



STUDENT HANDBOOK

2023-2024

1150 Broad Avenue
Findlay, Ohio 45840



@MillstreamCC



www.millstreamcc.org



(419) 425 - 8277



millstreamcc



Millstream Career Center

TABLE OF CONTENTS

[LETTER FROM THE ADMINISTRATIVE TEAM](#)

[MISSION STATEMENT](#)

[CORE VALUES](#)

[ASSOCIATE SCHOOLS \(14\)](#)

[CALENDAR](#)

[DAILY SCHEDULES](#)

[INCLEMENT WEATHER](#)

[MILLSTREAM WEATHER RELATED SCHEDULE](#)

[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](#)

[GENERAL INFORMATION](#)

[ASSEMBLIES](#)

[CAREER ASSESSMENT](#)

[CAREER TECHNICAL STUDENT ORGANIZATION \(CTSO\)](#)

[COUNSELING SERVICES](#)

[CAREER-TECHNICAL DIPLOMA WITH HONORS](#)

[SUICIDE INTERVENTION PROCEDURE](#)

[COLLEGE CREDIT PLUS](#)

[SCHEDULE CHANGES/STUDENT WITHDRAWAL PROCEDURES](#)

[DISCIPLINE/BEHAVIOR CODE](#)

[FIELD TRIPS](#)

[OVERNIGHT TRIPS / HOTEL RULES](#)

[FINAL FORMS](#)

[FINES/FEES](#)

[TEXTBOOKS](#)

[WORKBOOKS](#)

[GRADING SCALE](#)

[GRADE REPORTS](#)

[INTERIM REPORTS](#)

[GRADING PERIODS](#)

[LUNCH](#)

[PARKING](#)

[PERSONAL PROPERTY](#)

[PROGRESSBOOK ACCESS](#)

[SCHOOL SAFETY](#)

[SAFETY DRILLS](#)

[SIGNING IN AND OUT OF THE BUILDING](#)

[VOCATIONAL SPECIAL EDUCATION SERVICES \(VOSE\)](#)

[WORK-BASED LEARNING \(WBL\)](#)

[NON-DISCRIMINATION POLICY](#)

[ADDITIONAL INFORMATION](#)

LETTER FROM THE ADMINISTRATIVE TEAM

Welcome! We hope you had a great summer and are ready to learn. On Tuesday, August 22, 2023, classes will begin at Millstream Career Center. We know many students do not start until after the 22nd, but we do expect students to start on August 22 so they don't miss out on critical beginning of the year information. We are anxiously awaiting your arrival!

This year orientation will take place during the school day, the first week of classes. You can, however, stop by and get your schedule, and have any questions answered on August 16, between 4-6pm. Ice cream will also be available. We will have extra staff available to help! T-shirts will be available for purchase as well for \$5.

In lieu of paper copies of the Emergency Medical form, Parking form and Handbook form, we have implemented an online system called Final Forms. These forms need to be completed before the first day of school, August 22 if possible. All students/parents should complete these forms but county students have a different log-in than the Findlay students. If you do not have computer access, stop by the Millstream Administrative Office to access our computers.

Millstream runs on the Findlay City School calendar. This can be found on our website: www.millstreamcc.org. We run 3 blocks:

A Block: 7:30am-9:55am

B Block: 10am-12:10pm

C Block: 12:15- 2:30pm

Parking: Findlay students must park in the FHS student lot and obtain a parking pass there. County students who drive must get a pass from the Millstream office within the first 2 weeks of school and must park in the west lot near the softball fields. Signs designate where to park. Students who park elsewhere on campus, will be subject to a parking ticket. In order to get a parking pass, students will need to indicate that in Final Forms and pay \$10 in the office.

Supply list: Each class will require different items. Teachers will tell the students the first day of class if not beforehand.

Class fees will appear on your child's schedule. We ask that you pay these prior to the end of the first semester. Fees can be paid on Pay Schools Central found on the website.

Weather concerns: When Findlay is closed, so is Millstream. County students often get confused when delays occur. We have attached a chart to help clarify.

Attendance: See specifics below.

We are eagerly awaiting your arrival. Welcome to #theSTREAM.



MRS. PAMELA HAMLIN
DIRECTOR



MRS. JODI GAEITTO
ASSISTANT DIRECTOR

MISSION STATEMENT

Educating Students, Empowering Communities

CORE VALUES

Create Connections

Develop Skills

Embrace Opportunities

Cultivate Professionalism

ASSOCIATE SCHOOLS (14)

[ARCADIA](#) - 19033 OH-12, Arcadia, OH 44804

[ARLINGTON](#) - 336 S Main St, Arlington, OH 45814

[CAREY](#) - 2016 Blue Devil Drive, Carey, OH 43316

[CORY RAWSON](#) - 3930 Co Rd 26, Rawson, OH 45881

[FINDLAY](#) - 1200 Broad Ave, Findlay, OH 45840

[LEIPSIC](#) - 232 Oak St, Leipsic, OH 45856

[LIBERTY BENTON](#) - 9190 Co Rd 9, Findlay, OH 45840

[MCCOMB](#) - 328 S Todd St, McComb, OH 45858

[MILLER CITY](#) - 5400 Rd 13C, Miller City, OH 45864

[OTTAWA GLANDORF](#) - 630 Glendale Ave, Ottawa, OH 45875

[PANDORA GILBOA](#) - 410 Rocket Ridge, Pandora, OH 45877

[RIVERDALE](#) - 20613 OH-37, Mt Blanchard, OH 45867

[VAN BUREN](#) - 217 S Main St, Van Buren, OH 45889

[VANLUE](#) - 301 East St, Vanlue, OH 45890

CALENDAR

All Millstream students will be expected to follow the Findlay City Schools school calendar for all starting, ending, and vacation days. The only exception would be the end of the year for graduating seniors who will follow their home school calendar after successfully completing programs and/or projects required by Millstream. In the event that an associate school student is taking an academic course through FHS, they will be expected to complete the academic year at FHS.

Convocation/Building & Department Meetings	Monday, August 21, 2023
First Day for Students	Tuesday, August 22, 2023
Professional Development – Teachers Only	Friday, September 1, 2023
Labor Day – NO SCHOOL	Monday, September 4, 2023
Professional Development Day – No school for students	Monday, October 23, 2023
Fall Break	Monday, November 20, 2023 – Friday, November 24, 2023
Winter Break	Friday, December 22, 2023 – Tuesday, January 2, 2024
Students First Day Back to School	Wednesday, January 3, 2024
Professional Development Day – No school for students	Friday, January 12, 2024
Martin Luther King Day – NO SCHOOL	Monday, January 15, 2024
Professional Development Day – No school for students	Friday, February 16, 2024
President's Day – NO SCHOOL	Monday, February 19, 2024
Professional Development Day – No school for students	Monday, March 18, 2024
Spring Break – NO SCHOOL	Thursday, March 28, 2024 – Monday, April 1, 2024
Solar Eclipse Day – NO SCHOOL	Monday, April 8, 2024
Last Day for Students (172 Days)	Wednesday, May 22, 2024
Clerical Day for Teachers	Thursday, May 23, 2024
Findlay High School Commencement	Saturday, May 25, 2024

9-Week Grading Periods		
First 9-Week Grading Period	08/22/23 – 10/20/23	42 days
Second 9-Week Grading Period	10/24/23 – 01/11/24	45 days
Third 9-Week Grading Period	01/16/24 – 03/15/24	42 days
Fourth 9-Week Grading Period	03/19/24 – 05/22/24	43 days
TOTAL DAYS IN SESSION for students	172 days	

Professional Development Days for Teachers – NO SCHOOL FOR STUDENTS
<p>Thursday, August 17, 2023 – Friday, August 18, 2023</p> <p>Friday, September 1, 2023</p> <p>Monday, October 23, 2023</p> <p>Friday, January 12, 2024</p> <p>Friday, February 16, 2024</p> <p>Monday, March 18, 2024</p>

DAILY SCHEDULES

Millstream Career Center Block Schedule		
BLOCK	REGULAR SCHEDULE	2 HOUR DELAY SCHEDULE
Block A	7:30 - 9:55	9:30 - 11:10
Block B	10:00 - 12:10	11:15 - 12:55
Block C	12:15 - 2:30	1:00 - 2:30

Findlay High School Period Schedule		
PERIOD	REGULAR SCHEDULE	2 HOUR DELAY SCHEDULE
Period 1	7:30-8:15	9:30-10:00
Period 2	8:20-9:05	10:05-10:35
Period 3	9:10-9:55	10:40-11:10
Period 4	10:00-10:45	11:15-11:45
Period 5/6	10:50-11:35	11:50-12:20
Period 6/7	11:25-12:10	12:25-12:55
Period 7/8	11:40-12:25	12:25-12:55
Period 8/9	12:15-1:00	1:00-1:30
Period 10	1:05-1:50	1:35-2:05
Period 11	1:55-2:40	2:10-2:40

INCLEMENT WEATHER

In the event of inclement weather, students need to follow their home school policy. If your home school is canceled, you are NOT expected to attend Millstream. In the event of a delay, A block COUNTY students will be excused. B block COUNTY students should use the discretion of their parents and home school to determine attendance. C block COUNTY students will be expected to attend. In the event of a 3 hour delay, NO ASSOCIATE SCHOOL students are expected to attend Millstream. All Findlay High School students are to follow Findlay High School delay schedules and are expected to attend their Millstream classes. IN ALL CASES OF INCLEMENT WEATHER, PARENT DISCRETION SHOULD BE USED. See the chart below or contact the Millstream main office for further clarification.

MILLSTREAM WEATHER RELATED SCHEDULE

WEATHER-RELATED SCHEDULE

Home School	Findlay City Schools	Millstream Attendance
Open	Open	Attend at regular time
	2-hour delay	A block does not report B & C block report at regular time
	Closed	Do not attend
2-Hour Delay	Open	A block does not report B & C block follow home school delay schedule
	2-hour delay	Follow FCS 2-hour delay Schedule A block = 9:30 - 11:10am B block = 11:15 - 12:55pm C block = 1:00 - 2:30pm
	Closed	Do not attend
3-Hour Delay	Open	Do not attend
	2-hour delay	
	Closed	
Closed	Open	Do not attend
	2-hour delay	
	Closed	
If in doubt, contact your home school office or follow the Findlay City Schools calendar/schedule.		

millstreamcc

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 at: <http://www.findlaycityschools.org/text.htm>. 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 director will decide if any after school activities may be held. If held, these practices or activities will not be mandatory.

ATTENDANCE POLICY

Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or

dental appointment; the District reserves the right to require the written statement of a physician, mental health professional, or dentist.

Reasons for which students may be non medically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless or;
10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent due to an in- school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

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, he/she must present a written statement certifying the reason for the absence from a parent/guardian or professional person within two (2) days. Written documentation is a request 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 6-12.

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 the 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 Director/Assistant Director, 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.

In addition, Millstream has its own attendance policy to prepare students for the workforce by getting enough hours in our labs to be career ready.

Students shall miss no more than 7 days per semester of program class time. Any absence after 7 days must be excused with a doctor's note.

A note will be sent home when students reach 4 days of absence per semester. Weather related absences are not included.

Students who miss more than 7 days per semester can be denied credit for the semester in their respective Millstream program.

Students who miss more than 7 days will be sent written notification of denied credit. Students will have a window of 5 days to submit an appeal for reinstatement of credit.

An attendance review committee consisting of 4 MCC staff members shall hear an appeal by the affected student and/or parent.

Students may receive credit if the review committee recommends that credit be reinstated. Credit may be earned back with various efforts such as make up time or work.

An attendance reward incentive will also accompany this policy. Students who miss 2 or fewer days of their program class each grading period will receive an award based incentive.

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 BECOMING ILL DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she should report to the school nurse or the appropriate administrator. 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 secretary (419) 425-8277 the same day** and a written excuse must be presented to the secretary upon returning to school. Failure to follow attendance procedures may result in school consequences.

TARDY POLICY

A student is considered tardy to school if he/she is not in his/her 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. Any student arriving more than fifteen (15) minutes late to first period must sign in at the MCC main office and may be issued an administrative detention if a parent

note or call has not been received. Students should first check in at the MCC main 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. The student should obtain a college visitation card from their counselor by presenting a note from a parent/guardian indicating the date of the visit and the name of the college or university. This card must be shown to the MCC main office prior to the absence and should be shown to all classroom teachers. The card must be signed by a parent or guardian, college admissions counselor and/or military personnel, and high school counselor to ensure an excused absence. After the college visit, the card should be shown to classroom teachers and then returned to the counselor. 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 Millstream Career Center 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 MCC main office personnel to obtain the excused absence request (blue form), which will be given to the appropriate administrator 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 MCC main office for the absence(s) to be excused.

GENERAL INFORMATION

ASSEMBLIES

Periodically assembly programs will be presented at MCC or at your home school. These assemblies will be held in either the MCC Cafe or FHS auditorium. 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 or to attend a program at your home school, please provide the appropriate documentation as outlined in the attendance section of the handbook.

CAREER ASSESSMENT

Career Assessment is a service available to 9th - 12th grade students in our CTPD. The purpose of Career Assessment is to help students identify interests and strengths to enable informed, realistic career decision making. The assessment measures critical aptitudes. These aptitudes include: general learning ability, numerical aptitude, verbal aptitude, spatial aptitude, form perception, motor coordination, finger and manual dexterity, tactile discrimination, and color discrimination. A variety of modalities are used to assess interests and skills. Interest surveys, career personality surveys and learning style inventories are used to identify student interests. A conference is held with the student and parent to go over the assessment results. The comprehensive report includes results of interest surveys and possible occupations of interest, a narrative summary of the assessment results with options for education and training, a job list that is a "match" of student interest and ability, and printouts from the systems used showing scores.

CAREER TECHNICAL STUDENT ORGANIZATION (CTSO)

Student organizations are a co-curricular requirement of all Millstream programs. These activities help develop leadership, teamwork, and pride within all Millstream students. As listed in the course selection guide, all students will become members of SkillsUSA or DECA (An Association of Marketing Students), Ed Rising or HOSA. All students are required to attend and participate in these activities during school time. Students who may be in co-op or early placement positions are required to notify employers of these activities so that they are able to attend activities during school time.

COUNSELING SERVICES

The services provided by the Millstream counselor are:

- Information about academic, career and social-emotional concerns.
- Student appraisals to help identify their abilities, achievements, and interests.
- 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.

Mr. Mike Scoles can be reached at: 419-427-5422.

SUICIDE INTERVENTION PROCEDURE

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

JOB READINESS SEAL

The OhioMeansJobs-Readiness Seal is a formal designation students can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic, and professional experience that businesses need. To earn the OhioMeansJobs-Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community. All seniors are expected to attempt this seal prior to the end of the 1st semester.

More information can be found at: <http://education.ohio.gov/Topics/New-Skills-for-Youth/SuccessBound/OhioMeansJobs-Readiness-Seal>

COLLEGE CREDIT PLUS

Ohio's College Credit Plus program can help students earn college and high school credits at the same time by taking college courses from colleges and/or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Students must be admitted to the college in order to participate. Successful completion of a three or more credit-hour college course will result in 1.0 Carnegie unit earned at the high school. A two credit-hour college course will earn a student 2/3 of a high school credit and a 1 hour college credit course will convert to 1/3 of a high school credit. In many instances CCP is free, however students who fail a course will be responsible for associated costs of that course. If you choose to attend a private college or university, the student may be responsible for a portion of the costs. Responsibility for transportation rests with the student. Students will be expected to follow the rules and regulations set by the college/university as well as the high school's expectations. Millstream Career Center will be offering CCP courses at MCC, depending on teacher credentialing and student requests. Students enrolled in college courses may still be required to take End of Course exams for certain courses. In some courses, the final grade may correspond with a point scale used for graduation requirements. Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA. If a passing grade is not received, the district may seek reimbursement for the amount of state funds paid to the college on your behalf for the course. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made. Students must notify their district by **April 1st** of the previous school year with their intention to participate. **Please see your school counselor or <https://www.ohiohighered.org/ccp> to learn more.**

SCHEDULE CHANGES/STUDENT WITHDRAWAL PROCEDURES

- 1 The student or parent must contact the MCC main office to meet with the counselor and/ or administrator to determine the reason for withdrawal. **All school related materials/books 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. When withdrawing from an MCC course or program the following form must be completed before withdrawal is processed: <http://bit.ly/mccwithdrawal>

DISCIPLINE/BEHAVIOR CODE

Millstream Career Center is an extension of each associate schools programming; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either the associate school and/or the Millstream Career Center/Findlay High School. Consequently, conduct and/or involvement in any activity that may result in disciplinary action by one school may be grounds for similar disciplinary action by the other school. At this time, we are revamping our positive behavior management system (PBIS) to help drive our expectations for students and staff. PBIS is a multi-tiered school-wide behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. When complete- it will be sent through Final Forms to review in each household.



MILLSTREAM LEADERS

EXPECTATIONS	CLASSROOM/LAB SETTINGS	ARRIVAL/DISMISSAL	HALLWAYS	RESTROOM	FRONT LOBBY	TECHNOLOGY	BUS
Be Respectful	<ul style="list-style-type: none"> Use appropriate language and voice level. Interact with others in a positive and calm manner. 	<ul style="list-style-type: none"> Be polite. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Be mindful of the learning environment of others. Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself. Wait patiently and quietly. Give others privacy. 	<ul style="list-style-type: none"> Listen to all adults. Be polite. Use appropriate table manners. 	<ul style="list-style-type: none"> Follow adult directions. Handle devices with care. Communicate appropriately at all times. 	<ul style="list-style-type: none"> Listen to all adults. Be polite. Keep hands, feet, and object to yourself.
Be Responsible	<ul style="list-style-type: none"> Be prepared. Follow directions and procedures. Be present and engaged. 	<ul style="list-style-type: none"> Arrive/dismiss on time. Walk when entering/exiting the school. Go directly to your appropriate location. 	<ul style="list-style-type: none"> Go directly to your appropriate location. Seek permission to be in the hallway. 	<ul style="list-style-type: none"> Use bathroom as intended. Flush, wash, and leave promptly. Throw away trash. 	<ul style="list-style-type: none"> First things first: Eat>Talk Keep track of belongings. Clean up your table. Seek permission to leave your seat. 	<ul style="list-style-type: none"> Use devices as permitted. Use devices as intended for instructional purposes. Keep track of devices. 	<ul style="list-style-type: none"> Be ready when bus arrives. Board promptly. Go directly to seat. Exit promptly.
Be Safe	<ul style="list-style-type: none"> Notify adults of unsafe conditions. Use school property as intended. 	<ul style="list-style-type: none"> Use walkways appropriately. Follow traffic procedures. Be away of surroundings. 	<ul style="list-style-type: none"> Stay to the right. Walk calmly. 	<ul style="list-style-type: none"> Walk calmly. Keep the floor dry. 	<ul style="list-style-type: none"> Always walk. Eat your own food. Use utensils as intended. Stay in your seat until dismissed. 	<ul style="list-style-type: none"> Report inappropriate and unsafe behavior to an appropriate adult. 	<ul style="list-style-type: none"> Keep food/drink in your bookbag and all belongings in your seat. Keep aisle clear. Remain seated. Report unsafe behavior.

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 entering 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 or any reason that violates the student code of conduct

FINAL FORMS

All forms associated with being a student at Millstream Career Center will be done electronically through the Final Forms portal. Students must have these forms completed before beginning classes at MCC. There are two different portals for students. Please make sure you select the correct final forms portal and complete your forms as soon as possible.

MCC Final Forms site for all students not enrolled at Findlay HS: <https://millstream-oh.finalforms.com/>

MCC Final Forms site for students enrolled at Findlay HS: <https://findlay-oh.finalforms.com/>

FINES/FEES

Students will be assessed fines for non-payment of school debts. Students who have accrued fees, fines, and other unpaid debts may have permanent records and diplomas withheld and will not be able to secure a parking permit until the full amount of the debt is repaid or a payment schedule has been established and fulfilled by Pay Schools Central (payschoolscentral.com)

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 teacher or main office.** 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 the MCC counselor and/or administrator.

GRADING SCALE

<u>Grade</u>	<u>Percentage.</u>
A	92.0
B	82.0
C	72.0
D	62.0

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 programs, which grant year-long rather than semester credit. Students must obtain a minimum of two (2) passing grades from the two grading periods and semester exam, each semester, in order to earn credit. 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 program or course after the deadline described in the counseling section above shall receive a WD/F unless:

- The MCC 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 director.

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.

INTERIM REPORTS

During the middle of each nine-week grading period, students' grades will be updated on Progress Book.

GRADING PERIODS

9-Week Grading Periods		
First 9-Week Grading Period	08/22/23 – 10/20/23	42 days
Second 9-Week Grading Period	10/24/23 – 01/11/24	45 days
Third 9-Week Grading Period	01/16/24 – 03/15/24	42 days
Fourth 9-Week Grading Period	03/19/24 – 05/22/24	43 days
TOTAL DAYS IN SESSION for students	172 days	

NOTE: Weather/calamity days will be made up according to the state and school district guidelines and will be posted on the district web-site.

LOCKERS

Students may be issued a locker for their individual use only, for storage of books and/or 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.

LUNCH

Millstream students are here for one of 3 respective program blocks: Block A, Block B, and Block C. As such the MCC cafe will offer items for purchase to aid during transition times. The Cafe window will be open at 9:45 and 11:45 when applicable for students to obtain food items for purchase.

PARKING

Parking permits for county school students who elect to drive to Millstream need to be purchased in the Millstream Office prior to the start of the third week of classes at a cost of \$10. County students must park in the designated lot on the southwest side of the building. The permit must be displayed in the front window. Parking fines may be issued if policy is not followed.

PERSONAL PROPERTY

Millstream Career Center is not responsible for personal property brought onto school property at any time.

PROGRESSBOOK 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 MCC 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.

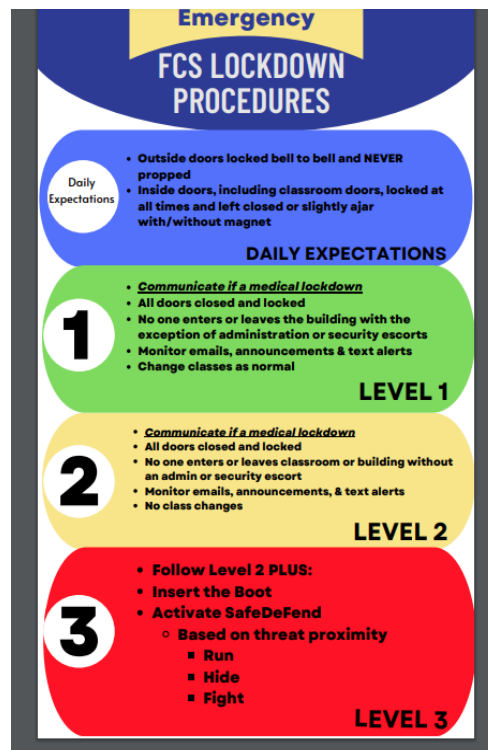
SCHOOL SAFETY

School safety is very important to us. We need your help in ensuring the safety of everyone at Millstream Career Center. 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 accordingly.

New procedure: School ID/s on the MCC lanyard are required to enter the building. It must be worn and shown when entering.

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 consequences.



SIGNING IN AND OUT OF THE BUILDING

For safety purposes, students are expected to remain on campus upon arrival and throughout their designated time at Millstream Career Center. Students must sign out when leaving and sign in upon returning in the MCC Main Office at any time outside their normal arrival and departure times for their program.. Failure to sign in or out of school may result in disciplinary action. Parent communication with office staff must take place to confirm departure.

VOCATIONAL SPECIAL EDUCATION SERVICES (VOSE)

Students that receive special education services from their home schools will be provided the same service at MCC as is in accordance with their respective IEP or 504. Millstream Career Center will provide these services via the VOSE's working in the building. Each student requiring services is assigned a VOSE and at any time if a parent or student requires clarification of these services they may contact the VOSE and/or administrator to schedule a meeting. Mark Gleason handles all VOSE services. He can be reached at 419-420-3345 or mgleason@fcs.org.

WORK-BASED LEARNING (WBL)

Work-based learning experiences are conducted at a work site during or after school. They are designed to provide authentic learning experiences to students that link academic, technical, and professional skills. Business and education partners work together to evaluate and supervise the experience, which must be documented with training or learning plans and evaluation forms. Please see the WBL hierarchy below for additional information:

- Job Shadow = Students get the opportunity to observe daily work activities of local business' to learn more about career fields in which they are interested.
- Internship = This experience provides real-life experience to students on a short-term basis. Internships can last from 6-10 weeks and have no long term commitment
- Early Placement = After fundamental skills are acquired, students can work with a business the second half of their senior year. This paid opportunity can lead to full-time employment. Early placement is designed to provide an opportunity for "qualified" students to enhance their normal classroom experience during the second semester. The only exceptions are programs that are seasonally affected, such as Construction Skills Technology.
- Advanced Placement = Students with exceptional skills in a career field can advance place with a business beginning the first semester of their senior year. All students involved in early or advanced placement will attend their program for a minimum of one day per week or at the instructor's request for assemblies or other class activities. The student must be on the job during school hours the remainder of the week.

More information about WBL can be obtained by contacting Kyle Watts, WBL Liaison, at kwatts@fcs.org

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 following persons have been designated to handle inquiries and/or complaints regarding non-discrimination policies:

Title VI (race, color and national origin)

Mrs. Krista Crates-Miller
1219 Broad Avenue
Findlay, Ohio 45840
419-425-2569

Title IX (gender)

Mrs. Krista Crates-Miller
1219 Broad Avenue
Findlay, Ohio 45840
419-425-8202

Section 504 (disability)

Mrs. Stephanie Renn
1100 Broad Avenue
Findlay, Ohio 45840
419-425-5436

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.

ADDITIONAL INFORMATION

For any rule(s) or regulation(s) not directly addressed in this handbook, please refer to the Findlay HS handbook. It can be found at: <http://www.findlaycityschools.org/StudentHandbooks/FHS-student.pdf>