



# Findlay High School

# Student Handbook

## 2022-2023

Attendance Hotline: 1-844-305-3755 or [fcs.schoolconnects.com](http://fcs.schoolconnects.com)

Transportation: 419-425-8363

Findlay City Schools Administration Office: 419-427-5487

Findlay City Schools Internet Home Page: <http://www.findlaycityschools.org>

**“When writing the story of your life, don’t let anyone else hold the pen.”**

**– Drake**

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**TABLE OF CONTENTS****HELP AT SCHOOL AND IN THE COMMUNITY****WHAT TO DO IN CASE...****WHERE TO GO FOR...****NEED HELP FINDING HELP?****GENERAL INFORMATION****ASSEMBLIES****CHEMICAL HEALTH POLICY****DANCES & PROM****DIRECTORY INFORMATION/ STUDENT RECORDS****FINES****FUNDRAISERS/SALES****HALL PASSES****HEALTH SERVICES****INCLEMENT WEATHER****LIBRARY GUIDELINES****MEDICATION****PERSONAL PROPERTY****SCHOOL PUBLICATIONS****SCHOOL SAFETY DRILLS****SCHOOL SAFETY****SIGN-POSTING POLICY****SIGNING IN AND OUT OF THE BUILDING****STUDENT PICTURES / ID CARDS****STUDY HALL****TELEPHONE USE / CONTACTING A STUDENT****PERMANENT PASSES****WORK PERMITS****PARKING / TRANSPORTATION / FIELD TRIPS****BUS POLICY****BUSES****BUS RULES FOR FIELD TRIPS****DRIVING/PARKING****PARKING REGULATIONS****FIELD TRIPS****OVERNIGHT TRIPS / HOTEL RULES****ACADEMIC INFORMATION**

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[ACADEMIC DISHONESTY](#)

[TRANSCRIPTS](#)

[AUDITING A COURSE](#)

[COURSE FEES](#)

[CREDIT FLEXIBILITY](#)

[CREDIT RECOVERY](#)

[ACCELERATED GRADUATION](#)

[GRADING PERIODS](#)

[GRADUATION REQUIREMENTS](#)

[GPA FORMULA](#)

[VALEDICTORIAN/SALUTATORIAN and CLASS RANK](#)

[GRADING SCALE](#)

[GRADE REPORTS](#)

[COUNSELING SERVICES](#)

[SUICIDE INTERVENTION PROCEDURE](#)

[PE WAIVER POLICY](#)

[HOMEWORK REQUEST DURING ABSENCE](#)

[HONOR ROLL](#)

[HONORS DIPLOMA](#)

[INTERIM REPORTS](#)

[NATIONAL HONOR SOCIETY](#)

[COLLEGE CREDIT PLUS](#)

[PROGRESS BOOK ACCESS](#)

[SCHEDULE CHANGES](#)

[JUNIOR/SENIOR PRIVILEGE](#)

[STUDENT WITHDRAWAL PROCEDURES](#)

[TEXTBOOKS](#)

[WORKBOOKS](#)

[ATTENDANCE POLICY](#)

[ATTENDANCE / ABSENT NOTES](#)

[ATTENDANCE PROCEDURE](#)

[EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE](#)

[MEDICAL, DENTAL, AND/OR COURT APPOINTMENTS](#)

[STUDENTS BECOMING ILL DURING THE SCHOOL DAY](#)

[TARDY POLICY](#)

[COLLEGE CAMPUS VISITATIONS, ARMED SERVICE TESTING & CAREER-JOB SHADOWING](#)

[FAMILY VACATION REGULATIONS](#)

[STUDENT DISCIPLINE/BEHAVIOR CODE](#)

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[NON - VIOLENCE PLEDGE](#)

[NON-VIOLENCE STATEMENT](#)

[STUDENT DISCIPLINE CODE](#)

[APPEALS](#)

[DUE PROCESS](#)

[EIGHTEEN YEAR OLD STUDENTS](#)

[FREEDOM OF EXPRESSION AND ASSEMBLY](#)

[SEARCH AND SEIZURE](#)

[SURVEILLANCE CAMERA](#)

[VAPING](#)

[TECHNOLOGY](#)

[COMPUTER TECHNOLOGY AND NETWORK GUIDELINES](#)

[ELECTRONIC DEVICES \(B.Y.O.T\)](#)

[CELL PHONES](#)

[LUNCH / CAFETERIA USAGE](#)

[FREE/REDUCED LUNCH](#)

[OPEN LUNCH CONTRACT GRADES 10-12](#)

["SMART SNACKS"](#)

[FHS EXTRACURRICULAR ACTIVITIES RULES & ELIGIBILITY](#)

[GOALS & PHILOSOPHY](#)

[GOOD SPORTSMANSHIP / ATTENDANCE AT ATHLETIC EVENTS](#)

[RESPONSIBILITY OF SCHOOL & COACHES/ADVISORS](#)

[ELIGIBILITY](#)

[NON-DISCRIMINATION POLICY](#)

## HELP AT SCHOOL AND IN THE COMMUNITY

### WHAT TO DO IN CASE...

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

### WHERE TO GO FOR...

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

[Back to top](#)

## 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. Click the link above or look for this icon on the Counseling & Academics page of the Findlay High School website.

### **Helping Agencies (419 area code)**

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

**Hancock County Crisis Hotline** 1-888-936-7116

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

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

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

### **Food**

CHOPIN Hall 419-422-6401

Salvation Army 419-422-8238

Women Infants Children (WIC) 419-424-0720

Hancock Christian Clearing House 419-422-2222

### **Food and/or Homeless Shelter**

City Mission 419-423-9151

**Helpline** - Local mental health resource 800-684-2324

### **Housing Services**

Hope House (Shelter) 419-425-4673

Hope House (Housing Office) 419-427-2848

### **Information and Referral**

Help Me Grow 419-423-8687

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

**Hancock County Public Library** 419-422-1712

### **Medical and Prescription**

Caughman Health Center 419-427-0809

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

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

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

### **Support Groups**

Family Resource Center (adult services) -

Therapy & Emergency Services 419-425-5050

### **Utility Assistance**

Associated Charities 419-423-2021

[Back to top](#)

## GENERAL INFORMATION

### ASSEMBLIES

Periodically assembly programs will be presented. Those of a more formal nature will be held in the auditorium whenever possible. If the nature of the program is such that it is advisable to have the entire student body together at one time, the program will be presented in the gymnasium. Always remember those presenting programs are our guests. Be a courteous audience. If there is a reason for you to be excused from the program, contact one of the principals.

### CHEMICAL HEALTH POLICY

Findlay City Schools believes that a chemical health policy is part of a comprehensive education on substance abuse for students (e.g. health curriculum, counseling services, red ribbon week, etc.) and is complemented by the extra-curricular activities rules and eligibility policy 9.22. This policy also reemphasizes the Board of Education's support of student programs that assist students and parents in dealing with many of today's unique challenges.

Recognizing that observed and suspected use of alcohol and illicit drugs by school students is a serious concern, a program of deterrence will be instituted as a proactive approach to a drug free school. Likewise, students using drugs pose a threat to their own safety, as well as to that of other students.

The purpose of this program is fourfold:

1. To provide for the safety of all students;
2. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. To encourage students who use drugs to participate in drug treatment programs; and
4. To prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Findlay City Schools.

Therefore, during each season, activity or school year when a student moves into the School District, all students wishing to participate in athletics, extra-curricular activities and/or purchase a parking permit will be subject to testing for illicit or banned substances. Eligible students may be randomly tested anytime during the school year, or tested upon suspicion. Any student who refuses to submit to drug testing may not be permitted to participate in the Findlay City School District athletic related extra-curricular activities, non athletic extra-curricular activities, or purchase a parking permit for their career.

Please visit <http://www.findlaycityschools.org/board-policy.htm> for the complete Chemical Health Policy 9.23 or 9.23a for the complete Chemical Health procedures.

### DANCES & PROM

FHS students may bring a guest to Homecoming and/or Prom provided a Guest Permission Request form has been turned in prior to the deadline. **Students must be current on school fees or make arrangements with the appropriate principal.** All guests are required to have photo identification, which includes a birth date, unless approved by the appropriate principal. No students in eighth grade or younger are permitted to attend FHS Dances/Prom. Guests must not be over the age of 20 years old. **All FHS students must bring their school ID to be admitted.** The administration reserves the right to deny admittance to guests.

Homecoming, Prom Court, and other dances sponsored by Student Council are considered an extension of the Student Council Auxiliary, and therefore to be eligible for the Court (e.x. Homecoming & Prom) a candidate must meet the same eligibility requirements as an auxiliary member including all extracurricular rules and chemical health policies. See 9.22 & 9.23 of FCS board policy.

### DIRECTORY INFORMATION/ STUDENT RECORDS

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

## FUNDRAISERS/SALES

All fundraisers have to be affiliated with a school approved club/activity and approved by a principal on a sales and service form. Students are only permitted to sell products that have been previously approved, as mentioned above, during the time-frame specified on the sales and service form.

## HALL PASSES

If a student must leave the classroom, the teacher will issue an official pass to the student. It is the student's responsibility to obtain a pass prior to leaving the classroom. **Do not leave the room without a pass.** Passes will be issued only when absolutely necessary. Students in the halls without an official pass will be subject to disciplinary action.

## HEALTH SERVICES

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

## INCLEMENT WEATHER

Radio stations WFIN/WKXA, WHMQ, WBVI and local television stations will be used to inform the community when school is delayed or canceled due to inclement weather. Please consider signing up for text alerts on our website. The information will also be posted on the school's web site, <http://www.findlaycityschools.org>. Students who are open enrolled may follow the delay and cancellation decisions of their home district and will be excused. When students are released early because of the weather, the building principal will decide if any after school activities may be held. If held, these practices or activities will not be mandatory.

## LIBRARY GUIDELINES

The library is open before school at 7 a.m. and after school until 3:30pm daily.

**Study hall:** Students wishing to report to the library during study hall can check in at the library entrance door using their student ID. Students should report directly to the library before the tardy bell. The student ID is required. All study hall rules listed in the student handbook also apply. A library study hall schedule is posted at the entrance door. Any schedule changes will be posted to Twitter @FHS\_MC

**Materials:** Students may check out books during the school year for two weeks. Students may renew materials needed for a longer period. Ebooks and databases are available through INFOhio.org. Lost or damaged materials will be charged to the student's account at the cost of replacement.

## LOCKERS

Each student is issued a locker for their individual use only, for storage of books and equipment. It is the responsibility of each student to see that his/her locker is locked at all times. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** The lockers are the property of the school and may be searched by authorized personnel. All locker combinations should be kept confidential.

## MEDICATION

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

## PERSONAL PROPERTY

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

## SCHOOL PUBLICATIONS

The newspaper, *The Blue & Gold*, is published periodically. Each issue contains interesting and important information concerning the school, its activities, students, and faculty. It is available to the students free of charge. *The Trojan* is the school yearbook and is published once each year. It will include pictures of all students and student organizations, and information concerning them. There is a fee for the yearbook.

[Back to top](#)



## 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 Findlay High School. 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.

## SIGN-POSTING POLICY

- The Principal of Student Activities or the Activities Director must sign each poster in the lower right-hand corner signifying approval before it is posted.
- All signs and posters must be done legibly and in good taste. Judgments of taste are the responsibility of the school administration.
- All posters advertising coming events may be placed in the halls no sooner than two weeks before the event and must be removed promptly after the event.
- No signs or posters may be placed on glass or the painted portion of the walls. Signs/posters should be hung on the tack strips if possible.
- Signs must be attached with masking tape, not cellophane tape, and should never be suspended or attached to light fixtures.
- Only Findlay High School organizations or groups with special permission may post signs in specifically designated areas. No commercial signs are to be placed in the building without principal permission.
- Defacing or destroying signs is prohibited and the student will be subject to disciplinary action.

## SIGNING IN AND OUT OF THE BUILDING

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

## STUDENT PICTURES / ID CARDS

All students are required to have a current year photo student ID. 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 the building after the doors have been locked, entering the library or computer lab, after returning from open lunch, 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, ID cards, and the Trojan Yearbook. 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.**

## STUDY HALL

1. Technology may be used by students during study halls as long as students do so quietly and do not cause disruptions.
- 2.—Students must use ear buds so that others are not disrupted. The volume of the electronic device must be low enough that the student can hear alarms/bells.
3. Technology guidelines will be observed during study halls.
5. It is the student's responsibility to keep all technology in a safe location at school.
6. Violation of these rules may result in discipline as deemed appropriate by administration.
7. Students are expected to attend study halls. Students who are tardy or skip study hall may receive school consequences.
8. No food deliveries will be permitted during study halls.

[Back to top](#)

## TELEPHONE USE / CONTACTING A STUDENT

Students will not be called to the telephone during the school day. Emergency messages will be accepted and delivered by the office personnel. Messages will only be accepted from a student's parent or guardian. Students should not expect to be excused from class or study hall to use the telephone, nor is using the telephone a legitimate reason for being tardy to class.

## PERMANENT PASSES

This permit will be requested by a teacher who desires a student to do work during a specified period when the student is normally in a study hall. The student is required to attend their scheduled study hall until the permit has been processed with the office.

## WORK PERMITS

According to Ohio Revised Code Chapter 4109, minor students 14 through 17 years of age are required to have a work permit in order to be employed. Students needing a work permit can obtain an application in the Main Office. Once all parts of the application have been completed, students should take the application to the Main Office. The student's work permit application will then be submitted to the appropriate assistant principal for approval, which may take up to five (5) business days. Following approval, the application will be filed on-line to the Ohio Department of Commerce and a copy will be given to the student to give to their employer. In order to have a work permit application approved, students must be in good standing in regards to enrollment in and attendance at school. Students who do not remain in good standing may have their permits revoked.

## PARKING / TRANSPORTATION / FIELD TRIPS

### BUS POLICY

It is the intent of the Pupil Transportation Policies to assure pupils and parents a safe, dependable, and efficient program. Rules are necessary to govern the operation of such a program. Any violation of these rules, including those listed below, may result in disciplinary action.

### BUSES

Riding a bus is a privilege extended to those who qualify to ride school buses to and from school. Once these students arrive at school by buses, they are not permitted to leave the school grounds from the time of arrival until their bus departs after dismissal. Students will be informed about rules governing their behavior on school buses by their drivers. **All school rules and procedures apply while students are being transported by school district vehicles.** Bus Safety Rules are posted in ALL Findlay City School Buses: Observe classroom conduct; Be courteous; Use no profane language; Do not eat or drink on the bus; Keep the bus clean; Cooperate with the driver and/or bus aide(s); Do not smoke; Do not damage or tamper with the bus or equipment; Stay in your seat; Keep head, hands, and feet inside the bus; Do not fight, push, or shove; Do not bring pets on the bus; Do not bring flammable material on the bus; The bus driver is authorized to assign seats; Observe quiet at ALL railroad crossings. Students must follow safety rules and state regulations, avoid any behavior that may distract the driver, including following designated safety rules, keeping the aisles and exits clear, and sitting with their back to the back of the seat and feet on the floor. School appropriate objects must be able to be held on student laps. Students must leave or board the bus at locations to which they are assigned (unless there is parent or administration authorization).

### BUS RULES FOR FIELD TRIPS

In general, buses will transport students to and from school-sponsored activities in which students are participating. These buses will be under faculty supervision. Exceptions will be made in this requirement with the specific approval of a principal and then only upon a request made in advance by the parent of a student in writing to the advisor and appropriate principal. This should be allowed only in exceptional cases. For groups other than athletic, musical or Millstream Career Center, who sponsor an occasional trip, students are to submit to the advisor of the group a permission slip filled out by the parent of the student before the student may make the trip. If the student will be missing any part of a school day, they must follow the guidelines for school related absence.

[Back to top](#)

## **DRIVING/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 Findlay High School 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 Findlay High School parking permit or to park on campus. Vehicles that have not been registered may be ticketed 2 weeks after the new payment system has become operational.

### **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 tag is not displayed correctly.
- 2) A student may register multiple vehicles under their permit. Please complete the following three tabs in Final Forms before coming to the parking secretary to purchase the permit: Parking Permit Application, Emergency Medical Authorization, and informed Consent Agreement.
- 3) The registration fee of \$35 must be paid with cash or check in the exact dollar amount. It can also be paid online. Payment information will be available sometime during the first few weeks of school. (Price will be reduced to \$18 after January 1 and to \$9.00 during the fourth quarter.)
- 4) All prior year fees must be paid in full before a student will be able to purchase a Findlay High School parking permit. Students unable to fully pay prior year fees because of financial difficulties need to meet with the principal in charge of parking to discuss a payment plan in order to purchase a parking permit.
- 5) Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of tags, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations.
- 6) Parking is strictly limited to the student parking area behind Findlay High School. Students parking in designated faculty, visitor, or handicapped areas may be fined and/or towed. This includes vehicles parked near Millstream, the administrative offices, or Elmer Graham Stadium. All student parking is located on the far side of the creek.
- 7) Driving Off-Campus - Students are not permitted to drive off campus during their scheduled lunch period. Students may also not loiter in their cars or in the lot during lunch periods.
- 8) Unpaid tickets may be cause for revocation of parking privileges on FHS property. Fines/Fees are as follows:
 

a) Improper Parking/Display	\$5.00	e) Replacement tag	\$35.00
b) Expired Temporary Permit	\$5.00	f) Reduced cost during the year	\$18.00 (after Jan. 1) & \$9.00 (4th qtr.)
c) Parking in Restricted Area	\$15.00	g) Temporary Tag	\$5 (up to 2 weeks)
d) Failure to register	\$35.00		
- 8) Findlay High School is a private tow-away zone. Parking is by permit only and registration tags are required. During regular school hours, violators may be towed at 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.
- 9) All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents. Freshmen may not park on school property during a scheduled school day.
- 10) Vehicles will be appropriately parked on arrival, one vehicle per space. Pull-in parking only will be permitted. Back-in parking and pull-through parking constitutes a violation for improper parking.
- 11) Parking lot speed may 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, screeching of tires, failure to yield in crosswalks, and speeding). 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.
- 12) Students who park on campus after privileges have been revoked may receive additional disciplinary consequences.
- 13) 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.
- 14) Student vehicles are subject to search. Any student who exercises the privilege of parking an automobile on school grounds may be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.
- 15) Falsifying a contract, permitting others to use your permit, misrepresenting a tag as lost or stolen, or displaying a tag not registered to you are causes for revocation of a parking permit, a fine and/or additional disciplinary consequences.

- 16) 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 add the new vehicle to the Final Forms registration.
- 17) If a student changes vehicles at any point during the school year, add the new vehicle to the Final Forms registration and report the addition to the parking secretary. There is no additional charge to add a vehicle. Under no circumstances should a car be parked without a permit. (also see #16 and #18)
- 18) If a student forgets to switch the pass to another vehicle registered with the school, they must come to the main office right away in the morning to inform the parking secretary about the oversight. Provide license plate number, make and model of the car so security can be informed. If a ticket is received, the student must bring it in the next day at the latest to void. In the case of repeated infractions, the ticket may not be voided.
- 19) Temporary Parking Permits for Extenuating Circumstances - Students who have not purchased a permanent parking permit may purchase a temporary parking permit if extenuating circumstances exist, at the discretion of an assistant principal. Each temporary parking permit will cost \$5, will last for no more than two weeks, and can be purchased on no more than two occasions.
- 20) Temporary Parking Permits for Exam Sessions - Students who have not purchased a permanent parking permit may also purchase a temporary parking permit during mid- year and end -of-year exams, at a cost of \$5 per session. Final Forms must be completed before the temporary permit will be issued.
- 21) Tickets may be reduced or voided at the discretion of an assistant principal. Please inform the main office within 24 hours if you would like the assistant principal to review your ticket. This is the precedent for all parking fines.
- 22) The administration reserves the right to revoke parking privileges for violation(s) of the Student Handbook.

## FIELD TRIPS

Going on a field trip is a privilege that requires responsibility. You must personally see your teacher(s) a few days before the field trip to make plans for the work that you will miss on the day of the trip.

## OVERNIGHT TRIPS / HOTEL RULES

- At no time is a student to enter the room of another student of the opposite gender without specific permission from the advisor or a designated chaperone. NO EXCUSE IS ACCEPTABLE.
- Students are to be assigned rooms by the advisor and a curfew established for students to be in their assigned room. No room switching is permitted. After curfew, no one is to enter a student's room except a staff member or chaperone, if necessary.
- Students are not to take towels or souvenirs from the rooms. Students sharing a room will be equally financially responsible for any missing items or damage to a room.
- Throwing or dropping anything from any window is prohibited.
- The noise level in a room is not to extend beyond the room into the hall or neighboring rooms.
- The advisor and chaperones are to be available **at all times**. Reasonable supervision will be provided.
- Rooms are to be locked at all times.
- Anything ordered to a room must be paid for by the students assigned to the room. Nothing is to be delivered to the room after curfew.
- Students are not to leave a supervised area without gaining special permission from an advisor or chaperone.
- Where it appears reasonably necessary to prevent immediate harm, either to a student him/herself or to others, or if there is reasonable suspicion of a rule violation, a student may be questioned or his/her property searched. Any search of a person shall be done in private.
- The advisor may send a student home, at the parents' expense, at any time.

# ACADEMIC INFORMATION

## ACADEMIC DISHONESTY

The purpose of writing is to help the student express his/her own ideas and to improve the student's ability to convey these ideas. It is our primary concern that the written material the student submits is, in fact, the product of the student's own mind, research, and documentation. To use the ideas or words of another person without proper documentation is a form of literary stealing called plagiarism. This is a serious offense and will not be dealt with lightly. The following are forms of plagiarism:

- Any paper (including homework) written by another person, or partially written by another person, but turned in as a student's own work constitutes plagiarism. Others may help, but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having someone else decide what to say or how to say something is a dishonest misrepresentation of the writer's own ability of expression.
- A student who gives or receives an assignment to or from another student for the purpose of plagiarism is also guilty and subject to punishment.

- Any idea copied word for word from another source or even put into the student's own words, unless the idea is documented properly.
- CCP courses will follow college/university guidelines for academic dishonesty.
- Any assignment that contains falsified documentation.
- It is the responsibility of the teacher to determine the degree of ignorance or knowledgeable intent of a student who has plagiarized. The teacher will determine the extent of the plagiarism after consultation with two other teachers. It is the student who plagiarizes who is of major concern; it is faculty policy to assist students who plagiarize out of ignorance. The policy demands some significant action for intentional plagiarism. This may include:
  - Failure (no credit) for the assignment in question.
  - Revision of the paper, without credit.
  - Failure for the nine-week grading period.
  - Recommendation to the National Honor Society Selection Committee that the student be removed for a willful, flagrant violation.
  - Possible legal action in the case of plagiarizing professional copyrighted articles.

## TRANSCRIPTS

Transcripts are a record of a student's complete academic achievement while at Findlay High School, as well as those academic records sent to Findlay High School from third party testing companies (ACT, SAT, Advanced Placement, State Tests, etc.) and those records obtained through a records request when a student transfers to Findlay High School. Students consent to the inclusion of ACT, SAT, and Advanced Placement scores when they provide their third party testing site with the school's IRN number or school name. Once these records are sent to the high school from the third party testing site they become a part of the student's educational record. Only those scores sent directly to the school from the third party testing company are accepted as a part of the student's educational record. "Score Choice" from the College Board (SAT) refers only to particular test scores sent to colleges/scholarship programs via student requests directly from the College Board and not to test scores forwarded from Findlay High School. The transcript also includes the following information: courses completed and/or In Progress, withdrawal failures (when a student withdraws from courses for reasons not approved by the principal), class rank, grade point average, attendance, course retakes, audits, etc. Findlay High School will not honor a request to alter a student's transcript except in the case of a clerical error or the removal of ACT, SAT, or AP scores at parent/guardian's written request. The written request to have an ACT, SAT, or AP score removed from a transcript must include the reason, be signed, dated, and submitted to the school counselor. The building principal will make the determination. Once a score/s is removed at the parent/guardian's request, it will not be re-entered for any reason. The request to have a score removed from a transcript can only be made once. Transcripts will not be issued until all financial obligations are fulfilled. Current Findlay High School students may receive a copy of their transcript free of charge while a student at Findlay High School using Parchment. A link to Parchment can be found on the FHS website. Senior transcripts requested by August 1, shall be free of charge, thereafter a \$5 fee will be assessed.

## AUDITING A COURSE

Students may be permitted to audit a course provided there is sufficient room and approval is obtained in writing from the principal, counselor, and teacher no later than **5 school days after first quarter interims are posted and 5 school days after third quarter interims are posted for a second semester course**. A request to audit a course after the deadline must be approved by the building principal. Students receive no credit for audited courses. Admissions will be on a space-available basis, and credit-seeking students will be accommodated first. Any student auditing a course must attend as if regularly scheduled, do all the work assigned, and take exams as required for other students. A grade of AUD\* will be recorded on the transcript and will not be calculated into the student's GPA/class rank. Students who fail to comply with the expectations of auditing a course may be removed from the course and assigned a course grade of an F, which will be recorded on the transcript and calculated into the student's GPA/class rank.

## COURSE FEES

Students are required to pay fees in some courses. The fee money is used to purchase material used by the students in those courses. Students having a financial problem should see their counselor or principal.

## CREDIT FLEXIBILITY

Students may earn credit towards graduation by completing traditional coursework, by testing out or otherwise demonstrating mastery of the course content, and/or by pursuing educational options through Credit Flex. Credit Flex will focus on performance, not counting seat hours. Credit Flex will acknowledge and address students' different learning styles, paces and interests, offering students the opportunity to demonstrate creativity, explore academic and career interests, and practice critical thinking. Credits earned will be included on the transcript and calculated in the GPA. Teachers, a multi-disciplinary team, a professional panel from the community or a state performance-based assessment may be used to determine credit. The credit flex committee, chaired by the high school principal, must approve the Credit Flex proposal. The student is responsible for following the board of education policies and procedures, 8,24; 8.24a1 and 8.24a1f.

[Back to top](#)

## CREDIT RECOVERY

Findlay High School 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 on the FHS website 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 Findlay High School early, procedures are highlighted in Board Policy 8.22.

## GRADING PERIODS

First 9-Week Grading Period	Aug. 23 – Oct. 24	43 days
Second 9-Week Grading Period	Oct. 25 – Jan. 11	43 days
Third 9-Week Grading Period	Jan. 12 - March 20	44 days
Fourth 9-Week Grading Period	March 21 – May 24	<u>44 days</u>
<b>TOTAL DAYS IN SESSION</b>		<b>173 days</b>

**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

**The State of Ohio and Findlay City Schools have mandated graduation requirements:**

*(The following are subject to legislative changes).*

**Graduation requirements continue to be updated. Please refer to [Board Policy 8.22](#) for the most updated requirements.**

## GPA FORMULA

- Figure the GPA at the conclusion of each semester based on a 4-point system and credits earned.  
 A = 2 points      D = .5  
 B = 1.5 points      F = 0 points  
 C = 1 point
- Semester Credit: Each grading period is 37.5% of the final grade; exam is 25% of the final grade.
- The cumulative GPA is updated after each semester

## VALEDICTORIAN/SALUTATORIAN and CLASS RANK

Class rank, including Valedictorian and Salutatorian honors, is determined using several factors as listed below:

To attain the distinction of Valedictorian or Salutatorian the student must have attended Findlay High School not less than two years.

The student with the highest GPA who has successfully completed a minimum of 28 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the highest composite score/superscored composite on the ACT, as of the February test results in the year of graduation, will be recognized as the Valedictorian.

The student with the highest GPA who has successfully completed a minimum of 28 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the second highest composite score/superscored composite on the ACT, as of the February test results in the year of graduation, will be recognized as the Salutatorian.

If two or more students are tied on the above criteria for Valedictorian honors, the tie breaker will be the highest composite score on the SAT (sum of both EBRW and Math) as of the March test results in the year of graduation, with the second highest score on the SAT taking the Salutatorian honors. If a tie remains after both ACT and SAT scores are compared, the result will be multiple students recognized as Valedictorians and no Salutatorian will be recognized that year.

[Back to top](#)

In the event two or more students are tied on the above criteria for Salutatorian honors, the tie breaker will be the highest composite score on the SAT (sum of both EBRW and Math), as of the March test results in the year of graduation. If a tie remains on both the ACT and the SAT composite, multiple Salutatorians will be recognized.

Outside of the Valedictorian and Salutatorian, students who attain a 4.0 cumulative GPA will be further ranked by ACT composite score/superscored composite, as of the February test results in the year of graduation. Where two or more are tied on ACT, they will hold the same ranking and the next rank will be appropriated accordingly (see example below). Where no ACT test scores are available, they may fall to the lowest available ranking within the 4.0 designation. Where cumulative grade point averages are below 4.0, no ACT scores are used to rank further.

In order to ensure that proper data exists to be most representative of the class, rank will be calculated at the end of students' sixth semester.

Middle school classes taken for high school credit will be included in the calculation of a student's GPA.

All students attaining a 4.0 GPA will be honored at an awards program for seniors.

Early graduates are not eligible for ranking

During registration of ACT and SAT, students are responsible for selecting Findlay High School as the school to receive scores. Results not sent directly to FHS cannot be included in the calculation of rank.

Example: (other criteria for Val/Sal in the example below presupposes other requirements are met, i.e., AP/CCP, 28 credits, etc.

Val - 4.0 - 35 - 1410  
 Sal - 4.0 - 35 - 1370  
 4.0 - 34 - 3rd  
 4.0 - 33 - 4th  
 4.0 - 33 - 4th  
 4.0 - 29 - 6th  
 4.0 - 27 - 7th  
 4.0 - 24 - 8th  
 4.0 - 23 - 9th  
 4.0 - 23 - 9th  
 4.0 - 23 - 9th  
 4.0 - 20 - 12th  
 4.0 - 18 - 13th  
 4.0 - 16 - 14th  
 4.0 - (no ACT score) - 15th  
 4.0 - (no ACT score) - 15th  
 3.97674 - 17th  
 3.97368 - 18th  
 3.97368 - 18th  
 3.89248 - 20th

## **GRADING SCALE**

<b><u>Grade</u></b>	<b><u>C.P.</u></b>	<b><u>Honors</u></b>	<b><u>A.P.</u></b>
A	92.0	90.0	86.0
B	82.0	80.0	80.0
C	72.0	70.0	70.0
D	62.0	60.0	60.0

*The above percentages are minimums for each grade and therefore, percentages are not to be rounded.*

## **GRADE REPORTS**

Credit will be awarded for each semester in which a student receives a passing grade, with the exception of some Millstream Programs, which grant year-long rather than semester credit. Students may earn (2) .5 credits in FHS year-long courses. For example, a student may fail first semester, pass second semester and make up the .5 credit from first semester in summer school or credit recovery. Students must obtain a

[Back to top](#)



minimum of two (2) passing grades from the two grading periods and semester exam, each semester, in order to earn credit. Students may re-take a course, but the student will NOT receive double credit for the course (except for courses such as music courses, yearbook, PE, fashion design and art). All failed courses required for graduation must be retaken. Failing grades will remain on the 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 CCP courses, correspondence courses, summer school courses, etc.). To receive credit in any subject, a student must complete the course requirements by the end of the semester (unless there is an incomplete issued). Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

Students withdrawing from a course after the deadline described in the schedule change section shall receive a WD/F unless:

- A counselor makes a recommendation to an administrator for a withdrawal without penalty after consulting with the student and parent(s) and determining if there are extenuating circumstances.
- The final decision regarding whether the student receives WD/F will be made by the high school principal.

A WD/F is used for the calculation of extracurricular eligibility during each grading period. Students receiving a WD/F should make sure they have 5 additional credit classes and receive no other failing grades in order to become or remain eligible.

## COUNSELING SERVICES

The services provided by the high school counselors are:

- Information about academic, career and social-emotional concerns.
- Student appraisals to help identify their abilities, achievements, and interests.
- Group counseling provides the sharing of information through group discussion.
- Individual and group counseling is available to students upon request or referral.
- Consultation services with school personnel, parents, teachers, and administrators.
- Parent conferences provide opportunities for home and school cooperation.
- Coordination of community resources.
- Placement services aid students in educational or employment transitions.

Students and parents must be aware of and responsible for meeting the requirements specified by Findlay City Schools as well as those requirements of any post high school organization.

## 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 parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal may contact the appropriate public or private agency. It is incumbent upon the family to get their child evaluated/cleared to return to school, once an evaluation is requested.

## PE WAIVER POLICY

PE Waiver forms must be completed online, started by the parent. Submission for waiver must occur within 1 calendar year of the completion of the season as defined by the end of the year banquet. <http://www.findlaycityschools.org/board-policy.htm>. Under the section 8.22F2 of the [BOE policy](#), click "Online" to begin the waiver request process, or click this [link](#). A student may be exempted from the graduation requirement of two required high school quarter-credit physical education courses by participating in two seasons of the high school's interscholastic athletic teams, marching band, cheerleading squad, and /or JROTC. See [BOE policy 8.22 section 7](#) under **Other Requirements and Guidelines** for details.

## HOMEWORK REQUEST DURING ABSENCE

In order to give teachers enough time to prepare assignments for absent students, a parent may request homework assignments for a student who anticipates an extended absence of 3 or more days. To request assignments, the parent must contact their principal's secretary to arrange to pick up assignments and any books that may be in the student's locker. Communication with teachers is encouraged.

## HONOR ROLL

The following standards will be used in determining the high school honor rolls:

1. **Distinguished**—3.75 and above with no grade below a "C". No WD/F or Incomplete (INC)
2. **Merit**—3.25-3.74 with no grade below a "C". No WD/F or Incomplete (INC)
3. **A/B**—Any combination of all "A's" and/or "B's". No WD/F or Incomplete (INC)

[Back to top](#)



## HONORS DIPLOMA

The Ohio Department of Education has several options for earning an honors diploma and includes the following: Academic Honors, International Baccalaureate (not available at FHS), Career Tech, STEM, Arts, and Social Science & Civic Engagement. Students and parents should refer to the Ohio Department of Education website for details specific to each track. **The established criteria for earning an Academic Honors diploma is listed below.**

### **High School Academic Diploma with Honors –**

Students must meet at least seven of the following eight criteria established by the Ohio Department of Education. The criteria for academic students are as follows:

1. Earn 4 credits of English.
2. Earn 4 credits of Math including Algebra I, Algebra II, and Geometry or equivalent and another higher level course or a 4-yr sequence of courses that contain equivalent content.
3. Earn at least 4 credits of science
4. Earn 4 credits of Social Studies.
5. Earn either 3 credits of one Foreign Language or 2 credits in each of two different Foreign Languages.
6. Earn 1 credit of Fine Arts.
7. Maintain an overall high school grade point average of at least 3.5 on a 4-point scale, determined after the first semester of the senior year.
8. Obtain a 27 ACT composite or a 1280\* on the SAT. Writing sections of either test should not be included in the calculation of the score.  
\*1210 if the SAT was taken prior to March 2016

\*\*Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements in the Ohio Revised Code including:

½ unit of physical education (or exemption as defined by Findlay City Schools B.O.E.)

½ unit in American history

½ unit health

½ unit in government

## INTERIM REPORTS

During the middle of each nine-week grading period, students will be given interim reports to update them on their academic progress. It is the student's responsibility to take this report home. Student progress is also available on Progress Book and/or Google Classroom.

## NATIONAL HONOR SOCIETY

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to serve the community, to promote leadership, and to develop character in students. To qualify, a junior or senior candidate must meet the minimum standard for scholarship, which is a G.P.A. of 3.5. After qualifying and completing the appropriate candidate forms, students will be evaluated by the Faculty Council to determine if the student exemplifies outstanding character, leadership, and service. Candidate packets will be made available to eligible students.. Help sessions for completing the candidate packets are available and highly recommended. See the advisor for more information.

## COLLEGE CREDIT PLUS

Ohio's College Credit Plus program permits college-ready students, grades 7-12, who qualify for college admission and receive state funding to participate. 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.

**A student is placed on CCP Probation when the student:** Has earned lower than a cumulative 2.0 GPA in college courses, or withdraws from two or more courses in same term. When on CCP Probation, the student: May enroll in no more than one college course. May not enroll in the college course in the same subject area in which student previously earned D or F. Student remains on probation until student has improved cumulative college GPA to 2.0 or higher.

**A student is placed on CCP Dismissal when the student:** Has met the definition of CCP Probation for two consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term

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, the FHS website <https://fcs.org/fhs/fhs-counseling-academics/> or <https://www.ohiohighered.org/ccp> to learn more.**

## **PROGRESS BOOK ACCESS**

Parents have the ability to check their student's progress and grades online. If you did not receive a password or have misplaced yours please go to the FHS website and click on Progress book assistance. The parent access site is located at <https://parentaccess.noacsc.org/>. Further Questions about grades in Progress Book should be directed to the student's teacher and/or counselor.

## **SCHEDULE CHANGES**

During the spring a series of scheduling activities take place to assist each student in selecting appropriate courses for the following year and to allow for parent feedback. Extensive time is spent developing course planning information, credit check worksheets, course advisement information, and counseling by teachers and counselors. Because of this detailed process, students need to plan their schedule carefully since schedule changes will only be permitted for the reasons below. When the number of requests for a class exceeds the number of available spots, priority may be given to those requests based on various factors including: demonstration of prior success, grade level, course sequencing, prior courses taken and other factors, at the discretion of the principal.

Students may not add a course after the first **10 days of each semester** or the **first 5 days of a technology class**. In order to ensure that students are able to take another class, students are **not permitted to drop a course after the course has been in session for 10 days**. Dropping after that date would result in a WD/F. Failure to follow the proper schedule change procedures will result in a failing grade for the course and loss of credit. Students requesting a schedule change must complete the Drop/Add form, meet at least one of the criteria below for a schedule change, and obtain all of the necessary signatures, prior to the schedule change being made. Schedule change requests after the 10 days must receive approval by the building principal. Level changes must be requested no later than 5 school days after grade cards are distributed at the end of the first quarter. Level changes after the first quarter of the course must receive approval by the building principal. If approved, the student must follow the current schedule until notified that the change has been made. Requests for specific teachers, lunch periods, and/or courses offered during specific periods will not be honored. Students and parents are responsible for making sure that the schedule change does not impact athletic eligibility, graduation status, the college core, and/or earning the honors diploma.

### **Reasons that justify changes in your schedule:**

- Semester/Class imbalances and/or clerical errors.
- Replacement of summer school course(s) successfully completed.
- Level change – AP to CP and/or CP to Basic. Students transferring from an honors course to a college prep course must request no later than 5 school days after grade cards are distributed at the end of the first quarter or with administrative approval.
- Scheduled college class to replace FHS class (provided all deadlines were followed; provide a copy of college schedule).
- Adding a course to ensure athletic and/or extracurricular eligibility.
- \* Other Principal approved

## **JUNIOR/SENIOR PRIVILEGE**

- Must be on track for graduation to be dismissed from a first or last period study hall
- Complete form on FHS website for consideration. (Click **Student Forms & Resources**)
- The student is to continue to report to study hall until notified that it has been approved and the schedule has been changed.
- **The student's parents or administrator may revoke this privilege for any reason.**

## **STUDENT WITHDRAWAL PROCEDURES**

- 1 The student or parent must contact the main office to meet with the counselor or principal to determine the reason for withdrawal. **All school related materials/books/Chromebooks & chargers must be returned to the office to avoid fees.**
2. Office staff will produce a current marks screen of the students current academic progress at the request of the student or parent.
3. If the student is 18 years old or older and dropping out, they are encouraged to follow the above procedure.

## **TEXTBOOKS**

All textbooks are provided at public expense for all students. In turn, the students are responsible for returning all books issued to them at the end of the semester or year showing no more than normal wear. Fines will be assessed in all cases where books show evidence of carelessness. **Students have 3 days after receiving a textbook to report any damage to the library staff.** After 3 days, the student who checked the book out is responsible for any damage. Lost or stolen textbooks must be paid for as soon as possible. The price will be that of a new book. A second book will be issued to the student. If the lost book is recovered, the payment will be refunded.

## WORKBOOKS

Some courses require the use of workbooks. Since these are not reusable, the student is expected to purchase them. Teachers will inform you if a workbook is required in their course. If so, you may purchase them from the school. You should obtain them as soon as possible in order not to fall behind in your schoolwork. Students having a financial problem should see their counselor.

[Back to top](#)

# ATTENDANCE POLICY

Attendance 1-844-305-3755 or [fcs.schoolconnects.com](http://fcs.schoolconnects.com)

## ATTENDANCE / ABSENT NOTES

The following attendance procedures apply to students in all educational settings, both in person learning and digital learning. A parent/guardian should call the Attendance Hotline at **1-844-305-3755** or go to **[go.schoolmessenger.com](http://go.schoolmessenger.com)** to report a student absence. If at all possible, this call should be made before school starts on the day of the absence. When a student returns to school after an absence, they must present a written statement **certifying the reason for the absence** from his/her parent/guardian within **two (2) DAYS to the appropriate attendance aide to avoid a disciplinary consequence**. (A parent note should be turned in for ALL absences, even if a student is on attendance watch and has not provided a doctor's note as required and/or the note is turned in after 2 days, to verify that the parent is aware of the absence.) Failure to present the absence form to the teacher within two school days after the absence may result in a student not being permitted to make up missed assignments, quizzes and tests and may result in a loss of credit for assignments. A student with an unexcused absence is permitted to make up assignments/tests/quizzes missed during the unexcused absence for credit or partial credit at the discretion of the appropriate principal. If a student is planning to be absent for any other reason, the parent should put the request in writing prior to the absence. The student should present the request to his/her attendance aide first, and then present the pre-excused absence form to his/her individual teachers for signatures. Finally, the form must be returned to his/her assistant principal for approval. The student will be granted the same number of school days missed to complete any assignments given during the time of the absence.

Since the school is required to know why students are not in school, parents are urged to call the Attendance Hotline at **1-844-305-3755** or go to **[go.schoolmessenger.com](http://go.schoolmessenger.com)** when an absence is necessary. The school will make attempts to notify the parent/guardian or designee of the absence. Parents may provide the school with a home phone number, work number, email and/or a designee to enable us to comply with state law.

## ATTENDANCE PROCEDURE

In accordance with Ohio law students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, they must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request to excuse the absence. In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

Excused absences are for the following reasons: personal illness or medical appointments, illness in the immediate family, death in the family, religious observances, quarantine of the home, any reason that qualifies as a legitimate excuse under O.R.C section 2151.011, or other legitimate reasons where the principal provides approval.

Unexcused absences include, but are not limited to the following: absent without written explanation, oversleeping, car trouble, missed the bus, shopping, haircut/beauty shop appointment, babysitting, truancy, family errands, hunting, fishing or similar reasons.

One school day is considered 6.5 hours for grades 6<sup>th</sup>-12<sup>th</sup>.

### Unexcused Absence and Truancy Procedure

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once 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 5-12, 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 parent or guardian 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 may implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)

## 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** the attendance officer shall notify the guardian in writing within 7 business days after the date after the absence that triggered the notice requirement (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding college visits, OSS, etc.).

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 school within 2 days of the absence. Students who are ill may also be excused from school by the school nurse.

Students 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.

## MEDICAL, DENTAL, AND/OR COURT APPOINTMENTS

As much as possible, please make appointments during your study hall periods. We realize this cannot always be done, but please make an attempt. Professionals in the city of Findlay have been very cooperative in the past, and we will cooperate with them. If you have an appointment in Findlay, **you will be excused from school 45 minutes prior to the appointment and are required to be back in school 45 minutes after the appointment.** When you do have an appointment, please bring a written note from your parents requesting that you be excused at the necessary time. In the morning, present the request to the appropriate attendance aide or secretary to receive a pass to **sign out** at the time of the appointment. Students must also **sign in** upon returning to school. **Students are not required to attend school prior to the appointment if the appointment is at 9:00 or earlier.**

## STUDENTS BECOMING ILL DURING THE SCHOOL DAY

If a student becomes ill during the school day, they should report to the school nurse or the appropriate principal. If the illness causes a need for the student to go home, the nurse must receive permission for the student to sign-out from a parent/guardian or another person as designated on the student's emergency medical form. **If a student goes home for lunch and does not return due to an illness, a parent must call the Attendance Aide (425-8228) the same day** and a written excuse must be presented to the appropriate attendance aide upon returning to school. Failure to follow attendance procedures may result in school consequences. Students who develop a pattern of not returning from lunch due to illness may be placed on Attendance Watch.

## TARDY POLICY

A student is considered tardy to school if they are not in their seat when the bell sounds and prior to fifteen (15) minutes into the first period class. Students less than fifteen (15) minutes late to first period will report directly to class and the teacher will assign classroom consequences. Students should first check in at the Attendance Office if they are bringing in a note or medical excuse in regards to their late arrival. Excessive tardies may result in Administrative Discipline.

## COLLEGE CAMPUS VISITATIONS, ARMED SERVICE TESTING & CAREER-JOB SHADOWING

Students should write or telephone the admissions office to make an appointment for a visit. This should be done at least one week in advance because some colleges have special programs and tours for students, others allow students to visit any time. Students must provide official documentation with proof of visit. Students are allowed a total of four (4) days for visitation. These may only be taken during the junior and senior years. This process may now include Career-Job Shadowing, the same process for a college visit will be followed. Please arrange ahead of time, follow all attendance procedures and obtain written documentation from placement that you completed the visit.

## FAMILY VACATION REGULATIONS

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of Findlay High School 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 appropriate attendance aide to obtain the excused absence request (blue form), which will be given to the appropriate principal for his/her approval before the vacation.
- This excused absence request (blue form) should then be presented to each of the student's teachers.
- A sincere attempt must be made by the student to obtain all of the assignments in advance and complete them upon returning to regular classes.

The completed blue form must be returned to the attendance aide for the absence(s) to be excused.

[Back to top](#)

## STUDENT DISCIPLINE/BEHAVIOR CODE

### NON - VIOLENCE PLEDGE

As a member of the Findlay High 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

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 Findlay High School will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. Findlay High School will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

### STUDENT DISCIPLINE CODE

We at Findlay High School encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at FHS make poor choices. However, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. It is our duty and obligation to ensure an educational environment where positive learning experiences can take place. The discipline code is listed to serve this purpose.

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

The superintendent, principal or assistant principal may suspend a student from school for a period up to 10 days for violation(s) of the Code of Conduct. The superintendent may expel a student from school for up to 80 days and in some cases for an entire year. A student may have their Driver's License suspended if they are suspended or expelled for the use or possession of alcohol or drugs or for being excessively truant. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Expulsion may result in the loss of credit for courses being taken at FHS or Millstream, or at any college or university, CCP, at the student's own expense. Administration has the right to reschedule ISA or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

Extracurricular activities and school events (such as Graduation Ceremony, Prom, and Sporting Events) are privileges not rights. Violation of the code of conduct may result in the loss of these privileges in addition to other school discipline. Compliance with this code is mandatory.

1. **Disruption of School** - A student may not, by use of action, words, gestures, pictures, technology, violence, force, coercion, threat, harassment, insubordination, or repeated lack of cooperation, cause disruption or obstruction to the educational process, including all curricular, co-curricular, athletic and extracurricular activities. **Students are only permitted to enter academic areas of the building, such as classrooms, and are expected to leave school promptly at the end of the school day unless they are involved in a legitimate school-related activity. Disruption of school includes failure to abide by other rules that may be established from time to time by the board, superintendent or principal.**

[Back to top](#)



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. **Students may also call 419-429-8994 to leave a report of bullying. Students may also go onto the FHS webpage and submit a report that goes directly to an administrator's email. Students who make false reports of bullying may be disciplined up to a school suspension.**
5. **Unauthorized Bodily Contact (Level I, II, III)**—The act of physically touching and/or hitting a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the no violence policy. On the first offense a student involved in a fight may be out of school suspended ten (10) days and/or recommended for expulsion.
  - Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining
  - Level II—Two or more students may not knowingly cause physical harm (fighting) or behave in such a manner which could threaten to cause physical harm to each other or other persons while under the jurisdiction of the school.
  - Level III— A student may not attempt or willingly attack another person [school staff, another student(s)] with or without the intent to cause harm or physical injury, or behave in such a manner which could threaten to cause physical injury, while under the jurisdiction of the school.
6. **Dangerous Activities, Weapons and Instruments** - A student may not engage in any activity which threatens, endangers or tends to threaten or endanger the health or safety of students, teachers or other school personnel. A student may not possess, handle, transmit or conceal any object, which might be considered a weapon or instrument of violence. A look-alike weapon will be treated as a real weapon.
  - Examples of such instruments include, but are not limited to, the following: lighters, guns, knives, smoke bombs, tasers, mace, lasers, martial arts instruments, fireworks, bullets, and/or gunpowder.
  - This policy applies to bringing any of the above on school property, in a school vehicle, or to an interscholastic competition, extracurricular event, or any other program or activity sponsored by the District.
  - Examples of such activities may include: tampering with fire alarm, fire extinguishers, AED machines, breaching safety or security measures, or any other item that may violate a local or federal law.
7. **Tobacco/Nicotine** - A student may not smoke, use tobacco/nicotine, possess, or display any substance containing tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), in any area under the control of the school district or at any activity supervised by the school district.
  - Students serving as a "lookout" or aiding and abetting smokers will be disciplined as though they were violators of the no-smoking policy.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Prescription Medications, and Other Pills/Substances** - A student may not display, possess, sell, attempt to sell, be in the presence of, transmit, attempt to transmit, conceal, purchase, attempt to purchase, use or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia (including but not limited to e-cigarettes, e-liquids, and vaping devices), other pills/substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes the possession, sale and/or distribution of prescription drugs and over the counter medications. A student may not use, possess, distribute, attempt to distribute, sell, purchase, attempt to purchase, or package any counterfeit or look-alike drug. Empty alcohol containers are also prohibited on school property. A counterfeit controlled substance is defined as:
  - Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark without authorization of the owner.
  - Any substance that is represented as a controlled substance.
  - Any substance other than controlled substance that a reasonable person would believe to be a controlled substance.

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

9. **Theft** - A student may not take or attempt to take into possession the property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district.
10. **Frightening, Degrading, or Disgraceful Acts** - A student may not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, visual, gestural, and/or technological means.
11. **Insubordination** - A student may not disregard or refuse to obey reasonable directions given by school personnel.
12. **School Transportation** - All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.
13. **Dress, Appearance** : Findlay High School supports equitable educational access and the safe and healthy expression of student individuality. Students shall dress in a manner that ensures the health, welfare, and safety of the student body and enhances a respectful, positive, and nonviolent image of our students. Therefore, the following expectations shall be followed to maximize the learning environment and safety conditions at the high school:
  - Clothing and accessories shall not allude to or encourage drugs, alcohol, tobacco, sex, gangs, profanity, violence, or be offensive to ethnic, cultural, religious, racial, or legally protected groups.
  - Clothing and accessories shall not create a safety concern (including items that can be used as a weapon).
  - Clothing and accessories must cover the chest, stomach, back, and buttocks. Any article of clothing that reveals an excessive amount of skin will be deemed inappropriate for the school environment.
  - Shoes/sandals must be worn at all times.
  - Hats, hoods, and other headwear (unless required by a specific student's religion) must allow the face to be clearly visible and must not interfere with anyone's line of sight. Sunglasses are not permitted to be worn unless given specific permission from school administration.
  - Any clothing and accessories that create a reasonable risk of substantial interference with the educational process (including costumes, facial paint, etc) are not permitted. Exceptions for certain special events may be permitted by school administration.
  - Students may be asked to cover, change, or remove inappropriate clothing or return home to change into appropriate clothing. Violation of the dress code may result in school discipline and/or placement in ISAP for the remainder of the school day.
14. **Truancy/Excessive Absence/Tardiness** -The adopted Board Policy applies.
15. **Sexual Harassment** - A student may not display unwelcomed sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
16. **Violations of Directions, Policies, Rules, Etc.**- A student shall comply with directions, policies, rules, etc. of a teacher, student teacher, substitute teacher, teacher's aide, principal, or other authorized school personnel, during any period of time when the student is under the authority of any such school personnel.
17. **Altered or Forged Passes/Documents** - A student may not alter, forge, or use a fraudulent document.
18. **Public Display of Affection** - A student may not commit an inappropriate display of affection and/or inappropriate bodily contact while on the school premises, or while in the custody of the school, or in the course of a school-related activity.
19. **Profanity/Obscene Language/Swearing** - Profanity/obscene language will not be tolerated on school property. No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process and interfere with the rights of others to express or receive ideas or opinions.
20. **Extortion** - A student may not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation. (See 28.)
21. **Slur** - The Findlay High School Administration recognizes that in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, gender identity, or sexual orientation, have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, gender identity, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.
22. **Computer Technology and Network Guidelines** - Students failing to follow the guidelines as stated in the handbook and/or board policy will lose the privilege to complete work in our labs, to access accounts, or to use the Internet. They also may subject themselves to additional disciplinary or legal action. Multiple violations could result in being banned from computer use for the remainder of the semester, school year, or a student's high school career. Any computer is subject to data search at any time for any reason. There is no right to privacy on a school computer at any time. Students identified as attempting to by-pass the Internet filter are subject to disciplinary action per the FCS technology agreement where a first offense could include termination of a student's access to the computer network and internet and prohibition of bringing personal technology devices to school.
23. **Academic Dishonesty** - A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy may receive a zero for the work in question in

addition to other disciplinary consequences that may be imposed.

- 24. Threats** - A student may not make any threat to a school building or to any premises at which a school activity is occurring at the time of the threat. Including but not limited to, threats of violence that could induce panic or cause mental, physical, and emotional harm.
- 25. Disrespectful Behavior** - A student may not be disrespectful toward a student, school personnel and school visitors.
- 26. Failure to Serve Disciplinary Assignments** - A student may not fail to serve disciplinary assignments.
- 27. Gang Activity** - Definition: A "gang" is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay High School according to the following:
- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
  - Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with, any gang.
  - Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
    - Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
    - Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
    - Engaging in violence, extortion or any other illegal act or other violation of school policy.
    - Soliciting any person to engage in physical violence against any other person.
- 28. Threatening/Intimidation** – causing another person to believe that physical harm may come to them (menacing). A student may not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation includes, but is not limited to threats used to extort money or any other item of value from another student or person (see 20.)
- 29. Dating Violence or Sexting** - A student may not participate in dating violence or sexting with students or other persons. Dating violence or relationship abuse is a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise, which may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Dating Violence or sexting which occurs on school property, a school bus, at school-sponsored events, or interferes with the learning environment at school is prohibited.
- 30. False reporting:** A student may not make a false statement, a false accusation, or provide false information that in any way would lead to school personnel conducting an investigation or assigning disciplinary action. A student may not make a false report or issue false allegations that could or do result in law enforcement agencies being involved.

*"Discipline yourself so that others don't have to." John Wooden, Basketball Hall of Fame / former coach.*

## APPEALS

Suspensions may be appealed. If an assistant principal issued the suspension, the appeal is made to the principal. If the principal issued the suspension, the appeal is made to the superintendent or designee. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will reflect the change.

## DUE PROCESS

### **Out-of-School Suspensions, Expulsions and Removals**

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

## EIGHTEEN YEAR OLD STUDENTS

Eighteen-year-old students must comply with the rules and regulations of Findlay High School and attend school consequences as assigned. Parents are requested to write excuses for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences.



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back to their 18th birthday or their last day of attendance. In order to monitor attendance for adult students and to provide support, 18 year old students will be placed on attendance watch, and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.

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

[Back to top](#)

## **FREEDOM OF EXPRESSION AND ASSEMBLY**

### **Verbal and Written Expression and Assembly**

Schools, by their very nature, must encourage free inquiry and free expression of ideas. In so expressing themselves, students maintain the responsibility to refrain from the use of slanderous, profane or obscene remarks and to conduct themselves in such a way as to allow all persons involved in discussion groups the opportunity to express themselves freely. Along with all other rights guaranteed by the Constitution, the right of individual citizens to assemble peacefully is subject to careful restriction where the exercise of this right would interfere with the rights and freedoms of other citizens. There is an appropriate time and place for the expression of opinions and beliefs. Demonstrations which interfere with the operation of the school or classrooms are prohibited.

### **Symbolic Expression and Related Activities**

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

## **SEARCH AND SEIZURE**

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

- General searches of school property may be conducted at any time by school authorities and may be assisted by law enforcement authorities.
- The school will cooperate fully with police investigations, including but not limited to the use of canine patrol programs subject to Board of Education policy.
- Where it appears to school authorities that it is necessary to prevent immediate harm, either to a student himself or to others, a student, like any other citizen, may be questioned or searched. Any search of a person shall be done in private.
- There shall be reasonable suspicion for school authorities to believe that the possession of certain items constitutes a rule violation.
- Lockers are the property of the Board of Education and students are assigned lockers for storage of items. Searches may be conducted at any time.
- Illegal items (firearms, weapons, smoke bombs) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities and the student and parents involved shall be notified.
- Items which are used to disrupt or interfere with the educational process will be removed from the student's possession.

An automobile, used by a student as transportation to and from school or any school-related activity, may be searched. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.

## **SURVEILLANCE CAMERA**

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

## **VAPING**

HALO smart sensors are operational throughout the building. these sensors are designed to detect and monitor the following:

- Vape and THC Detection
- Air Quality and Environmental Monitoring
- Key Word Alerting
- Aggression and Loud Disturbances

Students present during the sensor being activated are subject to consequences per the student code of conduct.

[Back to top](#)

# **TECHNOLOGY**

## **COMPUTER TECHNOLOGY AND NETWORK GUIDELINES**

Several hundred users share the computing resources at Findlay High School. 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 Findlay High School. 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 FHS, a parent/guardian must complete an "opt out" form, available in the main office.
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. For example, don't waste toner, paper in printers or send "junk e-mail."
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 desktop computers. Students may download and install school appropriate programs on their Chromebooks in accordance with the Findlay City Schools 1:1 handbook for Student and Parents..
10. Students may 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 for 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 the 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 express written 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 to get around FHS 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 Findlay City Schools wireless network. A Student in violation will need to register their device (android phone, iPhone, iPod, etc.) with technological support staff in order to get back on FHS wireless network.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind) electronically. 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 Smart Phones, 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. **Each teacher 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 the "Guest" or "Student" wireless Internet access provided by the District. "These wireless networks provide Internet access that is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G, 4G, 5G, etc. 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.—The District will primarily provide technical support for school owned devices. Technical support for B.Y.O.T devices may be provided only as time permits.
10. The District may not provide users of personally owned devices the opportunity to charge those devices on school property.
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.

These guidelines may be altered by the administration at any time based on violation of these rules and disruption(s) to the educational setting.

## CELL PHONES

The administration realizes that technological advancements have led to an increased number of students who have cell phones. In order to preserve academic integrity and the safety of the learning community, it will be necessary to place some limitations on the use of cell phones at school. Violation of this policy may result in disciplinary action being taken, as well as the cell phone being confiscated. When a cell phone is confiscated, the student and/or parent may retrieve the phone from the appropriate principal at the end of the day, provided there are no concerns with the contents of the phone. Bringing a cell phone to school on a scheduled school day is a privilege, not a right; a student does not have a legitimate expectation of privacy as to the contents of a cell phone the student chooses to bring to school. However, a cell phone will only be searched if there is a reasonable individualized suspicion that the cell phone may have been used as a part of a school-related prohibited activity identified in the student handbook. **The school and school personnel are not responsible for lost or stolen cell phones. Cell phones may be taken by a teacher and brought to the office due to a student not following classroom expectations.**

## LUNCH / CAFETERIA USAGE

Our high school will operate on the basis of an open lunch period for grades 10-12. During your scheduled lunch period you may leave the building to eat if you wish, but it is your responsibility to be back on time and you must return to the building through the appropriate doors. Students are not permitted to drive off campus during their scheduled lunch period. Students may also not loiter in their cars or in the lot during lunch periods. Under some situations, students may be assigned a Lunch Detention. Those of you who elect to stay in the building must eat your lunch in the cafeteria or other designated areas. You may bring your own lunch from home or may purchase one in the cafeteria. Students are only permitted to have food in the cafeteria during their assigned lunch period. There are several serving lines. A complete tray lunch will be served on two lines inside the kitchen and at the Deli line which will serve a variety of salads, wraps, and miscellaneous entrees along with a la carte items. Leave nothing on the tables. Do your part to see that the cafeteria is kept clean. Card playing is permitted only during the lunch periods and only in the cafeteria area. No gambling is permitted.

## FREE/REDUCED LUNCH

In the event that financial concerns arise that make it difficult to purchase school lunches, students should see their counselor 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 Main office.

## OPEN LUNCH CONTRACT GRADES 10-12

### Lunch Behavior

Open lunch is a privilege that must be earned and certain standards must be followed while off campus, or a student will lose the privilege. Findlay High School currently has an open lunch for students in grades 10-12 who have signed the Open Lunch Contract. Freshman lunch is closed. Students are expected to behave responsibly during lunch either on or off school property. If a student is disruptive, they may be assigned "Closed Lunch". The lunch detention assignment will directly reflect the infraction. Serious infractions will result in lunch detentions for the remainder of the school year. The following standards are expected while off campus:

1. Appropriate behavior at all times. Examples of inappropriate behavior include, but are not limited to: fighting, smoking and causing disturbances in the community.
2. **Students are not permitted to drive/leave off-campus during lunch.**
3. Keep safety in mind at all times. Cross the street at proper places and at the appropriate time.
4. No trespassing on private property. It is expected that students will respect our neighbors.
5. There will be no loitering. The corners must stay clear so students can use the crosswalks.
6. No littering. Please place refuse in appropriate containers.
7. Use sidewalks at all times. Do not walk in the streets.
8. Students in grades 10-12 may walk to local restaurants during open lunch. Students will NOT be permitted to drive off campus during open lunch.
9. Food deliveries should be made to the back student entrance. Delivery personnel may not enter the building to drop off food. Students will not be excused from class to accept deliveries.

### **“SMART SNACKS”**

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.

Applicability of the 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.

[Back to top](#)

## **FHS EXTRACURRICULAR ACTIVITIES RULES & ELIGIBILITY**

**\*See Parent & Student Interscholastic Athletic Handbook for full details.**

### **GOALS & 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 extra-curricular 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 they were 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 they were enrolled during the preceding grading period, whether for full or partial credit.

D. After a student completes the eighth grade, or is otherwise eligible for high school extra-curricular activities, the student may be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.

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

[Back to top](#)

## **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  
Assistant Superintendent - 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)**

Dr. Michael Scoles  
1100 Broad Avenue  
Findlay, Ohio 45840  
419-425-8212

#### **Title IX (gender)**

Dr. Michael Scoles  
1100 Broad Avenue  
Findlay, Ohio 45840  
419-425-8212

#### **Section 504 (disability)**

Mrs. Kelly Glick  
600 Jacobs Ave.  
Findlay, Ohio 45840  
419-425-8238

[Back to top](#)

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.