



FINDLAY CITY SCHOOLS

TROJAN ACADEMY-ONLINE LEARNING K-5

**2021-2022 Student and Parent
Handbook**

FINDLAY CITY SCHOOLS
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INTRODUCTION

Findlay City Schools (hereafter referred to as FCS) Trojan Academy is designed to meet the needs of self-motivated students who have the desire and ability to participate in a primarily online learning environment with instruction delivered and facilitated by a Findlay City Schools teacher. 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. At the K-5 level this will require daily parent support. Students are required to complete their course work according to the teacher's expectations. This will be a combination of live Zoom lessons, recorded lessons, small group time, and work completion.

Weekly Time Commitments For the K-5 Trojan Academy	
Kindergarten Students	15-25 hours activity time
Grades 1-5 Students	25 hours activity time

Note: 40-60% of a student's learning comes through lessons that are provided in Canvas. The other 40-60% of a student's learning comes through required live instruction with the teacher in Zoom sessions. Teachers will have in-person small group sessions held in the Washington building.

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

FCS Trojan Academy educators will:

1. Provide a high-quality curriculum in a supportive and effective learning environment that is aligned with the Ohio Content Standards.
2. Align curriculum to follow the sequence of what students are learning in traditional classroom settings.
3. Provide each child with assistance and feedback.
4. Communicate regularly and return family phone calls and emails within 24 hours during normal school hours, 8am - 4pm, Monday through Friday.
5. Hold a family conference as needed virtually or in-person and by appointment when a conference is requested.
6. Provide student progress reports to the student's family on a quarterly basis.
7. Virtually meet with individual students as needed to progress monitor, review learning goals, and provide mentoring assistance.

Family and Student Commitment

1. Families enrolled in the Trojan Academy will need to spend an appropriate amount of time, in consultation with their FCS Trojan Academy educator, learning how to navigate and use the instructional software until they become proficient.
2. Students are expected to fulfill weekly time commitments and make appropriate progress each week to complete the required coursework for their grade level in order to meet end of the school year expectations.
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 conferences either virtually or in-person to discuss student progress on an as needed basis.
6. Families should provide a structured environment during which the student is engaged in online learning activities. Adult supervision and support should be available to ensure the student's safe and responsible participation in their online learning.
7. Students should have a quiet work space free of distractions.
8. 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 Trojan Academy educator.
9. Students will be required to follow all rules and regulations of Findlay City Schools, and all expectations set forth by the Trojan Academy educator.
10. Families will provide an explanation (which could include a medical note) for absences/failure to meet weekly time commitment.
11. Students will follow an adjusted schedule provided by the FCS Trojan Academy educator on delay days.

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
Findlay City Schools Administration Office	419-427-5487
Findlay City Schools Website	https://fcs.org



ACADEMIC HONESTY & INTEGRITY

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

ATTENDANCE

In the Trojan Academy, students attend school by completing their daily online coursework, attending their assigned virtual live lessons, and attending in-person small group time. Using this blended method of instruction allows students to have access to their on-line lessons throughout the week.

Online Attendance

Students have from **8:00 AM Monday until 11:59 PM Sunday** to complete weekly lessons. Kindergarten students should spend a minimum of 3 hours per day learning and Grade 1-5 students should spend 5 hours per day learning. This includes participation in virtual live Zoom lessons and in-person small group time as well as independent assignments.

If required hours are not met, absences are then entered in the student information system.

Student Attendance Letters

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 contact their child's Trojan Academy educator or call the Trojan Academy secretary at 419-429-8938 to report the reason on the day of the absence. In cases of extended absence (students are unable to work online or attend small group sessions), the family is required to notify the Trojan Academy Director at 419-427-5424 to provide the reason and 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>
15 hours or More	-Letter sent home to family notifying the legal consequences of being truant and notification of responsibility for completing coursework (ORC Sec. 3321.19)
21 Hours or More	-Letter sent home to family -Family required to attend a parent education program to encourage parental involvement in student's education (ORC Sec. 3321.19)
25 Hours or More	-Letter sent home to family notifying the legal consequences of being truant and the student is identified as truant. (ORC Sec. 3321.19)
30 or More Consecutive Hours, 38 or more hours in a school month, or 65 or more hours in a school year	-Student is considered a habitual truant when absent -District shall implement an absence intervention plan and may request a pre-court conference. (ORC Sec. 3321.19 & Sec. 3321.191) -Failure to comply with Ohio Attendance Laws will result in filing complaints of truancy and contributing (ORC Sec. 3321.191 & Sec. 2151.27) with Hancock County Juvenile Court

Excessive Unexcused or Excused Absence Procedure

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

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

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.

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 Trojan Academy must complete required registration forms and participate in an orientation. Registration information can be found on the FCS website or at the Welcome Center.

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

Progress Reports

Progress reports will be issued once each nine weeks. The progress report will include marks for all of the student's courses as well as accumulative attendance.

FCS Grading Scale For Grades 3-5 ONLY

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



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



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)

Mrs. Stephanie Renn
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

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 20th 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. 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 Parent or Guardian must contact the 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 Parent or Guardian and taken to the 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.



APPENDIX: LIST OF LINKS & IMPORTANT INFORMATION

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

[FCS District Website](#)

[FCS 2021-2022 School Calendar](#)