTIVITIES RULES AND ELIGIBILITY**

#### **Goals and Philosophy**

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

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

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

## Extracurricular Eligibility

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

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

**Exception:** If a student's failure to meet the OHSAA requirements 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 their 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.

*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.

## FREEDOM OF EXPRESSION AND ASSEMBLY

### Verbal and Written Expression and Assembly

Schools, by their very nature, must encourage free inquiry and free expression of ideas. In expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane, or obscene remarks and to conduct themselves in such a way as to

allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assemble peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations which interfere with the operation of the school or classrooms are prohibited.

### Symbolic Expression and Related Activities

Symbolic expression is that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but just as valid as verbal expression itself. A student shall be free to determine their symbolic expression, as long as it does not endanger health or safety, damage property, disrupt the activities of others, or is not obscene. Please refer to [FCS Board Policy 9.06](#).

## GRADING PROCEDURES

### Grade Reports

Grade reports will be issued once each nine weeks. The grade report card will include grades for all of the student's courses as well as accumulative online attendance.

Credit for course completion will be awarded for each semester class a student completes in their online course(s). To receive credit for completion in any subject, a student must complete all of their assigned course requirements. Families have until the end of the following grading period to challenge any grade given during a grading period.

All failed courses required for graduation must be retaken. Failing grades will remain on the high school transcript, however if the student retakes the course only the higher grade will be calculated in the GPA. All high school credits/grades must remain on the transcript to reflect an accurate academic record.

### FCS Grading Scale

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

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



## **GRADUATION REQUIREMENTS**

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

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

**To successfully earn a diploma, students must earn the 21 credits required by FCS and achieve one of the following:**

- Earn **18 points** on the required Ohio state assessments and **meet subscore minimums** on the subject assessments
- Earn **an industry-recognized credential** and earn a **minimum score of 14** on the WorkKeys assessment.
- Earn **remediation-free scores** in the math and English language arts sections on the ACT.

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

## **IMMUNIZATIONS**

All public school students are required by law to be immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies in writing that

such immunizations are medically contraindicated or a written statement from the parent or guardian objecting to such immunization for good cause including religious conviction. In accordance with State Board of Education guidelines, FCS will ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

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

Please contact your student's health care provider or Hancock County Public Health at 419-424-7441 to schedule an appointment. It is encouraged to schedule early as appointments may be difficult to schedule if waiting until July or August.

### **NON-DISCRIMINATION POLICY**

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

Concerns should be referred to:

**Title I (disadvantaged)**

Ms. Stephanie Roth  
2019 Broad Avenue  
Findlay, Ohio 45840  
419-427-5437

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

Mrs. Krista Crates-Miller  
2019 Broad Avenue  
Findlay, Ohio 45840  
419-425-8364

**Title IX (gender)**

Mrs. Krista Crates-Miller  
2019 Broad Avenue  
Findlay, Ohio 45840  
419-425-8364

**Section 504 (disability)**

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

### **PHYSICAL EDUCATION (P.E.) WAIVER POLICY**

Upon written request within one calendar year following the completion of the season (as defined by the end of season banquet date), a student may be exempted from the graduation requirement of two required high school quarter-credit physical education courses by participating on one of the high school's interscholastic athletic teams, marching band, show choirs (VIP and/or FFE) cheerleading squad, and/or JROTC. Please see [FCS Board Policy 8.22](#) for more information.

### **PHOTO RELEASE**

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

### **SPECIAL EDUCATION - RELATED SERVICES/504 PLANS**

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

### **STUDENT INFORMATION RELEASE**

Under Ohio Law, FCS is required to release student directory information such as name, address, telephone, and date of birth to those requesting it **UNLESS** the family notifies the school that such information is not to be released. Please notify FCS by September 20<sup>th</sup> if families do **NOT** wish such information to be released during the 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 families have any concerns about school or other situations, please talk with FCS educators and administration. There are a variety of services and resources available in Hancock County to support student success.

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



## WITHDRAWAL PROCEDURES

The student or their family must contact the student's principal or a Trojan Academy Director to discuss the reason for withdrawal. All school related materials, books and electronic equipment must be returned to the district to avoid fees or charges.

If the student is moving out of the district, a withdrawal form must be signed by the family and taken to the student's Principal or Trojan Academy Director's office on the last day of attendance for recording of grades. The student will be given a copy to take with them to their new school.

If the student is 18 years old or older and is leaving the district, they must sign a withdrawal form in a Principal's or Trojan Academy Director's office. An administrator will discuss the situation with the student and may include a school counselor as well.

**APPENDIX: LIST OF LINKS & IMPORTANT INFORMATION**

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

<u>FCS District Website</u>	<u>OHSAA Self-Supporting Status Form</u>
<u>FCS 2021-2022 School Calendar</u>	