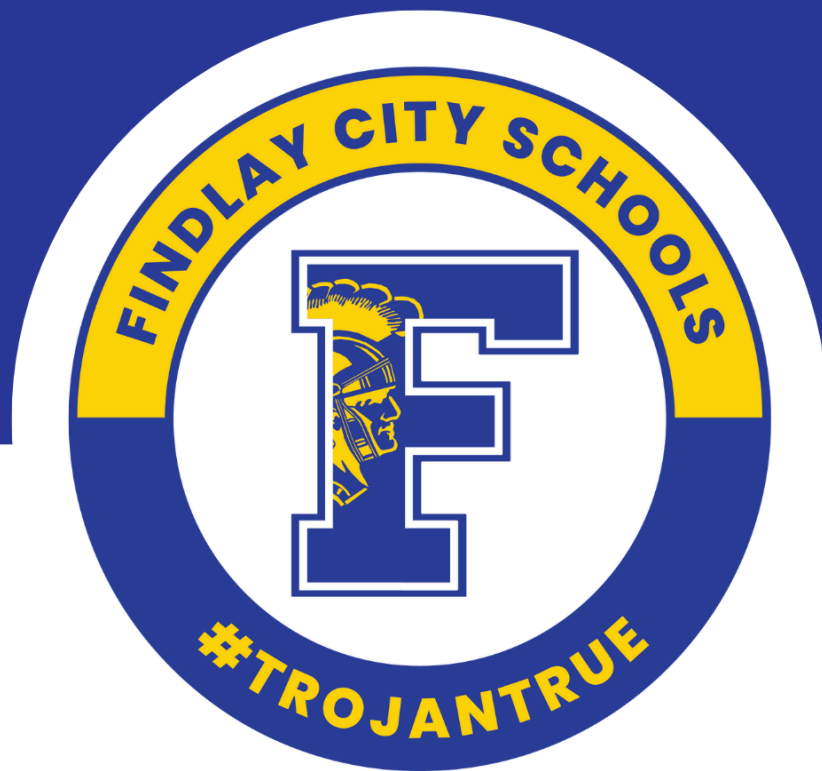


FINDLAY CITY SCHOOLS K-5  
**STUDENT  
HANDBOOK**



## ATTENDANCE PROCEDURE

In accordance with Ohio law students are expected to be in school every day on time, unless with a legitimate excuse. 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 office and leaving a voicemail or emailing the school office to report the absence. If no contact is 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.

One school day is considered 6.08 hours for grades Kindergarten - 5<sup>th</sup>.

### TARDINESS

If a student arrives late to school or leaves school early the student's parent/guardian must sign in/out with the attendance office. Excessive tardiness may result in administrative discipline and will be counted toward attendance hours. If a student arrives late to school or leaves school early, it will be documented in the student's attendance. Please provide documentation stating the need for the tardy/early release within two days of the absence.

### UNEXCUSED ABSENCE AND TRUANCY PROCEDURE

1. Schools shall send a written notice to the child and parent/guardian in writing the legal consequences of being truant once a 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).
2. Schools shall send notice to the child and parent/guardian of a child with **21 or more hours of unexcused absences** requiring the attendance of parent/guardian, and children grades 5-12, to attend a parent/guardian education program. The educational program's purpose is to encourage parental/guardian involvement in compelling the attendance of the child at school (ORC Sec. 3321.19).
3. Schools may send a written notice to the child and parent/guardian of a child with **25 or more hours of unexcused absences**, in writing, the legal consequences of being truant.
4. 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, or 72 or more hours in a school year**. When a student is considered to be a habitual truant the school district shall implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191) and may request a pre court conference.
5. File complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27) with Hancock County Juvenile Court.

### EXCESSIVE UNEXCUSED OR EXCUSED ABSENCE PROCEDURE

If a student accumulates **38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences** the attendance officer shall notify the guardian in writing (ORC Sec. 3321.191). Once this criteria is met a student may be placed on **Attendance Watch** (excluding funeral, 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/guardian 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 nurse.

Student's may be placed on Attendance Watch at the beginning of a school year based upon last year's attendance records or during the current school year when the student has 38 hours or more in one school month or 65 hours or more in a school year of excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, or counselor may meet with the student and parent/guardian to 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.

The Board, in cooperation with the District's attendance officer, will also affirmatively pursue students who are excessively truant.

### **ADMINISTERING MEDICINES TO STUDENTS ORAL MEDICATION AT SCHOOL**

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent/guardian cannot be at school to administer the medication, only the nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent/guardian and physician will be required and will include:
  - a. Child's name, address, school attended, and grade;
  - b. name of medication;
  - c. purpose of medication;
  - d. time to be administered;
  - e. dosage;
  - f. possible severe adverse reactions;
  - g. date administration is to begin;
  - h. date administration is to cease, and;
  - i. special instructions for administration of drugs, including sterile conditions and storage.
2. The nurse or the principal's designee will:
  - a. inform appropriate school personnel of the medication;
  - b. keep a record of the administration of medication;
  - c. keep medication in a locked cabinet, and;
  - d. return unused medication to the parent/guardian only.
3. The parents/guardians of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents/guardians upon their request for administration of medication in the schools.

### **BICYCLES**

Students riding bicycles must respect the rights of those walking. Students riding bicycles to school should dismount on the play areas and walk/push their bicycles to the parking rack. Bicycles are not to be ridden on school grounds. All bicycles must be parked in the racks provided. Locks are recommended. The school is not responsible for the security of bicycles. Students who do not follow these safety procedures will be denied the privilege of riding their bikes to school.

### **BIRTHDAY**

Students may bring in pre packaged treats with an ingredient list. More and more students are being diagnosed with food allergies and dietary restrictions. Please talk to your child's classroom teacher. Balloons, flowers, stuffed animals, etc will not be delivered to students during school hours.

## **BUS POLICY**

Only those students who are eligible riders can be transported by bus. A walker is not permitted to ride home with a bus student. **Bus students will be sent home on the bus unless a note from the parent/guardian is provided requesting other arrangements.**

If a student wishes to get on or off his/her assigned bus at another established bus stop along the route, a note from the parents/guardians must be given to the building principal for approval. A permission slip must be presented to the bus driver upon boarding the bus. Under no circumstances are students permitted to change their bus assignment (and ride a bus other than their assigned bus) or their bus stop assignment without written permission. A parent/guardian may request a change of bus or stop assignment by completing a form available in the school office.

## **BUS RULES**

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver and other drivers on the road and to ensure safety and proper maintenance of school vehicles. Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. wait in an area clear of traffic and refrain from exhibiting behavior at the bus stop that threatens life, limb or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat);
5. go directly to their assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. observe classroom conduct, or the bus conduct established by administrators and transportation personnel and obey the driver promptly and respectfully;
7. keep the vehicle clean and free of trip hazards;
8. refrain from eating and drinking on the bus except as required for medical reasons or as permitted by the District for non-routine trips when supervised by an appropriate chaperone, school administrator or school personnel;
9. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
10. remain seated keeping aisles and exits clear, keep head, arms and hands inside the vehicle at all times and not throw or pass objects on, from or into the vehicle;
11. be courteous to fellow students and to the driver;
12. treat equipment as one would treat valuable furniture in their home (damage to the school vehicle is strictly forbidden);

13. refrain from using nicotine products on the vehicle or possessing alcohol or drugs on the vehicle except as prescription medications may be required for a student and
14. carry on the vehicle only items that can be held in their laps or can otherwise be stored on the vehicle in accordance with State law.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on District managed transportation.

### **BUS DISCIPLINE**

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by measures specified above are referred to the Superintendent.

The suspension of preschool students and students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

(See Board Policy JFCC-R)

### **CANCELLATION OR DELAY OF SCHOOL**

An easy way to stay informed and get the latest news quickly is to ensure your Remind account is set up to receive notifications. Please contact [pr@fcs.org](mailto:pr@fcs.org) to verify your account is connected to your child. Also, like the district and school Facebook pages and sign up for alerts through the District's communication systems. **The District's web site [www.findlaycityschools.org](http://www.findlaycityschools.org) may be accessed for delays and closings and to sign up for District email notification.** Also, you can continue to tune to Findlay radio stations (WFIN 1330 AM, WBVI 96.7 FM, WKXA 100.5 FM) during inclement weather for information regarding cancellations or delays.

If school is canceled before the completion of the school day, announcements will also be made on the radio. Parents/guardians are requested to develop a plan for these emergencies in advance. The school telephone lines are frequently jammed after school closing announcements. When school is canceled, any activity scheduled at the building on that day (e.g. P.T.O. meeting, skating party, Gray-Y basketball practice, scout meeting, etc.) is automatically canceled as well.

## **CONDUCT**

As all citizens realize, a school cannot operate effectively without reasonable rules and responsible students. It is firmly believed that it is the student's responsibility to exercise self-discipline and accept responsibility for his/her actions. However, this ideal is not always realized.

Rule violations and misconduct will be dealt with in a progressive fashion. Consequences for students who misbehave in the classroom, on the playground or in the cafeteria include warnings, parent/guardian conferences, detentions, denial of cafeteria and/or playground privileges, and/or referral to the principal. Parents/Guardians will be notified of each serious offense. Consequences for those students referred to the principal for repeated rule violations and/or severe misbehavior may include disciplinary action as per Board of Education Policies (i.e. JGD, JGDA and JGE, suspension, emergency removal, and/or expulsion). Violations of bus rules may result in denial of riding privileges. (See policy JFCC and JFCC-R). Parents/Guardians are asked to review with their children the rules listed in this handbook regarding proper conduct for school. If you are contacted about a behavior problem involving your child, your help and assistance will be requested in resolving the matter. As parents/guardians, your support is always appreciated. By working together we can ensure a successful school year for your child.

## **DRESS CODE/STUDENT GROOMING AND APPEARANCE**

Parents/Guardians are requested to send students to school clean, neat, and appropriately dressed for a good school experience. Clothing should be comfortable to enable a child to participate in class work as well as physical education and playground activities. Shorts are permitted during warm days. Clothing should be appropriate for weather conditions since outdoor recess is held whenever weather permits. It is recommended that clothing items such as jackets, sweaters, coats, boots, hats, gloves, mittens, and gym shoes be labeled as an insurance against loss.

Inappropriate clothing that distracts students or disrupts the learning process is not acceptable in the school. Students are not to wear hats in the school building. Clothing with drugs, alcohol, or tobacco advertising or displaying unacceptable behavior and/or offensive language is prohibited. (See Student Conduct Policy) Bare midriffs, tank tops, spaghetti string tops, and mesh jerseys without t-shirts underneath are also prohibited. Flip-flops or footwear without heels or heel straps are discouraged for safety reasons.

## **DUE PROCESS AND APPEALS (OUT-OF-SCHOOL SUSPENSIONS, EXPULSIONS AND REMOVAL)**

Due process for out-of-school suspensions, expulsions and emergency removals will be in accordance with Section 3313.66 of the Revised Code of Ohio and all applicable board policies including JGD, JGDA, JGE, JGF, JGF-R and JEGA.. No due process guarantees are implied as to any in-school alternative. The period of such a suspension may not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend school or extra curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal. Suspensions and expulsions are considered unexcused absences. The District will not issue out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law.

With respect to the suspension of any student from any particular extra-curricular activities, no due process guarantees beyond what appears in Section 3313.664 of the Revised Code are implied. The Superintendent may prohibit a student from participating in a particular or all extracurricular activities independent of or in lieu of other disciplinary action for any violation

of this policy or any other duly promulgated rule applicable to the activity or activities in question. Similarly, the Athletic Director, relevant coach, or director, may prohibit a student from any particular or all extra-curricular activities falling within such person's responsibility independent of or in lieu of other disciplinary action for any violation of this policy or any other duly promulgated rule applicable to the activity or activities in question. The period of such a suspension may not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend school or extra curricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal.

### **EMERGENCY MEDICAL FORM**

At the beginning of the school year, each parent/guardian is asked to complete an emergency medical form through Final Forms. This information is necessary for emergency situations. The form must be completed yearly and updated when situations change. Students will not be able to participate in field trips if an emergency medical form is not completed at the beginning of the school year.

### **FEES**

School fees are due at the beginning of each semester (Aug/Jan) or may be paid for the entire year. Contact the school office to pay school fees. Make checks payable to **Findlay City Schools. Please do not combine payment for school fees and school lunches in the same check.** Fees may also be paid online through the Findlay City Schools.

### **FIELD TRIPS**

At various times throughout the school year, classes will schedule trips away from the building. In order for your child to be involved in such an activity, we need your permission. Please note that you will receive information prior to each field trip. At that time, if you do not wish for your child to participate in the field trip, you will need to send a written notification to the teacher prior to the field trip day, informing us that your child may not participate. Please note that individual permission forms for each field trip may not be sent home. I give permission for my son/daughter to participate in any planned and school sponsored field trips during this school year. Realizing that all due care will be used to insure a safe experience. I release the school from all liability should an unforeseen accident occur.

### **GENERAL SCHOOL RULES**

1. Students will enter the building in an orderly fashion and go directly to their rooms.
2. Students will walk in the halls at all times.
3. When moving through the hallways during school hours, students will refrain from talking so students learning in other classes are not disturbed.
4. Students will obey directions given by any adult staff member. All adult staff members are to be addressed as Dr., Mr., Mrs., or Miss.
5. Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from any threatening, teasing, name-calling, harassing, putting down, etc. of fellow students.
6. Students will refrain from touching other students in any manner which bothers, frightens, or hurts them. Students are **not** to hit, punch, kick, grab, wrestle, fight, pinch, bite, "play-fight", etc.
7. Students will conduct themselves in a manner that removal from a class will **not** be necessary.
8. Profanity and/or abusive language are prohibited.
9. **NO** toys, novelties, electronic games, athletic equipment, rollerblades, skateboards, etc. are to be brought from home to school.
10. Any other behaviors not listed that would endanger the health and safety of the individual child or other students are forbidden.
11. Cell phones are not to be seen or heard during school hours.

## **HAZING, DATING VIOLENCE, AND BULLYING**

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.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

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. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students and by November 30 annually reports to the Ohio Department of Education compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently



addressing the problem.

Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

(See Board Policy JFCF)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials. When the behavior involves allegations of sexual harassment, the Title IX sexual harassment grievance process will be followed, as applicable. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

### **School Personnel Responsibilities and Complaint Procedures**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.

6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **Teachers and Other School Staff**

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### **Complaints**

#### **1. Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

#### **2. Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

#### **3. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

#### **4. False Complaints**

Students are prohibited from deliberately making false complaints of harassment, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

### **Intervention Strategies**

#### **1. Teachers and Other School Staff**

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

#### **2. Administrator Responsibilities**

##### **A. Investigation**

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such a complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

When hazing and/or bullying is based on race, color, national origin, sex, or disability, and the behavior creates a hostile environment, the applicable nondiscrimination grievance procedures are implemented where applicable.

##### **B. Nondisciplinary Interventions**

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### **C. Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required time lines.

### **Report to the Custodial Parent or Guardian of the Perpetrator**

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

### **Reports to the Victim and His/Her Custodial Parent or Guardian**

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial

parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

### **Police and Child Protective Services**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of State law or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

(See Board Policy JFCF-R)

### **GUIDANCE AND COUNSELING**

All primary and intermediate buildings are served by a counselor. The counselor works with students in small group and classroom settings to promote positive social interaction, good work habits, healthful attitudes, etc. Individual counseling is available to students when requested by students, parents/guardians, and/or teachers. Parent/Guardian conferences can also be arranged by calling the counselor's office at your child's school.

### **HEAD LICE**

Students found with live lice will be dismissed until approved lice treatment is completed. Students are expected to return to school with their parent/guardian the next school day to be rechecked by a nurse or principal designee. Students will be readmitted to school if no live lice are found and a noticeable improvement is made on nit removal.

### **HOMEWORK**

Homework is designed to provide practice and to expand the student's academic skills. While parents/guardians may assist with homework, the teachers expect that homework be written and accomplished by the student to maximize learning.

Make-up work will be given on the return of the student to school. The teacher will inform the child when the work is due; it is the responsibility of the parent/guardian and child to see that make-up assignments are completed and returned.

### **HOURS**

Students should not arrive at school before the designated arrival times for their individual buildings. Supervision of the children is not provided by school personnel before these times. Parental/guardian assistance with this matter is appreciated.

### **IDENTIFICATION OF PERSONAL ARTICLES**

**PLEASE** label coats, jackets, sweaters, hats, gloves, gym shoes, books, musical instruments, lunch boxes, etc. Lost items should be brought to the principal's office and will be returned to the students if proper identification can be established. A lost and found area is maintained at each building.

### **IMMUNIZATIONS**

All public school students are required by law to be immunized, be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis, and tetanus and other required immunizations that may be established (O.R.C. 3313.671), or must file with the school an objection or a statement by a physician that certifies in writing that such immunizations are medically contraindicated. In accordance with State Board of Education guidelines, we will

ban from attendance any students who have not received the required immunizations or otherwise complied with the Ohio Revised Code Section 3313.671 after fourteen (14) school days.

### **LEADER IN ME**

At Findlay City Schools we use the 7 Habits of Highly Effective People to encourage independence and leadership. The Leader in Me Framework provides a unique approach to integrating highly effective practices throughout a school's culture. In collaboration with a focus on academics, *Leader in Me* embodies a holistic approach to education, redefining how schools measure success. This approach empowers educators with effective practices and tools to:

- teach LEADERSHIP to every student
- create a CULTURE of student empowerment,
- and align systems to drive results in ACADEMICS.

### **LUNCH PERIOD**

The Findlay City Schools Food Service provides a school lunch for children daily. Make checks payable to: **Findlay City Schools**. Free/Reduced price lunch application forms are available upon requests. It is also available on Final Forms.. Children may carry lunch to school and eat in the cafeteria with those who purchase the school lunch. The lunch period is supervised by school monitors. School personnel are not permitted to loan money to students. Students must remain at school during the lunch period and are **not** permitted to leave school grounds unless the parents/guardians pick them up. Please refer to the lunch menu for the price of lunch.

### **NO SMOKING POLICY**

Board of Education policy prohibits smoking or any use of tobacco products including e-cigarettes at all times in any building, vehicle, outdoor bleachers or other school property.

### **NURSE**

A nurse is on duty most of the school day. The nurse assists with implementation of the health policies of the Findlay City Schools. The nurse also compiles an individual health record for each student.

### **OUTSIDE RECESS**

The need for exercise and playtime is very important to a growing child's development. All children are encouraged to participate in outdoor recess unless excused by the family doctor. The temperature will be the major factor to determine whether recess is outdoors or indoors. Normally, outside recess will occur when the temperature (wind chill) is 15 degrees and above. The general conditions of the weather will be considered to determine if the children shall stay indoors for recess. Each building principal will use their discretion as the final determining factor. Please dress your child properly for all weather conditions. Boots, scarf, hat, and mittens or gloves are a necessity during the cold weather. Your child will be outside whenever possible.

### **PBIS/House Bill 318**

Gov. Kasich signed HB 318 in August 2018, with an effective date of Nov. 2, 2018. Broadly, this act:

- Specifies requirements for the implementation and training of Positive Behavioral Interventions and Supports (PBIS) and other social-emotional programs for students;

- Outlines parameters for the suspension and expulsion of students, particularly for students in grades pre-kindergarten through grade 3;
- Provides grant funding for school safety training and school climate

In our efforts to establish Findlay City Schools as a safe, welcoming, and purposeful learning environment, we have implemented a framework called Positive Behavior Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also showing good character through their behavior. At Findlay City Schools, the focus is on teaching and encouraging positive behavior in all areas of school, concentrating on being respectful, being responsible and being safe.. Students who show pride in their school are able to maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

PBIS schools emphasize a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school- wide, classroom, and individual systems of support. Unlike how schools have typically reacted in the past—discipline in response to student misbehavior—PBIS takes a proactive approach by teaching behavioral expectations and rewards students for following them. A successful PBIS school fosters a climate in which appropriate behavior is the norm. Behavior flow charts and matrices with expectations are posted, taught and reinforced for all common areas and classrooms.

It is important to remember that the school's expectations apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

### **PHOTO RELEASE**

From time to time, student pictures may be taken by photographers, local newspapers, and school personnel to be used in school press releases, school publications, and school social media sites. Videotaping is occasionally done during student programs and other special events. Parents/guardians will have the opportunity through Final Forms to refuse consent to use their child's picture and first name on any photo release.

### **PLAYING AT SCHOOL AFTER DISMISSAL**

Students are instructed to leave the building and school grounds immediately after school is dismissed. Students may return to play on the playgrounds after school hours with parent/guardian permission. Children should be instructed to respect the building, grounds, and the rights of others who may also be playing on the school grounds. Supervision of children is not provided by school personnel on the playground after school hours.

### **PROGRESS REPORTS**

Progress reports are issued on the fifth school day following the end of each grading period. All final progress reports will be sent home with students on the last day. If parents/guardians have questions or concerns regarding a progress report, they should contact their child's teacher. A conference may be arranged, if necessary.

### **RECESS POLICY**

In order to ensure a safe and consistent recess environment for our students during inside

recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage parents/guardians to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom.

### **RECORDS**

Cumulative records (sometimes called permanent records) are kept electronically in the school office for each student enrolled in kindergarten through grade five (5). Information such as the student's academic progress, health record, test scores, and attendance is part of the cumulative record. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with the written permission of a parent/guardian, or with the written permission of the student if over eighteen (18) years of age. This act also states that the parents/guardians must be granted the right to view these records if they so desire. A qualified representative will assist the parent/guardian to help interpret the records.

### **SAFETY REMINDERS**

We recommend that parents/guardians establish a safe, regular route for their child to use going to and from school. Stress the need to stay on sidewalks and to cross streets only at crosswalks. Encourage students to walk with friends and not alone. If you do pick your child up after school, **avoid double parking automobiles and please observe areas (painted yellow or street signs) designated for bus parking only. It is required that designated pick up and drop off procedures are followed for student and staff safety.**

All schools will conduct fire, tornado, and safety drills as required by law.

### **SALE OF SNACKS TO STUDENTS**

The Healthy Hunger-Free Kids Act of 2010 directed the USDA to establish nutrition standards for all foods and beverages sold to students in school *during the school day*, including foods sold through school fundraisers. The new Smart Snacks in School nutrition standards will help schools to make the healthy choice the easy choice by offering students more of the foods and beverages we should be encouraging – whole grains, fruits and vegetables, leaner protein, lower-fat dairy – while limiting foods with too much sugar, fat and salt.

#### **Applicability of the Smart Snacks Standards**

The Smart Snacks standards are applicable *during the school day*, which is defined as the midnight before to 30 minutes after the end of the instructional day. If such programs are operated in the school during the school day, or if afterschool snacks or meals are provided within the 30 minute window after the end of the instructional day, any other food available for sale to students at that time must comply with the Smart Snacks requirements.

### **STUDENT CONDUCT POLICY**

We 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 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 student conduct policy is listed to serve this purpose.

**The following rules of conduct apply whenever a student is on school property, at any school-sponsored activity, 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. 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. Administration has the right to reschedule ALC or reschedule OSS at their discretion due to calamity days or unforeseen circumstances.

Extracurricular activities and school events (such as Leadership Teams, Intramurals) 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

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.

*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.

### **STUDENT DIRECTORY RELEASE**

The District has designated the following personally identifiable information contained in a student's education records as "directory information."

1. student's name
2. participation in officially recognized activities and sports
3. student's achievement awards or honors
4. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the school in writing by October 1 of each school year that any or all such information should not be released by in without their prior written consent or when disclosure is otherwise prohibited by law.

Parents/guardians will have the opportunity through Final Forms to refuse consent to use their child's picture and first name on any photo release.

### **STUDENTS SEEKING ASSISTANCE**

Teachers, administrators, counselors, and other school staff are here to help students who may have some type of concern. If you have any concerns about school, please talk with your teacher or other personnel.

### **TECHNOLOGY/ 1:1 DEVICES**

Refer to Findlay City Schools 1:1 Device Handbook for Students and Parents regarding the rules and expectations for students with 1:1 devices. Also, review the Board of Education Policy EDE and EDE-R for Students Acceptable Use and Internet Safety for the Computer Network of the Findlay City School District.

### **TELEPHONE USE BY PUPILS**

The telephone in the school office is reserved for official business during school hours and is not intended for personal calls. Only calls of an emergency nature will be made for/by students and students will not be called to the phone to take incoming calls. We will deliver important messages to any student during the school day. Students should make necessary personal arrangements (e.g. clubs, scout meetings, etc.) before coming to school.

### **USE OF SCHOOL BUILDING**

The building may be used by various youth groups, including Scout organizations, Campfire, YMCA activities, and 4-H. In all cases, after school groups must be supervised by a qualified adult leader. These and other functions may be scheduled through the school's website by completing a facilities permit with documentation of liability insurance.

### **VACATION POLICY**

**We discourage families from taking students out of school for vacations.** However, if the parents/guardians decide that this must be done, then the teacher and the office should be notified as early as possible.

The teachers will give students their assignments upon returning to school. It is the responsibility of the parents/guardians to see that make-up work is completed. Students will be given a period of time equivalent to the amount of school they missed to complete their assignments.

### **VISITORS TO THE SCHOOLS**

Parents/guardians are encouraged to visit the school frequently and actively participate in the education of their child. Classroom visits may be arranged through the principal or the teacher. We request that parents/guardians avoid conferences with the teacher during such visits, but rather schedule a conference for a mutually acceptable time.

**For the protection of students, all non-students are to report to the office upon entering the building. Please do not go directly to the classroom. Loitering and trespassing laws will be enforced.**

If you need to give your child a message, medication, homework, lunch, money, supplies, etc please go to the office. Interrupting class hampers valuable instruction time. Also, standing in the hall while waiting on your child or the teacher may be disruptive to the learning environment. Students from other schools are not permitted to visit class with your child.

### **WITHDRAWING FROM SCHOOL**

If it becomes necessary to withdraw a student from school, the office should be notified. After returning textbooks, paying any financial obligations, and receiving the current grades in each course, the necessary student records are then sent to the receiving school after parents/guardians sign the release forms.

**ZERO-TOLERANCE POLICY ON VIOLENT OR DISRUPTIVE BEHAVIOR** The primary objective for public schools is to educate students in a safe environment. This objective is undermined by violent, disruptive, and/or inappropriate behavior. In compliance with Section 3313.534 of the Ohio Revised Code, and in order to facilitate the learning process, the Board adopts this zero-tolerance policy, which expressly prohibits all violent, disruptive, or other inappropriate behavior by District students. In addition, the Board has established strategies which range from prevention to intervention to help eliminate violent, disruptive, or inappropriate behavior.

Under this policy, students must refrain from any and all violent, disruptive, or inappropriate behavior. Students must comply with all school rules and regulations, which include the District's student conduct policy. Likewise, students must follow the directives of all teachers, administrators, and other school personnel. This policy applies to students at the same times and places that the District's student conduct policy applies to students.

Students who fail to adhere to this policy will face appropriate disciplinary action, which may range from a warning, to a suspension, to an expulsion, to permanent exclusion, depending on the particular circumstances, including the severity of the offense, the student's prior record, the threat posed to the well-being and property of others, and any other circumstances that may be aggravating or extenuating in the specific case. The Board will actively cooperate in the prosecution of students who commit acts violating any laws of the State of Ohio or any of its political subdivisions. Students are expected to report any suspected violations of this policy to the school principal.

The District's student conduct policy lists some, but not all, of the types of conduct for which students may face disciplinary action under this policy.