



STUDENT HANDBOOK

2026-2027



419-425-8277



<https://millstream-career-center.fcs.org/>

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ASSOCIATE SCHOOLS (14)

[ARCADIA](#) - 19033 OH-12, Arcadia, OH 44804
[ARLINGTON](#) - 336 S Main St, Arlington, OH 45814
[CAREY](#) - 2016 Blue Devil Drive, Carey, OH 43316
[CORY RAWSON](#) - 3930 Co Rd 26, Rawson, OH 45881
[FINDLAY](#) - 1200 Broad Ave, Findlay, OH 45840
[LEIPSIC](#) - 232 Oak St, Leipsic, OH 45856
[LIBERTY BENTON](#) - 9190 Co Rd 9, Findlay, OH 45840
[MCCOMB](#) - 328 S Todd St, McComb, OH 45858
[MILLER CITY](#) - 5400 Rd 13C, Miller City, OH 45864
[OTTAWA GLANDORE](#) - 630 Glendale Ave, Ottawa, OH 45875
[PANDORA GILBOA](#) - 410 Rocket Ridge, Pandora, OH 45877
[RIVERDALE](#) - 20613 OH-37, Mt Blanchard, OH 45867
[VAN BUREN](#) - 217 S Main St, Van Buren, OH 45889
[VANLUE](#) - 301 East St, Vanlue, OH 45890

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.

[FINDLAY CITY SCHOOLS BOARD OF EDUCATION POLICY MANUAL LINK](#)

HELP & ASSISTANCE

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!

Millstream Career Center 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

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

As a member of the Millstream Career Center community, I will:

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

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

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

NON-VIOLENCE STATEMENT

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

STUDENT DISCIPLINE CODE

We at Millstream Career Center encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. 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 building, 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, director or dean, of students 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 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.

MCC 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 MCC 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

Millstream Career Center 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 to be secured in a designated aread within the classroom or lab at MCC. They are not to be left in the hallways.
- 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 Millstream Career Center 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/Chronic Absences/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/chronic 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 the 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 within the learning environment.

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:

- Place the student's cell phone in the main office for the remainder of the school day.
- Place the student's cell phone in the main office and call the parent or guardian to discuss employability skills as well as the student's cell phone use.
- Schedule a conference with the student's parent or guardian to discuss the student's cell phone use and inform their home school.

Student infractions reset at the end of the year.

VII. *Wireless Headphones*

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

VIII. *Sexting*

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.

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

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 Millstream Career Center 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.

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.

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 can be found at the home school of the student. MCC reserves the right to ask the home school for the transcripts of our students.

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.

GRADING PERIODS

Please see the district calendar 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.

GRADING SCALE

Grade	Percentile
A	92.0
B	82.0

C	72.0
D	62.0

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

GRADE REPORTS

Grades for Millstream classes will be issued quarterly. Grades for CCP classes will be issued at the end of the semester, along with credits for each class. MCC no longer issues a hard copy of report cards (a hard copy may be available upon request). Student grades and progress can be viewed in ProgressBook.

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.

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.

CAREER TECH 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 MCC), 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 a Career Tech Honors diploma is listed below.

CAREER TECH HONORS DIPLOMA

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Career-Tech Coursework	Four units of Career-Tech Courses
3 Career-Tech Proficiency	Earned a cumulative score of proficient or higher on the technical assessments aligned to their program
4 World Languages	Two units of one world language
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT/Workkeys	ACT: Score of 27 or higher, SAT: Score of 1280 or higher Workkeys: Earn a score of six or higher on all three sections of the WorkKeys assessment.
7 Industry-Recognized Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal
8 Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal, or Work-Based Learning

INTERIM REPORTS

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

NATIONAL TECHNICAL HONOR SOCIETY

The purpose of the National Technical 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 teachers 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. Home school districts 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 their home 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.

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 Millstream Career Center 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 Millstream Career Center - 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.

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.

ATTENDANCE

In accordance with Ohio law, students at Millstream Career Center are expected to attend school every day, on time, in all educational settings (including both in-person learning and digital learning platforms). Regular attendance is essential for success in career-technical training, hands-on skill development, and future workforce readiness.

Reporting an Absence

Parents and guardians are required by law to notify the school when a student will be absent and provide a legitimate reason.

- **Daily Notification Standard:** Parents/guardians must notify the school by **9:00 AM** on the morning of the absence via:
 - **Direct Contact:** Call (419) 425-8277 Option 1 the school office and/or Email (millstreamattendance@fcs.org) the school office
- **Absence Without Morning Contact:** If no contact is made between the home and the school on the morning of the absence, the parent/guardian must send a written note with the student immediately upon their return. If no note is provided, the absence will be marked as **unexcused**.
- **Pre-Excused Absence Procedure:** If a student plans to be absent in advance, the parent must submit a written request prior to the absence. The procedure requires:
 - Presenting the request to the attendance secretaries.
 - Obtaining signatures from all individual subject teachers on the pre-excused absence form.
 - Returning the form to the Dean of Students or Director for final approval.
- **Make-up Work for Pre-Excused Absences:** Students are granted the same number of school days missed to complete any work or assignments assigned during the pre-excused period.

Types of Absences

One standard school day for grades 6–12 is calculated as **6.5 hours**. One block at Millstream Career Center is calculated as **3 hours**.

1. Medically Excused Absences

The district reserves the right to require a written statement from a physician, mental health professional, or dentist. Reasons include:

- Personal illness of the student.
- Illness in the student's immediate family necessitating the student's presence.
- Quarantine for contagious disease.
- Medical, behavioral, or dental appointments. Coming to school before and/or after the appointment is recommended.
- Emergency or other circumstances approved by the Director (e.g., documented medical, behavioral, or dental appointments).

2. Non-Medically Excused Absences

Legitimate non-medical reasons approved by state guidelines include:

- **Necessary Work at Home:** To perform work directly/exclusively for parents or legal guardians for a limited time, if approved in advance by the Superintendent (applies only to students over 14 who meet statutory requirements).
- **Death in the Family:** Up to 18 school hours (unless reasonable cause justifies a longer timeframe).
- **Religious Observation:** Consistent with the student's or family's sincerely held religious beliefs.
- **Approved Enrichment/Extracurricular Travel:** Out-of-state travel for Board-approved enrichment/extracurricular activities (up to 24 school hours maximum).
- **College Visits or Military Pre-Enlistment Reporting.**
- **Military Family Visits:** Visiting an active-duty parent/guardian called to duty, on leave, or returning from deployment in a combat zone/support posting.
- **Pre-enlistment reporting** to military enlistment processing stations, unless used to help fulfill graduation requirements and will be counted as "present" for school.
- **Foster Care Status:** Court proceedings or placements related to foster care status.
- **Homelessness Status** or other reasons approved at the discretion of the Superintendent.
- **Attending a driver's education course** outside of core curriculum applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive.

3. Unexcused Absences

Absences without proper notification, documentation, or legitimate reasons are recorded as unexcused. Examples include, but are not limited to:

- Absent without written explanation, oversleeping, or missing the bus.
- Car trouble, family errands, babysitting, hunting, or fishing.
- Haircut or beauty appointments, shopping, or unexcused truancy.

Make-Up Work Policy (Unexcused Absences): Students with unexcused absences are permitted to make up missed assignments, tests, or quizzes for full or partial credit **at the discretion of the director**.

State Definitions & Legal Framework

Under Ohio Law (House Bill 410 / ORC 3321.19 and 3321.191), student truancy and overall attendance are evaluated using total instructional hours.

1. Chronic Absenteeism (Ohio Dept. of Education Standard)

Per the Ohio Department of Education and Workforce, a student is designated as **Chronically Absent** when they miss **10% or more** of the total required instructional hours in a school year for **any reason**—including excused absences, unexcused absences, and out-of-school suspensions.

- **Impact:** Missing just 2 to 3 days per month puts a student on track for chronic absenteeism. Because career-technical programs depend heavily on hands-on lab hours, chronic absenteeism directly impacts a student's ability to earn credentialing and program certifications.

2. Habitual Truancy (Ohio Revised Code Thresholds)

A student is designated as a **Habitual Truant** under Ohio law (ORC 2151.011 / ORC 3321.19) when they accumulate **unexcused absences** totaling:

- **30 or more consecutive hours** (approx. 4.6 school days), **OR**
- **42 or more hours in one school month** (approx. 6.4 school days), **OR**
- **72 or more hours in one school year** (approx. 11 school days).

Consequences & Truancy Interventions

Millstream Career Center, along with Findlay City Schools, strictly enforces legal escalation for truancy to ensure student engagement, program compliance, and adherence to compulsory education laws. Hours will accumulate for the year and will not start over at the semester. These hours do not include school related functions at a student's home school.

12 Excused/Unexcused Hours (4 Days):

- **Legal Warning Notice:** Written notification is sent to the parent/guardian outlining the legal consequences of unexcused absences and reinforcing the responsibility to cause the student to attend school immediately (ORC 3321.19).

24 Excused/Unexcused Hours (8 Days):

- **Dean Meeting & Plan Formation:** A mandatory meeting is scheduled with the Dean of Students. An **Absence Plan Team** is formed with school staff, the student, and the parent/guardian to establish an intervention plan aimed at removing barriers to attendance. Any absence beyond 8 days requires an official doctor's note to be reviewed.

36 Excused/Unexcused Hours (12 Days):

- **Director Intervention & Status Review:** A formal conference is held with the Dean of Students and the Director of Millstream Career Center. Interventions are formally reviewed, and the student faces **possible dismissal from their career-tech program** due to missed lab and technical instruction requirements.
- **Two-Contact Rule:** To report a student out, a parent/guardian must call the dedicated Millstream Attendance Line at 419-425-8277 (Option 1) *and* the student must submit a physical note upon their return.

48 Excused/Unexcused Hours (16 Days) = Court Filing:

- **Legal Action:** If the student fails to make progress or participate in the absence intervention process, formal truancy charges/complaints **will be filed in Hancock County Juvenile Court** against the student and/or parent/guardian in accordance with state statutory mandates (ORC 3321.191, ORC 2151.27).

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 office. 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. Failure to follow attendance procedures may result in school consequences.

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 Office to obtain a pass before going to class. Excessive tardies may result in Administrative Discipline. Time missed in class for being tardy will count towards truancy and/or chronic absenteeism.

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 include Career-Job Shadowing, the same process for a college visit will be followed. Please arrange ahead of time, follow all attendance procedures and obtain written documentation from placement that you completed the visit.

FAMILY VACATION REGULATIONS

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

- A student is expected to give a written request from the parents to the appropriate 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.
- Time missed in class for family vacations will count towards chronic absenteeism hours.

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	

CHEMICAL HEALTH POLICY

Findlay City Schools/Millstream Career Center 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.

COUNSELING SERVICES

The services provided by the high school counselor 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 Millstream Career Center 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.

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.

HEALTH SERVICES

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

INCLEMENT WEATHER

In the event of inclement weather, school delays and closings will be sent via the Findlay City School 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.

LOCKERS

Some program students are 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 to provide security from theft.

LUNCH/SNACK USAGE

Millstream Career Center culinary program sells food through their side window for a grab and go option. Students should grab their food on their way to class or take it with them if exiting the building.

Food deliveries (Doordash, Uber Eats, etc) are permitted. All food deliveries must be left in the main entrance vestibule. The school is not responsible for any food left by delivery services.

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.

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 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.

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. Students are to submit to the teacher 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 Millstream Career Center 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 Millstream Career Center 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 \$10 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.
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 beside Millstream Career Center at all times. Students parking in designated faculty, visitor, or handicapped areas may be fined and/or towed. This includes vehicles parked near the administrative offices out front. All student parking is located on the far/south side of the administrative building.
6. Driving Off-Campus - Students are not permitted to drive off campus during their block of time. Students may also not loiter in their cars or in the lot during the day.
7. Unpaid tickets may be cause for revocation of parking privileges on MCC property. Fines/Fees are as follows:
 - a. Improper Parking/Display \$5.00
 - b. Parking in Restricted Area \$15.00
 - c. Failure to register \$35.00
8. Millstream Career Center 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.
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 the director or dean of students. Please inform the main office within 24 hours if you would like either 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.

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.

PERSONAL PROPERTY

Millstream Career Center is not responsible for personal property, including personal belongings or equipment, brought onto school property.

SCHOOL SAFETY DRILLS

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

SCHOOL SAFETY

School safety is very important to us. We need your help in ensuring the safety of everyone at Millstream Career Center. Students are reminded that they are not to prop doors open, rig doors to stay open or place objects in doors to otherwise bypass door locks. 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.

SIGN-POSTING POLICY

The dean of students or 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 Millstream Career Center 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 Millstream during regular school hours and sign in upon return with the appropriate secretary 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.

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.

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 Millstream Career Center. 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 Millstream Career Center. 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 MCC, 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 MCC 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 MCC 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/Millstream Career Center. 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.

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.

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:

Title VI <i>(race, color and national origin)</i>	Title IX <i>(gender)</i>	Section 504 <i>(disability)</i>
Assistant Superintendent 1100 Broad Avenue Findlay, Ohio 45840 419-427-5488 ext 1030	Assistant Superintendent 1100 Broad Avenue Findlay, Ohio 45840 419-427-5488 ext 1030	Director of Student Services 1100 Broad Ave. Findlay, Ohio 45840 419-427-5488 ext 1050
Questions? Contact Human Resources Findlay City Schools 1100 Broad Avenue Findlay, Ohio 45840 419-427-5488 ext 1021		