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# STUDENT HANDBOOK

2024-2025

1150 Broad Avenue  
Findlay, Ohio 45840



@MillstreamCC



[www.millstreamcc.org](http://www.millstreamcc.org)



(419) 425 - 8277



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Millstream Career Center

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## **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](#)

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[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](#)

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## LETTER FROM THE ADMINISTRATIVE TEAM

Welcome! We hope you had a great summer and are ready to learn. On Thursday, August 15, 2024, classes will begin at Millstream Career Center. We know many students do not start until after the 15th, but we do expect students to start on August 15 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 12, between 1-3pm. Ice cream will also be available. We will have extra staff available to help! T-shirts will be available for purchase as well for \$8.

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 15 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](http://www.millstreamcc.org). We run 3 blocks:

A Block: 7:45am-9:56pm

B Block: 10am-12:20pm

C Block: 12:24- 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 for the 2024-2025 school year 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 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

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## 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.


Work Day (Students Off)	August 12, 2024
Professional Development (Students Off)	August 13, 2024
Convocation & Meetings (Students Off)	August 14, 2024
First Day of School for Students ( <i>Grades 1-12</i> ) <i>Preschool and Kindergarten:</i> 8/15 (First day for last names A-K) 8/16 (First day for last Names L-Z)	August 15, 2024
Professional Development (Students Off)	August 30, 2024
Labor Day (No School)	September 2, 2024
Homecoming Weekend	September 20, 2024
End of Quarter 1	October 16, 2024
Two-Hour Early Release (Students Released Early)	October 18, 2024
Professional Development (Students off)	October 30, 2024
Fall Break	November 25-November 29, 2024
Two-Hour Early Release (Students Released Early), End of Quarter 2	December 20, 2024
Winter Break	December 23, 2024- January 3, 2025
First Day Back to School	January 6, 2025
Martin Luther King Jr. Day (No School)	January 20, 2025
Professional Development (Students off)	February 14, 2025
Presidents' Day (No School)	February 17, 2025
End of Quarter 3	March 12, 2025
Two-Hour Early Release (Students Released Early)	March 14, 2025
Spring Break	March 20-March 24, 2025
No Students or Staff	April 18-April 21, 2025
Last Day for Students (175 Days)	May 22, 2025
Work Day for Teachers (Students off)	May 23, 2025
Findlay High School Commencement	May 24, 2025

*(All Millstream students will follow the Findlay City Schools Calendar)*

## 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.

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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. Parents are required by law to notify the school when a student will be absent and provide the reason for the absence. The district requires parents to notify the school by 9am on the morning of the absence by either calling the school and leaving a voicemail (419-425-8277- option 1) or emailing the school office to report the absence [Millstreamattendance@fcs.org](mailto:Millstreamattendance@fcs.org). If no contact has been made between the home and the school on the morning of the absence, parents are required to send a note with the student explaining the absence immediately upon return to school otherwise the absence will be marked as unexcused.

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

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.** 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.

### 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 or entity (artificial intelligence, including, but not limited to ChatGPT) 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 entity, or partially written by another person, but turned in as a student's own work constitutes plagiarism. Other people or artificial intelligence may help, but help does not mean letting someone else or artificial intelligence 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 consequences..
- 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 or by using a plagiarism software. It is the student who plagiarizes who is of major concern; it is faculty policy to assist students who plagiarize out of ignorance. The following actions for intentional plagiarism 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**

See your homeschool to obtain your transcript.

## **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.

Dr. 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.

## **OHIO MEANS JOBS READINESS SEAL (OMJ)**

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 students 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.

# STUDENT DISCIPLINE/BEHAVIOR CODE

## NON - VIOLENCE PLEDGE

As a member of the Millstream 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 Millstream 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. Millstream 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 Millstream Career Center 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 Millstream 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.

## **Code of Conduct**

### 1. **Academic Dishonesty**

A student may not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. To use the ideas or words of another person or entity (artificial intelligence, including, but not limited to ChatGPT) without proper documentation is a form of literary stealing called plagiarism. Students in violation of this policy may receive a zero for the work in question, required to complete another assignment, in addition to other disciplinary consequences that may be imposed.

### 2. **Altered or Forged Passes/Documents**

All students must promptly, upon request, correctly identify themselves to school authorities. A student may not alter, forge, or use a fraudulent document. A student shall not forge the name of another person or falsify times, dates, grades, addresses, or any other information whether orally or in writing.

### 3. **Bullying and Hazing**

A student may not bully or haze students or other persons. Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. 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 school counselor. Students may report incidents of bullying to any school employee, and may be made anonymously. 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 and may be disciplined up to a school suspension.

### 4. **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.

### 5. **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.

### 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.

*The definition of a firearm is any weapon (including a starter gun) which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of*

any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921) that includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. A knife is defined as a cutting instrument having a sharp blade that is capable of causing serious bodily injury.

Students are prohibited from possessing an object on school premises, in a school or a school building, at a school activity or on a school vehicle if both of the following apply.

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person displays or brandishes the object and indicates that it is a firearm.

As defined by State law and for purposes of this policy, an "object that is indistinguishable from a firearm" means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

-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, SafeDefend boxes, breaching safety or security measures, or any other item that may violate a local or federal law.

#### 7. **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.

#### 8. **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. Tank tops & cut-off shirts are only permitted when/if all undergarments, back, chest & sides are covered. 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 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 and hoods are not permitted to be worn unless given specific permission from school administration.
- Spiked bracelets or necklaces or long linked chains as decorative apparel.
- Costume wear such as but not limited to face paint, cat ears, eye patches, or masks are not permitted unless approved by 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.
- Book bags, briefcases, duffel bags, laptop/computer bags, or other similar items, including purses used to carry school books, are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building.

- All dress code rules must be followed during spirit week/dress up days unless approved by an administrator.
- Any other apparel deemed as inappropriate by the administration.

9. **Failure to Serve Disciplinary Assignments**

A student may not fail to serve disciplinary assignments.

10. **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.

11. **Frightening, Degrading, or Disgraceful Acts/ Disrespectful Behavior**

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. A student may not be disrespectful toward a student, school personnel and school visitors

12. **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.

13. **Insubordination/ Violations of Directions, Policies, Rules, Etc.**

A student may not disregard or refuse to obey reasonable directions given by school personnel. 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.

14. **Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, Over the Counter or 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 (including vaping devices, liquids, or edibles), alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia, 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 JFCH/JFCI and all other applicable discipline policies.

Over the Counter or Prescription Medications

Students shall not possess, use, transmit, sell, or conceal over-the-counter or prescription drugs. When a student needs to take prescribed medication at school, the parent/guardian needs to turn in a completed medical authorization form, signed by the doctor. Medications are registered and maintained in the school's main office.

15. **Out of Authorized Area/Truancy/Excessive Absence/Tardiness**

Out of Authorized Area / Truancy Students are expected to be in their assigned areas at all times throughout the school day. Intentionally skipping school or class for any part of the school day, including leaving class without permission. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.

For truancy/excessive absences/tardiness the adopted board policies apply.

16. **Public Display of Affection**

A student may not commit any display of physical 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.

**17. Sexual Harassment/Dating Violence**

Refer to board policy ACAA and regulation ACAA-R which are included at the end of this handbook.

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.

**18. Technology**

Computer Technology and Network Guidelines

Students failing to follow the guidelines as stated in the handbook and/or board policy EDE and regulation EDE-R 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.

Cell Phone/Personal Communication Device

Cell Phone Policy-NEEDS ADDED

*This is in accordance with recent amendments to Ohio House Bill 250 Sec. 3313.753*

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.

**19. 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.

**20. 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, bomb threats and threats of violence that could induce panic or cause mental, physical, and emotional harm.

**21. 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. 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.

**22. Tobacco/Nicotine**

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 substance or device that has contained tobacco/nicotine, or paraphernalia (including but not limited to e-cigarettes, e-liquids, pouches 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.

**23. Transportation**

School

All students shall obey all reasonable directions given by bus drivers and comply with basic safety regulations.

Student

Careless or Reckless Driving: Driving on school property, or in relation to a school event, in such a manner as to endanger persons or property. This includes but is not limited to cars, bicycles, mopeds, electric scooters, scooters, skateboards.

**24. Unauthorized Bodily Contact**

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. A student involved in any of the following levels may be out of school suspended and/or recommended for expulsion.

- Level I—Unauthorized touching / contact (person to person or with an object), pushing, shoving, restraining to each other or other persons while under the jurisdiction of the school.
- Level II—Two or more students may not 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.
25. **Unruly Behavior** – Unruly behaviors includes but is not limited to refusal to comply with reasonable requests from school personnel, or any other behaviors that result in classroom or other school disruptions.
  26. **Use of Obscene or Discriminatory Language / Materials / Actions / Gestures**  
Students shall not use obscene, vulgar, profane, or discriminatory language, make inappropriate gestures / actions or possess vulgar materials. Note: Discriminatory language is defined as verbal or written comments, jokes, and slurs that are derogatory towards an individual or group based on one or more of the following characteristics: race, color, national origin, citizenship status, economic status, marital status, pregnancy, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information 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. 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.
  27. **Use of 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.

### **Early Warning Pre Court Conference**

The referral process for students who continuously violate the student code of conduct involves teachers and school personnel identifying students displaying such behaviors and provide support and interventions to the student and family and make referrals for additional services as needed.

In cases where students and families fail to engage in recommended services despite multiple attempts, or when the behavior poses a significant risk to school safety, the school may initiate an Early Warning Pre Court Conference. Individual circumstances may warrant an earlier conference if the behavior is deemed highly concerning and out of character for the student. The ultimate goal of the Early Warning Pre Court Conference is to support students and parents in addressing their behavioral challenges, promote a positive and safe school environment, and provide necessary interventions and services to address underlying issues contributing to the behavior. The is follows guidelines noted in ORC 2919.24, 2151.02 B

### **DISCLAIMER**

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. The provisions of this handbook are in effect at school, on school property, at any school-sponsored activity, or otherwise subject to the authority of school officials. These rules apply off school property if the misconduct is connected to activities or incidents that have occurred on property owned, in line of site of property owned, or controlled by the District. These rules also apply off school property, if the misconduct is directed at a District official or employee or the property of a District official or employee.

### **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. In the classroom, cell phone usage is prohibited unless permitted by the teacher for specific educational use. Use of cell phones in the hallway/cafeteria/non-academic areas are at the discretion of the building principal. Cell phones must be used in accordance with the Student Acceptable Use and Internet Safety Policy (EDE and EDE-R). 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 in accordance with established search policies. 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.

### **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](http://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

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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.

## 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. Permits are for the 2024-2025 school year. 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.

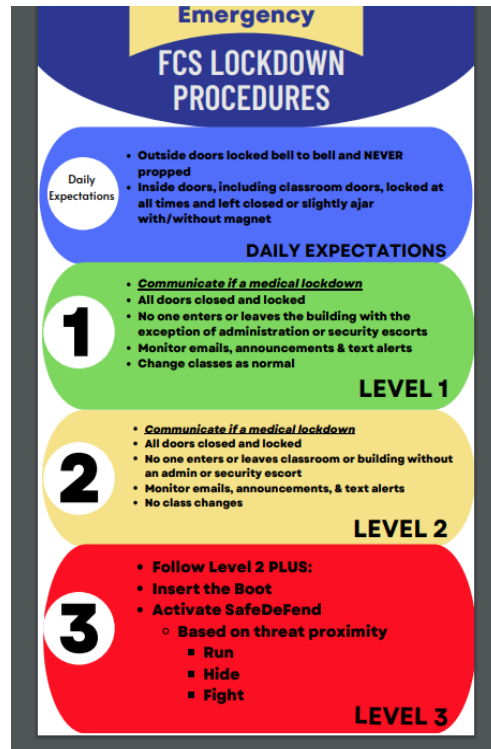
## SCHOOL SAFETY

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](mailto: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](mailto:kwatts@fcs.org)

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## 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.

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>