

# FINDLAY HIGH SCHOOL STUDENT HANDBOOK



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## FINDLAY CITY SCHOOLS BOARD OF EDUCATION POLICY MANUAL

*This handbook replaces all prior handbooks and other prior written material provided 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 guidelines prevails. Copies of current Board policies and administrative guidelines are available on the District's website.*

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## **HELP & ASSISTANCE**

### **FHS HOTLINE**

Do you or does someone you know need help? The Hotline is available 24 hours a day, 7 days a week. Click the link above or look for this icon on the Counseling & Academics page of the Findlay High School website.

### **988 LIFELINE**

Call 988 if you are facing mental health struggles, emotional distress, alcohol or drug use concerns, or just need someone to talk to. There are counselors available for you. You are not alone.

### **STAY SAFE. SPEAK UP!**

Findlay City Schools is fully committed to curbing student bullying and school violence and providing a positive learning environment for all students. As part of our commitment, the district offers the Stay Safe. Speak Up! Student Safety Reporting System (powered by PublicSchoolWORKS) to document and respond to concerns of bullying, suicide, violence, and other safety threats.

The system allows students, parents, and staff to submit safety concerns to school officials in three different ways:

1. Mobile App. Download the Stay Safe. Speak Up! mobile app and enter our unique District Code to submit reports directly from your smartphone. DISTRICT CODE: FCS
2. Phone. Call 1-866-547-8362 to leave a voice message or speak with a trained, live attendant. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.
3. Online. Click on the Stay Safe. Speak Up! button on the homepage to access the online form.

### **HELPING AGENCIES**

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

### **HANCOCK COUNTY CRISIS HOTLINE**

1-888-936-7116 Hancock County Board of Alcohol, Drugs, and Mental Health services

### **FAMILY RESOURCE CENTER**

419-422-8616 OR 419-425-5050

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

### **FOOD**

CHOPIN Hall 419-422-6401

Salvation Army 419-422-8238

Women Infants Children (WIC) 419-424-0720

Hancock Christian Clearing House 419-422-2222

**HOMELESS SHELTER & FOOD**

City Mission 419-423-9151

Helpline - Local mental health resource 800-684-2324

**HOUSING SERVICES**

Hope House (Shelter) 419-425-4673

Hope House (Housing Office) 419-427-2848

**INFORMATION & REFERRAL**

Help Me Grow 419-423-8687

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

**HANCOCK COUNTY PUBLIC LIBRARY**

419-422-1712

**MEDICAL & PRESCRIPTION**

Caughman Health Center 419-427-0809

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

**NATIONAL SUICIDE PREVENTION LIFELINE**

(24 hr) 800-273-TALK(8255)

**NATIONAL DOMESTIC VIOLENCE HOTLINE**

(24 hr) 800-799-7233

**SUPPORT GROUPS**




Therapy & Emergency Services 419-425-5050

**UTILITY ASSISTANCE**

Associated Charities 419-423-2021

## GENERAL INFORMATION & EXPECTATIONS

### SCHOOL-WIDE RULES BY LOCATION

TROJAN COUNTRY EXPECTATIONS									
9-12 LEADERS		Classroom & All Settings	Arrival & Dismissal	Hallways	Restroom	Cafeteria	Technology	Bus	Athletic Venues
 <b>BE RESPECTFUL</b>	<ul style="list-style-type: none"><li>Be on time.</li><li>Respect others' learning.</li><li>Use appropriate language &amp; voice level.</li><li>Interact with others in a positive &amp; calm manner.</li></ul>	<ul style="list-style-type: none"><li>Be polite.</li><li>Keep hands, feet, &amp; objects to yourself.</li></ul>	<ul style="list-style-type: none"><li>Be mindful of the learning environment of others.</li><li>Keep hands, feet, &amp; objects to yourself.</li><li>Use school-appropriate language.</li></ul>	<ul style="list-style-type: none"><li>Keep hands &amp; feet to yourself.</li><li>Give others privacy.</li></ul>	<ul style="list-style-type: none"><li>Listen to all adults.</li><li>Be polite.</li><li>Use appropriate table manners.</li></ul>	<ul style="list-style-type: none"><li>Follow adult directions.</li><li>Handle devices with care.</li><li>Communicate appropriately at all times.</li></ul>	<ul style="list-style-type: none"><li>Listen to all adults.</li><li>Be polite.</li><li>Keep hands, feet &amp; objects to yourself.</li></ul>	<ul style="list-style-type: none"><li>Display sportsmanship.</li><li>Respond appropriately to all opponents, coaches, &amp; officials.</li><li>Positively encourage all participants.</li></ul>	
	 <b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"><li>Be prepared.</li><li>Follow directions &amp; procedures.</li><li>Be present &amp; engaged.</li></ul>	<ul style="list-style-type: none"><li>Arrive/dismiss on time.</li><li>Walk when entering &amp; exiting.</li><li>Go directly to your appropriate location.</li><li>Park headfirst in student lots.</li><li>Eat breakfast in the cafeteria.</li></ul>	<ul style="list-style-type: none"><li>Go directly to where you have permission to be.</li><li>Use e-hall pass.</li><li>Be efficient with locker use.</li></ul>	<ul style="list-style-type: none"><li>Use bathroom as intended.</li><li>Flush, wash, &amp; leave promptly.</li><li>Throw away trash.</li><li>Alert staff to issues.</li></ul>	<ul style="list-style-type: none"><li>First things first: Eat &gt; Talk</li><li>Keep track of belongings.</li><li>Clean up your table.</li><li>Seek permission to leave your seat.</li></ul>	<ul style="list-style-type: none"><li>Use devices as permitted.</li><li>Use devices as intended for instructional purposes.</li><li>Keep track of devices.</li></ul>	<ul style="list-style-type: none"><li>Be ready when bus arrives.</li><li>Board promptly.</li><li>Go directly to seat.</li><li>Exit promptly.</li></ul>	<ul style="list-style-type: none"><li>Proudly represent FHS.</li><li>Be a role model for future Trojans.</li><li>Keep locker rooms &amp; facilities clean.</li></ul>
		 <b>BE SAFE</b>	<ul style="list-style-type: none"><li>Notify adults of unsafe conditions.</li><li>Use school property as intended.</li></ul>	<ul style="list-style-type: none"><li>Cross at crosswalks.</li><li>Follow traffic procedures.</li><li>Use walkways appropriately.</li><li>Be aware of surroundings.</li><li>Keep coats &amp; backpacks in locker during day.</li></ul>	<ul style="list-style-type: none"><li>Stay to the right.</li><li>Walk at all times.</li><li>Respect personal space.</li></ul>	<ul style="list-style-type: none"><li>Walk calmly.</li><li>Keep the floor dry.</li></ul>	<ul style="list-style-type: none"><li>Always walk.</li><li>Eat only your food.</li><li>Use utensils as intended.</li><li>Stay in your seat until dismissed.</li><li>Report spills to staff.</li></ul>	<ul style="list-style-type: none"><li>Report inappropriate and unsafe behavior to an appropriate adult.</li><li>Use school appropriate sites and apps.</li><li>Keep your password private.</li></ul>	<ul style="list-style-type: none"><li>Keep food &amp; drink in your bookbag &amp; belongings in your seat.</li><li>Keep aisle clear.</li><li>Remain seated.</li><li>Report unsafe behavior.</li></ul>

## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

### WHAT IS PBIS?

Positive Behavioral Interventions & Supports (PBIS) is an implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional and behavioral competence of all students.

**CLEAR EXPECTATIONS**

School communities identify 3 to 5 (2 to 3 for early childhood) school-wide overarching behavioral expectations that align with the mission of the school and guide behavior for all settings and situations for staff and students.

**COMPREHENSIVE INSTRUCTION**

Systematic, explicit instruction is provided on the school-wide expectations along with opportunities to practice and receive feedback on the expected behaviors for each area of the school setting.

**CONSISTENT SYSTEMS OF ACKNOWLEDGING & CORRECTING BEHAVIORS**

Staff provides timely and specific feedback on expected behaviors at a 4:1 positive/negative ratio. Proactive measures to minimize and respond to unexpected behaviors is provided through:

- active supervision
- proactive scheduling
- logical consequences and reteaching
- clear procedures for responding to behaviors
- supportive environments designed to eliminate behavior triggers

**SUPPORTIVE CULTURE**

Districtwide and schoolwide systems are created to enable accurate and sustained implementation of practices. Teams use data to make decisions as they focus on developing an infrastructure in schools that provides effective academic and behavioral multi-tiered systems of support for all students. Progress monitoring completed for fidelity and target outcomes.

**COMMUNITY CONNECTIONS**

With administrative commitment and involvement, schools and districts utilize team-based structures to focus on building positive relationships among all stakeholder groups, to ensure consistent implementation of culturally responsive practices.

**TIER 1**

Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide.

**TIER 2**

Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.

**TIER 3**

At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

**Incentives**

Incentives will be given to students who meet behavior requirements. Students will earn tickets in classrooms for modeling behavior that meets or exceeds expectations. Students can then turn in those tickets in order to receive prizes, privileges, or rewards. After turning in their tickets students will be able to select prizes and have a chance to win each quarter and semester.

**School Wide Behavior Process:**

- Step 1: Warning
- Step 2: Last Out
- Step 3: Phone Call
- Step 4: Office Referral

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**STUDENT DISCIPLINE & BEHAVIOR CODE****NON-VIOLENCE PLEDGE**

As a member of the Findlay High School community, I will:

1. Display an attitude of respect and kindness.
2. Refrain from confronting another person in anger.
3. Refrain from using or threatening any physical force.
4. Refrain from participating in any way in a physical fight.
5. Refrain from using any foul or profane language.

In order to assist me with the above, I am aware that the following interventions are available to me:

- Talk to a counselor
- Talk to a principal
- Take advantage of mediation
- Talk to a teacher

**NON-VIOLENCE STATEMENT**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Findlay High School will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. Findlay High School will not tolerate violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct.

**STUDENT DISCIPLINE CODE**

We at Findlay High School encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast



majority of students who are here to learn. It is necessary for students to be properly warned of the consequences of negative 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.

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## **FHS 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 alarms, 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, 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. This includes visiting a vehicle during the school day without 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 can be found on the district's website under Board of Education.

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***

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Findlay City Schools has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen Findlay City Schools' focus on learning, in alignment with our mission to unlock the dreams of all students through academic excellence, diverse opportunities and true belonging.

**I. *Research***

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell

phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. *Applicability*

This policy applies to the use of cell phones by students while on school property during school hours.

III. *Use of cell phones*

Students are prohibited from using cell phones at all times.

IV. *Exception*

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

V. *Cell phone storage*

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. *Discipline*

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Place the student's cell phone in the school's central office for the remainder of the school day.
- B. Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
- C. Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

Student infractions reset at the semester.

VII. *Wireless Headphones:*

Students are not permitted to use wireless headphones. The use of wired headphones will be limited to school personnel discretion.

*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 Transportation*

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 include but are 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 providing support and interventions to the student and family and making 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 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. This 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 sight 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.

## **DUE PROCESS & APPEALS**

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

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 a suspension may not extend beyond one calendar year from the time the suspension is imposed. When out-of-school suspension is imposed the student may not attend school or extracurricular activities and class work may be made-up for credit or partial credit at the discretion of the appropriate principal.

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.

## **EIGHTEEN YEAR OLD STUDENTS**

Eighteen-year-old students must comply with the rules and regulations of Findlay High School and attend school consequences as assigned. Parents are requested to write excuses for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance. In order to monitor attendance for adult students and to provide support, 18 year old students will be placed on attendance watch, and may be required to provide a doctor's note or be excused by the school nurse in the event of excessive absences.

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

## **FREEDOM OF EXPRESSION & ASSEMBLY**

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

## **SYMBOLIC EXPRESSION & RELATED ACTIVITIES**

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

## **SEARCH AND SEIZURE**

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

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

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

\*For more information review board policy JFG and JFG-R.

## **SURVEILLANCE CAMERA**

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

## **VAPING**

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

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

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

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## **EXTRACURRICULAR ACTIVITIES RULES & ELIGIBILITY**

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

## **GOALS & PHILOSOPHY**

Findlay City Schools believes that all participants covered by these rules are students who have a strong influence both in our community and among the student body. With this opportunity comes the responsibility of being a good role model. Thus, these rules are designed to discourage all participants in extra-curricular activities from the use of drugs, alcohol, and tobacco in any form.

These rules are established for the benefit and well-being of the students. Your support and encouragement for your student to abide by these rules is vital. These rules are in effect year round. The Extracurricular Activities Rules and Eligibility Policy are posted on the school website and in the FHS main office. Students participating in extra-curricular activities will receive a copy of the policies and procedures. Students participating in extra-curricular activities will be required to submit to all Findlay City School District policy and procedures.

## **GOOD SPORTSMANSHIP/ATTENDANCE AT ATHLETIC EVENTS**

The Student Athlete Leadership Team (SALT), administration and staff at FHS promote enthusiastic support of our athletic teams. Please display positive behavior that promotes good sportsmanship by treating all fans, officials, coaches and student athletes with respect.

## **RESPONSIBILITY OF SCHOOL & COACHES/ADVISORS**

Prior to the first meeting/event of the season, coaches/advisors are to hold a meeting open to parents and students for the purpose of reviewing these rules and additional rules specific to a sport or activity, eligibility guidelines, and any other information relative to the sport or activity. We strongly encourage parents and their children to review these rules together.

## **ELIGIBILITY**

In order to remain eligible to participate in extracurricular activities, students must adhere to the following requirements:

The current Ohio High School Athletic Association minimum standards:

1. A student in grades 9-12 must have passed five or more credits during the preceding grading period.
2. A student in grades 7-8 (includes incoming 9th graders) must have received passing grades in 75% of the subjects in which they were enrolled during the preceding grading period.
3. Maintained a minimum 1.5 GPA in the previous grading period.
4. Received no more than one F in classes in which they were enrolled during the preceding grading period, whether for full or partial credit.
5. After a student completes the eighth grade, or is otherwise eligible for high school extra-curricular activities, the student may be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not.

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

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## **ACADEMIC INFORMATION**

### **ACADEMIC DISHONESTY**

The purpose of writing is to help the student express his/her own ideas and to improve the student's ability to convey these ideas. It is our primary concern that the written material the student submits is, in fact, the product of the student's own mind, research, and documentation. To use the ideas or words of another person 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.
- Alternative assignment to be completed in lieu of original assignment
- Recommendation to the National Honor Society Selection Committee that the student be removed for a willful, flagrant violation.

## **TRANSCRIPTS**

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

## **AUDITING A COURSE**

Students may be permitted to audit a course, provided there is sufficient room and approval is obtained in writing from the principal, counselor, and teacher no later than 5 school days after first quarter interims are posted and 5 school days after third quarter interims are posted for a second semester course. A request to audit a course after the deadline must be approved by the building principal. Students receive no credit for audited courses. Admissions will be on a space-available basis, and credit-seeking students will be accommodated first. Any student

auditing a course must attend as if regularly scheduled, do all the work assigned, and take exams as required for other students. A grade of AUD\* will be recorded on the transcript and will not be calculated into the student's GPA/class rank. Students who fail to comply with the expectations of auditing a course may be removed from the course and assigned a course grade of an F, which will be recorded on the transcript and calculated into the student's GPA/class rank.

### **COURSE FEES**

Students are required to pay fees in some courses. The fee money is used to purchase material used by the students in those courses. Any fees charged to students eligible for free lunch may only be charged in compliance with State and Federal law. Students having a financial problem should see their counselor or principal.

### **CREDIT FLEXIBILITY**

Credit flexibility shifts the focus from "seat time" to performance. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills. Through credit flexibility, students may earn high school graduation credit by:

1. Demonstrating subject area competency through the completion of traditional course work;
2. Testing out of or showing mastery of course content through the pursuit of an approved educational option and/or
3. Any combination of the above.

Credit Flex will acknowledge and address students' different learning styles, paces and interests, offering students the opportunity to demonstrate creativity, explore academic and career interests, and practice critical thinking. Credits earned will be included on the transcript and calculated in the GPA. Teachers, a multi-disciplinary team, a professional panel from the community or a state performance-based assessment may be used to determine credit. The credit flex committee, chaired by the high school principal, must approve the Credit Flex proposal. The student is responsible for following Board of Education policies and procedures IGBM and IGBM-R.

### **CREDIT RECOVERY**

Findlay High School will offer students who have received failing grades in courses that are required for graduation an opportunity to recover the lost credit through computer-aided instruction as an option instead of requiring the student to repeat the entire course. For further details regarding this process, see your school counselor.

### **ACCELERATED GRADUATION**

The Findlay City Schools Board of Education believes that four years of high school are valuable and important for most students. However, the Board of Education acknowledges that some students are pursuing educational goals that include graduation from high school at an earlier date than their designated class. Students considering early graduation must discuss this option with their school counselor and must petition to graduate early prior to the start of the semester in which the student wants to graduate in order to be considered for this opportunity.

Application for early graduation will be submitted to the students' school counselor and the high school principal in accordance with school regulations. The principal may honor this request if

all conditions for graduation are met and the student fulfills the graduation requirements. Student's cohort placement will be adjusted on or after July 1.

With the permission of the Superintendent, the student may participate in the graduation ceremonies with his/her designated class.

Students graduating early will not be eligible to attend Prom unless attending with a current FHS student.

### **GRADING PERIODS**

Please see the district calendar at [fcs.org](http://fcs.org) for Grading Period dates.

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

### **GRADUATION REQUIREMENTS**

The State of Ohio and Findlay City Schools have mandated graduation requirements *subject to legislative changes*.

Graduation requirements continue to be updated. Please refer to board policy IKF and regulation IKF-R for the most updated requirements.

### **GPA FORMULA**

Figure the GPA at the conclusion of each semester based on a 4-point system and credits earned.

A = 2 points

B = 1.5 points

C = 1 point

D = .5

F = 0 points

Semester Credit: Each grading period is 37.5% of the final grade; exam is 25% of the final grade. The cumulative GPA is updated after each semester

### **VALEDICTORIAN/SALUTATORIAN and CLASS RANK**

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

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

The student with the highest GPA who has successfully completed a minimum of 26 credits, which must include a minimum of five Advanced Placement (AP) courses, or five College Credit Plus (CCP) courses, or any combination of both AP and CCP courses totaling at least five credits, and attains the highest composite score/superscored composite on the ACT, as of the February test results in the year of graduation, will be recognized as the Valedictorian.



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

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

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

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

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

Middle school classes taken for high school credit will be included in the calculation of a student's GPA. All students attaining a 4.0 GPA will be honored at an awards program for seniors. Early graduates are not eligible for ranking.

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

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

Val - 4.0 - 35 - 1410

Sal - 4.0 - 35 - 1370

4.0 - 34 - 3rd

4.0 - 33 - 4th

4.0 - 33 - 4th

4.0 - 29 - 6th

4.0 - 27 - 7th

4.0 - 24 - 8th

4.0 - 23 - 9th

4.0 - 23 - 9th

4.0 - 23 - 9th

4.0 - 20 - 12th  
 4.0 - 18 - 13th  
 4.0 - 16 - 14th  
 4.0 - (no ACT score) - 15th  
 4.0 - (no ACT score) - 15th  
 3.97674 - 17th  
 3.97368 - 18th  
 3.97368 - 18th  
 3.89248 - 20th

## GRADING SCALE

Grade	CP	Honors	A.P.
A	92.0	90.0	86.0
B	82.0	80.0	80.0
C	72.0	70.0	70.0
D	62.0	60.0	60.0

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

## GRADE REPORTS

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

Credit will be awarded for each semester in which a student received a passing grade. For example, if a student enrolls in a full year (one-credit) course, fails the first semester but passes the second semester, he/she will receive a half credit.

Students may retake a course but the student will not receive double credit for the course; only the higher grade will be counted toward the student's grade point average.

All failed courses required for graduation must be retaken. Failing grades will remain on the transcript; however, if the student retakes the course only the higher grade will be calculated in the GPA. All high school credits/grades must remain on the transcript to reflect an accurate academic record (for example, high school credits granted in middle school, or earned in CCP courses, correspondence courses, summer school courses, etc.). To receive credit in any subject, a student must complete the course requirements by the end of the semester (unless there is an incomplete issued).

Students/parents have until the end of the following grading period to challenge any grade given during a grading period.

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

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

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

## **PE WAIVER POLICY**

### Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Beginning in the 2019-2020 school year, a student who during high school has participated in show choir for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

### Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

## **HONOR ROLL**

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

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

## **HONORS DIPLOMA**

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

### High School Academic Diploma with Honors

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

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

\*1210 if the SAT was taken prior to March 2016

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

- a.  $\frac{1}{2}$  unit of physical education (or exemption as defined by Findlay City Schools B.O.E.)
- b.  $\frac{1}{2}$  unit in American history
- c.  $\frac{1}{2}$  unit health
- d.  $\frac{1}{2}$  unit in government

### **INTERIM REPORTS**

Teachers regularly update their grades. Student progress is available on ProgressBook and/or Google Classroom. If questions arise, contact the teacher via email.

### **NATIONAL HONOR SOCIETY**

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

### **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus (CCP) program allows college-ready students in grades 7-12 to earn both high school and college credit simultaneously by enrolling in courses at participating colleges and universities. The program is designed to promote academic rigor and expand educational opportunities for eligible students. Findlay High School will offer an Annual CCP Informational Meeting each school year for the following school year.

[Eligibility & Admission](#)

Students must meet the state-defined CCP eligibility requirements and gain admission to the participating college or university to enroll in courses. Admission requirements vary by institution, and students should consult the specific college or university for details. Students interested in CCP must notify Findlay High School of their intent to participate by April 1st for Summer/Fall/Spring semester of the preceding school year or November 1st for Spring only courses.

### Credit Conversion

Credits earned through CCP courses translate to high school credit as follows:

- A three or more credit-hour college course = 1.0 high school Carnegie unit
- A two credit-hour college course = 0.67 high school Carnegie unit
- A one credit-hour college course = 0.33 high school Carnegie unit

### Cost & Financial Responsibility

In most cases, CCP courses are at no cost to the student and family. However, families may incur costs in the following circumstances:

- If a student fails a CCP course or withdraws after the college's published drop deadline, the student or parent/guardian may be responsible for all associated costs.
- Additional fees may apply at private institutions.
- If a student exceeds their allowable 30 credit hour limit for the year. The student and family will become responsible for the CCP course(s) that exceeds the limit. These allowable hours include high school courses. Please work closely with your school counselor to calculate your allowable CCP hours for the year.
- Transportation to and from the college is the responsibility of the student and family.

### Course Expectations & Grading

- Students must adhere to the academic and behavioral expectations of both Findlay High School and the participating college or university.
- Students may still be expected to complete End-of-Course (EOC) exams that are required to meet graduation requirements.
- Final grades for CCP courses will be recorded the same on both the student's high school and college transcripts and calculated into both GPAs. (Example: Courses failed with an "F" grade will receive an "F" on both their high school and college transcripts and the "F" grade will be factored into both GPAs.)

### CCP Probation & Dismissal

#### *CCP Probation*

A student will be placed on CCP probation if:

- Their cumulative college GPA falls below 2.0.
- They withdraw from or receive no credit for two or more courses in a single term.

While on probation, a student:

- May enroll in no more than one college course per term.
- May not enroll in a course in the same subject area in which they previously earned a D, F, or no credit.
- Will remain on probation until their cumulative college GPA reaches 2.0 or higher.

### *CCP Dismissal*

A student will be dismissed from CCP if they remain on CCP Probation for two consecutive college terms. Dismissed students may not enroll in college courses for the following term but may appeal their dismissal to the school district.

For more information, students and families can visit the Findlay High School - Counseling & Academics website - College Credit Plus tab, speak with a school counselor, or review Ohio's CCP guidelines at: <https://www.ohiohighered.org/ccp>.

### **PROGRESS BOOK ACCESS**

Parents have the ability to check their student's progress and grades online. You must have a registration key to log in the first time, which can be obtained at fcs.org under Families & Students: ProgressBook. The parent access site can be found here. Further questions about grades in ProgressBook should be directed to the student's teacher and/or counselor.

### **SCHEDULE CHANGES**

During the spring a series of scheduling activities take place to assist each student in selecting appropriate courses for the following year and to allow for parent feedback. Extensive time is spent developing course planning information, credit check worksheets, course advisement information, and counseling by teachers and counselors. Because of this detailed process, students need to plan their schedule carefully since schedule changes will only be permitted for the reasons below. When the number of requests for a class exceeds the number of available spots, priority may be given to those requests based on various factors including: demonstration of prior success, grade level, course sequencing, prior courses taken and other factors, at the discretion of the principal. Students may not add a course after the first 10 days of each semester or the first 5 days of a technology class. In order to ensure that students are able to take another class, students are not permitted to drop a course after the course has been in session for 10 days. Dropping after that date would result in a WD/F. Failure to follow the proper schedule change procedures will result in a failing grade for the course and loss of credit. Students requesting a schedule change must complete the Drop/Add form, meet at least one of the criteria below for a schedule change, and obtain all of the necessary signatures, prior to the schedule change being made. Schedule change requests after the 10 days must receive approval by the building principal. Level changes must be requested no later than 5 school days after grade cards are distributed at the end of the first quarter. Level changes after the first quarter of the course must receive approval by the building principal. If approved, the student must follow the current schedule until notified that the change has been made. Requests for specific teachers, lunch periods, and/or courses offered during specific periods will not be honored. Students and parents are responsible for making sure that the schedule change does not impact athletic eligibility, graduation status, the college core, and/or earning the honors diploma. Reasons that justify changes in your schedule:

- Semester/Class imbalances and/or clerical errors.
- Replacement of summer school course(s) successfully completed.
- Level change – Students transferring from an honors/AP course to a general high school course must request no later than 5 school days after grade cards are distributed at the end of the first quarter or with administrative approval.

- Scheduled college class to replace FHS class (provided all deadlines were followed; provide a copy of college schedule).
- Adding a course to ensure athletic and/or extracurricular eligibility.
- \*Other Principal approved

### **FULL-TIME STATUS**

Full-time student - a student who is scheduled to attend a minimum of twenty or more clock hours per week and/or is scheduled for a minimum of 2.5 credits per semester.

### **JUNIOR/SENIOR PRIVILEGE**

- All students must maintain full-time status (5 credits per year)
- Must be on track for graduation
- Complete form for consideration.
- The student is to continue to report to the study hall until notified that it has been approved and the schedule has been changed.
- Schedule changes will not be made just to allow for junior/senior privilege.
- The student's parents or administrator may revoke this privilege for any reason.

### **STUDENT WITHDRAWAL PROCEDURES**

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

### **TEXTBOOKS**

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

### **WORKBOOKS**

Some courses require the use of workbooks. Since these are not reusable, the student is expected to purchase them. Teachers will inform you if a workbook is required in their course. If so, you may purchase them from the school. You should obtain them as soon as possible in order not to fall behind in your schoolwork. Any fees charged to students eligible for free lunch may only be charged in compliance with State and Federal law. Students having a financial problem should see their counselor.

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## **ASSEMBLIES**

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

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## **ATTENDANCE**

### **ATTENDANCE/ABSENT NOTES**

The following attendance procedures apply to students in all educational settings, both in person learning and digital learning. A parent/guardian should call the Attendance number at 1-844-305-3755 or go to [go.schoolmessenger.com](http://go.schoolmessenger.com) to report a student absence.

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 attendance hotline, using the attendance app, or emailing/calling 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. A student with an unexcused absence is permitted to make up assignments/tests/quizzes missed during the unexcused absence for credit or partial credit at the discretion of the appropriate principal. If a student is planning to be absent for any other reason, the parent should put the request in writing prior to the absence. The student should present the request to his/her attendance aide first, and then present the pre-excused absence form to his/her individual teachers for signatures. Finally, the form must be returned to his/her assistant principal for approval. The student will be granted the same number of school days missed to complete any assignments given during the time of the absence.

The school will make attempts to notify the parent/guardian or designee of the absence. Parents may provide the school with a home phone number, work number, email and/or a designee to enable us to comply with state law.

### **ATTENDANCE PROCEDURE**

In accordance with Ohio law, students are expected to be in school every day on time, unless with legitimate excuse. When a student is absent from school, the parent/guardian should call the child's school to report the absence the day of the absence. When a student returns to school after an absence, they do not need a note unless they have not already been reported absent by a parent during their absence.



In cases of extended absence, a parent/guardian is required to notify the school of the doctor's orders requiring the student to be absent. The doctor's documentation explaining the requirement for the absence must be provided to the school, in writing, within 3 days of the first day of the doctor's order for the absence.

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.

Unexcused absences include, but are not limited to the following: absent without written explanation, oversleeping, car trouble, missed the bus, shopping, haircut/beauty shop appointment, babysitting, truancy, family errands, hunting, fishing or similar reasons. One school day is considered 6.5 hours for grades 6<sup>th</sup>-12<sup>th</sup>.

#### **UNEXCUSED ABSENCE & TRUANCY PROCEDURE**

- Schools shall send notice to the child and parent/guardian in writing the legal consequences of being truant once child has 15 or more hours of unexcused absences, and notify them of their responsibility to cause the child to attend school immediately (ORC Sec. 3321.19)

- Schools shall send notice to parent/guardian of child with 21 or more hours of unexcused absences requiring the attendance of parent/guardian, and children grades 5-12, to attend parent education program (educational program's purpose is to encourage parental involvement in compelling the attendance of the child at school) (ORC Sec. 3321.19)
- Schools may notify parent or guardian of students with 25 or more hours of unexcused absences, in writing, the legal consequences of being truant
- The child is considered a habitual truant when the child is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in a school month, 72 or more hours in a school year. When a student is considered to be a habitual truant the school district may implement an absence intervention plan (ORC Sec. 3321.19 and Sec. 3321.191).
- Filing complaints of truancy and contributing (ORC Sec. 3321.191 and Sec. 2151.27)

#### **EXCESSIVE EXCUSED/UNEXCUSED ABSENCE PROCEDURE**

If a student accumulates 38 hours or more in one school month or 65 hours or more in a school year of non-medically 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 non medically excused or unexcused absences. The Principal/Assistant Principal, Attendance Case Manager, counselor may meet with the student and develop a plan to improve school attendance. The attendance of students moving into the district will be reviewed using the same criteria for Attendance Watch.

#### **MEDICAL, BEHAVIORAL, DENTAL, AND/OR COURT APPOINTMENTS**

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

### **STUDENTS BECOMING ILL DURING THE SCHOOL DAY**

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

### **HOMEWORK REQUEST DURING ABSENCE**

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

### **TARDY POLICY**

A student is considered tardy to school if they are not in their seat when the bell sounds.

Students late to first period will report to the Attendance Office to obtain a pass before going to class. Excessive tardies may result in Administrative Discipline.

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

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

### **FAMILY VACATION REGULATIONS**

We strongly urge that parents arrange family vacations during times when school is not in session. When there is no alternative, the administration of Findlay High School has set the following regulations to insure uniform handling of vacation situations:

- A student is expected to give a written request from the parents to the appropriate attendance aide to obtain the excused absence request (blue form), which will be given to the appropriate principal for his/her approval before the vacation.
- This excused absence request (blue form) should then be presented to each of the student's teachers.
- A sincere attempt must be made by the student to obtain all of the assignments in advance and complete them upon returning to regular classes. The completed blue form must be returned to the attendance aide for the absence(s) to be excused.

### Religious Expression Days

Students in grades kindergarten through 12 will be excused for up to three religious expression days per school year to take holidays for reasons of faith or religious or spiritual belief systems, or participate in activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. No academic penalty will be imposed on a student who is absent for such reasons in accordance with this policy and all requirements of State law. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations for determining absence hours for the purpose of parental notification under Ohio Revised Code 3321.191(C)(1).

Students are provided with alternative accommodations with regard to examinations or other academic requirements due to an absence for a religious expression day in accordance with the following procedures:

1. The parent/guardian must provide the school principal with written notice of up to three specific dates for which alternative accommodations are requested within 14 days of the start of the school year, or within 14 days after the date of enrollment if transferring or enrolling into the District after the start of the school year.
2. The principal will approve the request without inquiry into the sincerity of the student's religious or spiritual belief system. The principal may contact the parent/guardian whose signature appears on the request to verify the request; if the parent/guardian disputes signing the request, the request may be denied.
3. If the approved absence creates a conflict, the principal requires the appropriate classroom teachers to schedule a date and time for an alternative examination or other academic requirement that may be before or after the originally scheduled time and date.

Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days.

Below is a non-exhaustive list of major religious holidays, compiled by the Ohio Department of Education & Workforce. This list is non-exhaustive and may not be used to deny a student's request for accommodation for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

Rosh Hashanah	Eid al-Fitr
Yom Kippur	Pesach (Passover)
Diwali	Good Friday
Hanukkah	Easter
Ramadan	Eid al-Adha
Ash Wednesday	

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## **CHEMICAL HEALTH POLICY**

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

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

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

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

Please visit BoardDocs for the complete Chemical Health Policy IGDJA, IGDJA-R and IGDJA-E for the complete Chemical Health procedures.

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## **COUNSELING SERVICES**

The services provided by the high school counselors are:

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

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

### **SUICIDE INTERVENTION PROCEDURE**

If a student is a serious threat to self, the school counselor will refer to appropriate psychiatric services. Upon this intervention the principal and parent or guardian will be notified. If a parent or guardian objects to the recommendation of the appropriate psychiatric services, the principal may contact the appropriate public or private agency. It is incumbent upon the family to get their child evaluated/cleared to return to school, once an evaluation is requested.

### **988 LIFELINE**

Call 988 if you are facing mental health struggles, emotional distress, alcohol or drug use concerns, or just need someone to talk to. There are counselors available for you. You are not alone.

### **DATING AND SEXUAL VIOLENCE PREVENTION**

Ohio law requires schools to provide developmentally appropriate instruction in dating violence and sexual violence prevention education during health education to students in grades 7 through 12. Instruction must include recognizing dating violence warning signs and characteristics of healthy relationships.

If the parent or legal guardian of a student less than eighteen years of age submits to the principal of the student's school a written request to examine the dating and sexual violence prevention instruction materials used at that school, the principal, within forty-eight hours after the request is made, shall allow the parent or guardian to examine those materials at that school.

Upon written request of the student's parent or guardian, a student shall be excused from taking instruction in sexual violence prevention.

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### **DANCES & PROM**

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

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

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### **DIRECTORY INFORMATION & STUDENT RECORDS**

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.

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## **FUNDRAISERS & SALES**

All fundraisers, including donation collections, have to be affiliated with a school approved club/activity and must go through the FCS Fundraising Approval process. Students are only permitted to sell products that have been previously approved, as mentioned above, during the time-frame specified within the FCS Fundraising Approval Process.

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## **HALL PASSES**

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

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## **HEALTH SERVICES**

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

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## **INCLEMENT WEATHER**

In the event of inclement weather, school delays and closings will be sent via the district communication system, posted on the district website and social media pages, and shared through local television/radio stations. There may be times when it is necessary to dismiss school during the day because of a weather emergency. In such instances, parents will be contacted using the district's communication system. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

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## **LIBRARY GUIDELINES**

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

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

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

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## **LOCKERS**

Each student is issued a locker for their individual use only, for storage of books and equipment. It is the responsibility of each student to see that his/her locker is locked at all times. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. . Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, building administrators/designees may search any locker and its contents as the administrator/designee believes necessary. All locker combinations should be kept confidential. Report locker problems to the main office. Students MUST lock their school locker and their gym locker to provide security from theft.

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## **LUNCH/CAFETERIA USAGE**

Findlay High School sets a high priority on ensuring students receive nutritious meals offering a variety of choices and providing a safe and positive eating environment. FHS will operate daily on the basis of a cafeteria based lunch, allowing an opportunity for an open lunch to students who meet certain PBIS criteria. Students who meet the PBIS criteria will be given a color coded ID badge. Students will be required to show the badge when leaving the building during their scheduled lunch, but it is their responsibility to be back on time. Persistent tardiness will result in a loss of privilege.

Students are only permitted to leave/return through the appropriate doors. Students are not permitted to drive off campus during their scheduled lunch period. Students may also not loiter in their cars or in the lot during lunch periods. If students do not follow the proper procedures, open lunch may be revoked. Eligibility for open lunch will be determined at the end of every quarter.

Criteria for Open Lunch:

- No failing grades
- No suspensions (ISA or OSS)
- No attendance watch

*\*Criteria for the open lunch incentive is based on the prior quarter. If a suspension occurs or a student accumulates enough absences to be put on attendance watch, their open lunch may be*



*revoked.*

Despite having met the criteria, if a student is assigned a Lunch Detention, they are not permitted to take advantage of open lunch for the day the detention is assigned.

Students who elect to stay in the building must eat lunch in the cafeteria or other designated areas. Students may bring their own lunch from home or may purchase one in the cafeteria. Students are only permitted to have food in the cafeteria during their assigned lunch period. There are multiple serving lines. A complete tray lunch will be served daily. Deli sandwiches, a variety of salads, wraps, and miscellaneous entrees along with a la carte items will also be served.

Food deliveries (Doordash, Uber Eats, etc) are permitted during a student's lunch period only. All food deliveries must be left in the vestibule of the athletic doors. The school is not responsible for any food left by delivery services.

Students are responsible for cleaning up tables after eating. Games and card playing are permitted only during the lunch periods and only in the cafeteria or great hall. No gambling is permitted.

#### **FREE/REDUCED LUNCH**

In the event that financial concerns arise that make it difficult to purchase school lunches, students should see their counselor and apply for free and/or reduced lunch. Federal Regulations require all schools to verify the income of applicants for free and reduced lunch. Parents or guardians must have their child pay or pack lunch until the Food Service office approves the application. Applications are available on the PaySchools Central website, linked on the home page of fcs.org.

#### **"SMART SNACKS" STANDARDS**

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.

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#### **MEDICATION**

Students are not permitted to carry any medications and/or pills/substances of any type at school unless otherwise allowable under law in accordance with board policies and procedures. This includes over-the-counter medications and prescriptions. Medications should be given at home. If it becomes necessary to have medication during the school day, the physician and parent must complete and sign

the medication form and the medication must be brought to the clinic in the original labeled container. The Board of Education policy for medication at school is in accordance with the state law. Students are required to have a current Emergency Medical Form on file with the school nurse.

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## **PARKING, TRANSPORTATION, FIELD TRIPS**

### **BUS POLICY**

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

### **BUSES**

Riding a bus is a privilege extended to those who qualify to ride school buses to and from school. Once these students arrive at school by buses, they are not permitted to leave the school grounds from the time of arrival until their bus departs after dismissal. Students will be informed about rules governing their behavior on school buses by their drivers. All school rules and procedures apply while students are being transported by school district vehicles. Bus Safety Rules are posted in ALL Findlay City School Buses:

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 when 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.

### **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 students with disabilities from transportation may require a modification of these procedures and complies with all applicable statutory requirements.

### **BUS RULES FOR FIELD TRIPS**

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

### **DRIVING/PARKING**

The following are the guidelines that all student drivers are required to follow. All student drivers and their parents are required to sign a Parking Contract before a parking permit will be issued.

Parking on campus is a privilege. All students wishing to purchase a Findlay High School parking permit will be required to sign an Informed Consent Agreement and participate in both random drug testing and/or drug testing upon reasonable suspicion. Students refusing to participate in drug testing will not be permitted to purchase a Findlay High School parking permit or to park on campus. Vehicles that have not been registered may be ticketed 2 weeks after the payment system has become operational.

#### PARKING REGULATIONS

1. All vehicles parked on school grounds must be registered with the school and must display/hang the current tag from the front of the vehicle. Parking privileges may be revoked if the tag is not displayed correctly.
2. A student may register multiple vehicles under their permit. Please complete the following three tabs in Final Forms before coming to the parking secretary to purchase the permit: Parking Permit Application, Emergency Medical Authorization, and informed Consent Agreement.
3. The registration fee of \$35 must be paid with cash or check in the exact dollar amount. It can also be paid online. Payment information will be available sometime during the first few weeks of school. (Price will be reduced to \$18 after January 1 and to \$9.00 during the fourth quarter.)
4. Parking regulations are enforced. It is considered a privilege to park on school grounds. Suspension of parking privileges, revocation of tags, towing of vehicles, use of a restraining boot, and/or other disciplinary action may occur for parking violations.
5. Parking is strictly limited to the student parking area behind Findlay High School at all times. Students parking in designated faculty, visitor, or handicapped areas may be fined and/or towed. This includes vehicles parked near Millstream, the administrative offices, or Elmer Graham Stadium. All student parking is located on the far/north side of the creek.
6. Driving Off-Campus - Students are not permitted to drive off campus during their scheduled lunch period. Students may also not loiter in their cars or in the lot during lunch periods.
7. Unpaid tickets may be cause for revocation of parking privileges on FHS property. Fines/Fees are as follows:
  - a. Improper Parking/Display \$5.00
  - b. Reduced cost during the year \$18.00 (after Jan. 1) & \$9.00 (4th qtr.)
  - c. Parking in Restricted Area \$15.00
  - d. Failure to register \$35.00
8. Findlay High School is a private tow-away zone. Parking is by permit only and registration tags are required. During regular school hours, violators may be towed at the owner's expense.
9. Vehicles may be recovered at Dick's Towing, 4404 Allen T.R.142, Findlay, Ohio, by presenting proof of ownership and paying towing and storage charges. The towing is done under authority of Ohio Revised Code 4513.60.
10. All student drivers must be licensed and covered by insurance. The school is NOT responsible for the vehicle or its contents. Freshmen may not park on school property during a scheduled school day.
11. Vehicles will be appropriately parked on arrival, one vehicle per space. Pull-in parking only will be permitted. Back-in parking and pull-through parking constitutes a violation for improper parking.
12. Parking lot speed may not exceed 15 miles per hour. Reckless and/or irresponsible operation is cause for revocation of parking privileges (Irresponsible operation includes, but is not limited to: stop sign violation, screeching of tires, failure to yield in crosswalks, and speeding). A student shall not intentionally, nor recklessly, operate a motor vehicle so as to endanger the safety, health and/or welfare of others on school property.

13. Students who park on campus after privileges have been revoked may receive additional disciplinary consequences.
14. All regulations of the student handbook apply to the parking lot, including tobacco violations. Students are not to loiter in the parking area, nor are they to sit in their vehicles while parked on school grounds. The Superintendent may authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.
15. Student vehicles may be subject to search in accordance with board policies and procedures. 15. Falsifying a contract, permitting others to use your permit, misrepresenting a tag as lost or stolen, or displaying a tag not registered to you are causes for revocation of a parking permit, a fine and/or additional disciplinary consequences.
16. Students who have a permit and need to drive an alternate vehicle that is not registered, please move the current tag to that new vehicle and add the new vehicle to the Final Forms registration.
17. If a student changes vehicles at any point during the school year, add the new vehicle to the Final Forms registration and report the addition to the parking secretary. There is no additional charge to add a vehicle. Under no circumstances should a car be parked without a permit. (also see #16 and #18)
18. If a student forgets to switch the pass to another vehicle registered with the school, they must come to the main office right away in the morning to inform the parking secretary about the oversight. Provide license plate number, make and model of the car so security can be informed. If a ticket is received, the student must bring it in the next day at the latest to void. In the case of repeated infractions, the ticket may not be voided.
19. Tickets may be reduced or voided at the discretion of an assistant principal. Please inform the main office within 24 hours if you would like the assistant principal to review your ticket. This is the precedent for all parking fines.
20. The administration reserves the right to revoke parking privileges for violation(s) of the Student Handbook

#### **FIELD TRIPS**

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

#### **OVERNIGHT TRIPS/HOTEL RULES**

At no time is a student to enter the room of another student of the opposite gender without specific permission from the advisor or 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.

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### **PERMANENT PASSES**

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

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### **PERSONAL PROPERTY**

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

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### **SCHOOL PUBLICATIONS**

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

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### **SCHOOL SAFETY DRILLS**

When an announcement is made for any school safety drill such as a fire drill, a tornado drill, or a lockdown, all students, staff members, visitors and other people in the building are expected to follow the directions of school officials. Students must go to the designated areas quickly, quietly and in an orderly manner. Any student in violation of these guidelines may receive disciplinary action.

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## **SCHOOL SAFETY**

School safety is very important to us. We need your help in ensuring the safety of everyone at Findlay High School. Students are reminded that they are not to prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks. In addition, students are not to open locked doors to allow other students to enter the building. Students and visitors may only enter through doors covered by security. Students who prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks, or allow others into the building will be identified using building security resources and disciplined.

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## **SIGN-POSTING POLICY**

The Principal of Student Activities or the Activities Director must sign each poster in the lower right-hand corner signifying approval before it is posted.

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

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## **SIGNING-IN & SIGNING OUT OF BUILDING**

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

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## **STUDENT PICTURES & ID CARDS**

All students are required to have a current year photo student ID. All students must have their ID badge on them during school. Students must present their IDs to school personnel upon arrival and when asked, entering the library or computer lab, and all school dances/tickets. If the ID badge is lost, a replacement ID badge must be purchased for \$5.00 (cash). Students' pictures are necessary for office records, ID cards, and the Trojan Yearbook. From time to time, students' pictures may be taken by photographers and local/school newspapers to be used in school press releases, school publications and school websites. Students may also be videotaped in the classroom, including but not limited to situations involving teachers who are completing college/university requirements. If you object to having your child's picture and name used, please notify the school in writing by October 1.

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## **STUDY HALL**

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

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## **TECHNOLOGY**

### **COMPUTER TECHNOLOGY AND NETWORK GUIDELINES**

Several hundred users share the computing resources at Findlay High School. To protect the integrity of the networks and workstations, users are expected to exercise responsible, ethical, and unselfish behavior when using any technology equipment at Findlay High School. Each student is responsible for reading and abiding by the Student Acceptable Use and Internet Safety Policy (EDE and EDE-R). Failure to comply may result in disciplinary action and/or loss of computer privileges, access to accounts and/or use of the internet. Multiple violations could result in being banned from computer use for the remainder of the semester, school year or a student's high school career. Violations may be referred to the appropriate legal authorities and/or other legal action may be pursued. Exceptions to any of these rules are permitted only under direct teacher supervision.



1. To deny a student under the age of 18 computer network and internet access at FHS, a parent/guardian must complete an "opt out" form, available in the main office.
2. Students may only access the district network and/or internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords.
3. Students may not seek or suggest to other students to seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
4. Students may not upload, download, create or transmit confidential information, harmful components or corrupted data, or vandalize the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.
5. Students may not engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, don't waste toner, paper in printers or send "junk e-mail."
6. Students are encouraged to save and store their work in their server account, understanding that school staff may review student computer files or messages. Material may be reviewed for grading and appropriate content. Files may be reviewed for harassing or threatening material, and/or any vulgar or obscene content.
7. Students are not to modify or remove any identifying labels on computer equipment.
8. Students are permitted to use networked and school-supplied software. Programs written by the student as part of an assignment in a course may be run, as required, with teacher supervision.
9. Students may not install or delete programs on the school's desktop computers. Students may download and install school appropriate programs on their Chromebooks in accordance with the Findlay City Schools 1:1 handbook for Student and Parents.
10. Students may not remove, alter or copy Network software for their own personal use or for the use of others.
11. All electronic communication between students and teachers should take place through their district assigned accounts.
12. Students are asked to advise school staff when they observe any violation of the school's policy for the use of the school's computers and/or when a computer malfunctions in any way.
13. Students may not use the District's computers or network to offer for sale any substance the possession or use of which is prohibited by law or the Student Discipline Code.
14. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials, and/or any materials that include the design or detailed information for the purposes of creating any explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violates or encourages others to violate the law or the Student Discipline Code.
15. Students may not upload, download, copy, redistribute or republish copyrighted materials without express written permission from the owner of the copyright. Students should assume that all materials on the Network are protected under copyright laws unless there is explicit permission on the materials to use them.
16. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading,

infringing, or illegal, or view or access content or information unrelated to the curriculum.

17. Students are prohibited from using proxy applications to get around FHS internet filters on personal devices such as: android phones, iPhones, iPods, etc. in order to access content prohibited by the school. Any student engaging in such activity will receive an "IBOSS ALERT - HIGH RISK ACTIVITY DEVICE LOCK" message and will be blocked from the Findlay City Schools wireless network. A Student in violation will need to register their device (android phone, iPhone, iPod, etc.) with technological support staff in order to get back on the FHS wireless network.
18. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind) electronically. This includes cyberbullying or harassing another individual (student or employee) or posting/transmitting information of any kind about another person without their consent, including, but not limited to videos, images, audio, text, or any other media.

### **ELECTRONIC DEVICES (BYOT)**

Providing students and staff with a 21st century digital learning environment is part of the technology plan for Findlay City Schools. Students will be permitted to bring their own technology devices (such as laptops, eReaders, iPads, etc.) to use at specified times during the school day. Cell phones and SmartPhones, as voice and text communication devices, are a separate category addressed in the handbook.

Use of these devices, intended to enhance learning in the classroom, will be permitted when deemed appropriate at the individual teacher's discretion. Students should be aware that these devices should be used for educational purposes only. Each teacher has the discretion to limit or forbid the use of a student's personal electronic devices in their classroom.

When using their own equipment, students must follow the guidelines below which are in addition to, and in expansion of, the District's acceptable use guidelines for students using District provided equipment:

1. Students using their own electronic devices must use the "Guest" or "Student" wireless Internet access provided by the District. "These wireless networks provide Internet access that is filtered so that students cannot access inappropriate materials during the day or on school property. Internet connections from outside sources allowing 3G, 4G, 5G, etc. access are not permitted on school grounds as the District must abide by the Children's Internet Protection Act.
2. Students must not create, publish, submit or display any material or media that are abusive, obscene, sexually oriented, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
3. Students may not use the camera feature on their electronic device to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission being given by the subject of the video or photo.
4. Students may never use their personal electronic device in restrooms or locker rooms.
5. Use of a student's personal electronic device in the classroom, or at any school-sponsored event, is at the discretion of the administration, faculty or staff.
6. Students are responsible for keeping their personal electronic devices safe and secure. The district is not responsible for any device lost, stolen or damaged while on school property.
7. Using your personal electronic device is a privilege, not a right. Students may be denied access at any time. As with your other personal property brought to school, students should not have any

expectation of privacy on personal electronic devices brought onto school property. If improper use of technology or abuse of this, or the student acceptable use policy is suspected, the administration, faculty and/or staff have the right to examine the student's electronic device.

8. Students must never use their personal electronic device to access, modify, download or install computer programs, files or information belonging to others.
9. The District will primarily provide technical support for school owned devices. Technical support for B.Y.O.T devices may be provided only as time permits.
10. The District may not provide users of personally owned devices the opportunity to charge those devices on school property.
11. Any disciplinary action that occurs due to a student's personal device being used improperly will be dealt with at the discretion of the building administrator as prescribed by the student handbook.
12. These guidelines may be altered by the administration at any time based on violation of these rules and disruption(s) to the educational setting.

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### **TELEPHONE USE/CONTACTING A STUDENT**

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

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### **WORK PERMITS**

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

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### **NON-DISCRIMINATION POLICY**

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex (including sexual orientation and gender identity), economic status, age, disability, military status or legally acquired genetic information.

The Board designates the following individual(s) to serve as the District’s compliance officers:

Assistant Superintendent - Title VI Coordinator

Assistant Superintendent - Title IX Coordinator

Director of/Coordinator of Special Education- Section 504 Coordinator

The compliance officer is responsible for coordinating the District’s efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner. Refer to board policy AC and AC-R for more information.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

*Complaints should be referred to:*

<b>Title VI</b> <i>(race, color and national origin)</i>	<b>Title IX</b> <i>(gender)</i>	<b>Section 504</b> <i>(disability)</i>
Krista Crates-Miller 1100 Broad Avenue Findlay, Ohio 45840 419-425-8212	Krista Crates-Miller 1100 Broad Avenue Findlay, Ohio 45840 419-425-8212	Mrs. Angela Gieser 1100 Broad Ave. Findlay, Ohio 45840 419-425-8238