



# FINDLAY DIGITAL ACADEMY

Where Learning Fits You™

## **2016-2017 Student & Parent Handbook**

Revised/Approved June 2016

Revised draft: August 2016



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Dear Parents/Guardians and Students,

Welcome to Findlay Digital Academy (FDA). Findlay Digital Academy (FDA), in conjunction with TRECA Digital Academy (TDA), is committed to providing a quality educational experience to students of diverse needs and backgrounds. We are proud of the fact that the entire school has been structured around the guidelines set forth by the Ohio Department of Education. Our teachers are Highly Qualified and certified in the areas that they teach, and our staff is committed to meeting the individual needs of students.

Findlay Digital Academy's mission is to meet the needs of each student by providing state approved education through on-line instruction and individualized mentoring. The goals of the academy are as follows: 1) provide an exemplary digital academy that addresses the needs of the students for whom the traditional model of school does not work; 2) achieve a 100% graduation rate while promoting self-confidence and self-esteem in every student; 3) create an open, accepting environment for FDA students; 4) implement an effective marketing plan; and 5) create a broad based community support system for FDA students and their parents.

As you continue or begin your work at FDA, the most important part is to actively participate in your classes. We recommend that you work on school activities daily even though you have the flexibility to choose what time of day or night you work. We expect you to work a minimum of 26 hours a week and earn a minimum of five credits a year. Our school is available 24-7. The academy offers each student 920 hours of instruction during the 180 day school year. The student has the flexibility to choose when to access his/her own 920 hours of instruction. Student attendance will be defined by the amount and quality of work completed each week. In FDA your teachers will work with each of you on an individual basis and support you in our continuous progress environment. We encourage you to take advantage of this unique opportunity.

In addition, FDA includes a 'tutoring' component that many on-line schools cannot or do not offer. You will have the opportunity to meet weekly with an instructional coach who will assist you in your class work and maintaining a steady rate of progress. Tutoring is available from 10 AM – 4 PM Monday thru Thursday. As we move through the 2016-17 school year, FDA will continue to work to enhance the curriculum and offer new opportunities for students. We look forward to providing you with the best education possible through the use of technology.

Congratulations on your decision to join or continue with the FDA family. We hope you have a successful year.

Sincerely,

Sandra H. White  
Superintendent

Larry Grove  
Principal



## **Mission Statement**

The mission of the Findlay Digital Academy is to meet the needs of each student by providing state approved education through on-line instruction and individualized mentoring.

## **Goals**

1. Provide an exemplary digital academy that addresses the needs of the students for whom the traditional model of school does not work.
2. Achieve a 100% graduation rate while promoting self-confidence and self-esteem in every student.
3. Create an open, accepting environment for FDA students.
4. Implement an effective marketing plan.
5. Create a broad based community support system for FDA students and their parents.

## Findlay Digital Academy 2016-17 Calendar & Testing Schedule

Revised: 08/03/16

Approved:

Findlay Digital Academy's calendar is close to that of Findlay City Schools. Students can work on-line at most any time. However, tutoring and support services will be available only on FDA Open days.

- = FDA Open
- = TRECA Open; FDA Closed
- = FDA & TRECA Closed
- = FDA Open *LAB CLOSED!* = Staff
- In-Service

**If Findlay City Schools are closed for inclement weather, Findlay Digital Lab will also be closed!**

July 2016					August 2016 (13 Days)					September 2016 (21 Days)				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
				1	1	2	3	4	5				1	2
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29	30	31			26	27	28	29	30

  

October 2016 (21 Days)					November 2016 (19 Days)					December 2016 (12 Days)				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
3	4	5	6	7		1	2	3	4				1	2
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30

  

January 2017 (21 Days)					February 2017 (20 Days)					March 2017 (23 Days)				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
2	3	4	5	6			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	9	10
16	17	18	19	20	13	14	15	16	17	13	14	15	16	17
23	24	25	26	27	20	21	22	23	24	20	21	22	23	24
30	31				27	28				27	28	29	30	31

  

April 2017 (15 Days)					May 2017 (15 Days)					June 2017				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
3	4	5	6	7	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30

Total Days = 180

Graduation is May 27, 2017

2016-2017 Testing Schedule		Other Important Dates	
Sep 26-29	MAP Reading_1 & Math_1	Sep 20	Coffee Amici 6:30 – 8:00 pm
Oct 24-28	OGT (Seniors Only)	Sep 22	Open House/Title 1 Meeting
Dec 5-7	EOC: English Language Arts	Dec 6	Coffee Amici 6:30 – 8:00 pm
Dec 12-14	EOC Math, Science, Soc Studies	Jan 24	Coffee Amici 6:30 – 8:00 pm
Mar 13-17	OGT (Seniors Only)	Apr 18	Coffee Amici 6:30 – 8:00 pm
Mar 27-29	EOC: English Language Arts	May 27	*** GRADUATION! ***
Apr 3-5	EOC Math, Science, Soc Studies	Mid-Term	Sep 14, Nov 21, Feb 08, Apr 20
May 1-4	MAP Reading_2 & Math_2	Qtr Ends	Oct 19, Jan 06, Mar 10, May 19
Mar 21-23	ACT Juniors Only		

## Contact Numbers

### Findlay Digital Academy

**FDA Receptionist:** Mrs. Chris Steiner  
419-425-3598  
[csteiner@findlaycityschools.org](mailto:csteiner@findlaycityschools.org)

**Superintendent:** Mrs. Sandra White  
419 425-8379  
[swhite@findlaycityschools.org](mailto:swhite@findlaycityschools.org)

**Principal:** Mr. Larry Grove  
419-429-8931  
[lgrove@findlaycityschools.org](mailto:lgrove@findlaycityschools.org)

**Lead Instructional Coach:** Mrs. Kim Opp  
419-429-8932  
[kopp@findlaycityschools.org](mailto:kopp@findlaycityschools.org)

**Counselor:** Ms. Linda Huffman  
419-429-8935  
[lhuffman@findlaycityschools.org](mailto:lhuffman@findlaycityschools.org)

**Special Education Coordinator:** Mrs. Lori Faeth  
419-429-8962  
[lfaeth@findlaycityschools.org](mailto:lfaeth@findlaycityschools.org)

**Orientation:** Mrs. Wendy Farrow  
419-429-8934  
[wfarrow@findlaycityschools.org](mailto:wfarrow@findlaycityschools.org)

**Technology:** JJ Markley  
419-429-8936  
[jmarkley@findlaycityschools.org](mailto:jmarkley@findlaycityschools.org)

Fax: 419-425-3588

### TRECA/TDA

**TDA Help Center** (Monday-Friday 8:00 a.m.-5:30 p.m.)

E-mail: [techmail@tdalearn.org](mailto:techmail@tdalearn.org)

Local: 740-386-2315

Toll Free: 866-832-0377 Ext. 791

**TDA/TRECA Administration** (Monday-Friday 8:00 a.m.-4:00 p.m.)

Local: 740-725-9158

Toll Free: 888-828-4798

Fax: 740-389-6695

**TDA/TRECA S.A.F.E. Program** (Monday-Friday 8:00 a.m.-4:00 p.m.)

Toll Free: 888-828-4798 x215

Fax: 740-389-6695

**Elluminate** <http://illuminate.treca.org>

**PLATO Direct Log-in:** <http://ple.platoweb.com>

**Backpack Direct Log-in:** [www.tdalearn.org](http://www.tdalearn.org)

## Enrollment Policy

The Findlay Digital Academy (FDA), in partnership with TRECA Digital Academy (TDA) is a non-traditional school designed to serve students who are not reaching their full learning potential in more traditional educational environments. Because FDA/TDA is a distance learning school, the ability of its students to learn independently in their own homes, using an online educational program, is an essential element of FDA's/TDA's program.

FDA/TDA serves students who are at risk of dropping out of, or of failing to learn effectively in their current educational setting, or who have a desire for, and whose education can be optimized by, a program of online instruction in an independent environment that does not include most or all ancillary components of a more traditional education.

The categories of students who are therefore eligible to enroll in FDA are:

- Students who are performing at or above grade level but who seek a more challenging curriculum and, in particular, who wish to capitalize upon the enrichment potential of individually paced and independently completed online instruction.
- Students who are already successfully learning at home but whose home schooling would be complimented with FDA's/TDA's comprehensive, formal, and standards-based online curriculum.
- Students who are performing below grade level and who wish to focus their education exclusively on an independent online course of study, starting at the student's current skill and knowledge level and building forward at a pace determined by the student in collaboration with online instructors and FDA Academic Coaches.
- Students who have been removed from school for disciplinary reasons but who are committed to, and capable of, regaining their focus on academic pursuits in the independent and solitary context of online instruction delivered in their homes.
- Students who are in grades 9-12 and reside in Findlay City School District and who maintain residency within Findlay City School District.

Additionally, a student's enrollment and successful participation in FDA are predicated upon the following:

- The parent/guardian (or student if over 18) must provide and maintain a connection to the Internet.
- The parent and student must attend an orientation session (3-4 hours) at FDA and the student must attend a second session (2-3 hours) the day after the first session.
- The student and the student's parent/guardian must provide within the home, at all times during which the student is engaged in FDA's/TDA's program of study, adult supervision of such a nature as to ensure the student's safe and responsible participation in the program. Students are expected to work at least 26 hours a week and earn a minimum of one credit each quarter. However, students are expected to earn five credits during the school year.
- The student is encouraged to attend weekly meetings with an Instructional Coach. During this meeting, overall progress will be reviewed and specific class assistance can be offered. Students who do not maintain adequate progress may be urged to attend additional meetings with their Instructional Coach or might be removed from the academy for lack of progress/participation.
- Students must be desirous of, and committed to, an education that is exclusively delivered online and which lacks such components of a conventional school as peer socialization, face-to-face interaction with instructors and other staff (except meetings with FDA Instructional Coaches).
- As Findlay City Schools is the sponsor of Findlay Digital Academy, students of FDA will be required to follow all rules and regulations of Findlay High School as listed in the current FHS Student/Parent Handbook whenever they are on FHS or Millstream grounds for curricular or extra-curricular activities. The FHS handbook can be found on the FHS website.



## Findlay High School Premises

Findlay Digital Academy students are not permitted to be on Findlay High School grounds or around Findlay High School during school hours. Students are not permitted to be in or around Findlay High School one half hour prior to Findlay High School starting or one half hour after the dismissal of Findlay High School. Violation of this policy could result in disciplinary action and/or removal from Findlay Digital Academy.

## Student Records

The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974.

## FDA Learning Structure

FDA uses the PLATO curriculum. Plato courses are divided into topics and each topic consists of a pre-test, tutorials (lessons) and mastery tests. Course work is graded almost instantaneously. In some courses there will be assignments that will need to be graded by a certified teacher.

How fast a student moves through the curriculum will depend upon the amount of time a student spends working on his/her course work. We recommend that a student spend at least **5.2** hours a day/five days a week working on his/her course work. A student who works at this rate will earn a year's worth of credit within the school year. Students can accelerate their course completion by working longer hours. Students can graduate as soon as all of their requirements have been met.

Grade cards are not issued. However, students and parents can view the student's grades and progress at any time by having the student log into his/her PLATO account. Credits earned will be posted on the FDA transcript. For a copy of your transcript, contact FDA. Parents can also view student progress by logging into the FDA webpage ([www.findlaydigitalacademy.org](http://www.findlaydigitalacademy.org)) and **clicking on the Student Connect and then click on the Progress button at the top of the page.**

## School Participation/Attendance Requirements

### Student Participation Hours/Attendance

Students are enrolled in school a minimum of 180 days each year. FDA/TDA provides each student an opportunity to receive a minimum of **920** hours of instruction or learning activities. Students are awarded participation hours based on academic progress and time on task. The curriculum is available 24/7, **but the academy offers each student 920 hours of instruction during the 180-day school year. The student has the flexibility to choose when to access his/her own 920 hours of instruction.**

Students will be credited with weekly participation hours for each course in the following ways:

1. submitting an assignment
2. re-submitting an assignment that shows marked improvement
3. communicating with the teacher about an assignment that results in further understanding about the work
4. having an excused absence.

## Participation Guidelines and Practices

Findlay Digital Academy was established to offer a non-traditional approach for students to earn their high school diploma. In order for a student to graduate, he/she must show his/her commitment by making adequate progress toward that graduation goal. If a student is not making reasonable progress, it means either that he/she is lacking in commitment or that our program just is not working for him/her. If the program is not working for the student, then it is in the student's best interest for the relationship with Findlay Digital Academy to be terminated and for the student to return to Findlay High School or, if he/she is old enough, for him/her to seek a GED. It is the academy's expectation and a student's obligation that he/she work on his/her coursework **26-30** hours each week.

## **Termination of Enrollment in Findlay Digital Academy For Lack of Adequate Progress: Administrative Procedure**

Definition of Adequate Progress: Adequate progress is being made when a student earns the equivalent of 1 credit per academic quarter.

Students 18 years or older, will be removed from Findlay Digital Academy if adequate progress is not being made.

For the student who is 17 years old or younger and is not meeting adequate progress, a meeting will be held with the student and his/her parent/guardian to develop an Individualized Learning Plan (not to be confused with an IEP). If the criteria of the learning plan are not met, then the student will be required to withdraw from FDA and return to Findlay High School. If the parent and student fail to meet with the director after a phone call and/or mail invitation and an attempted visit by the Family and Student Engagement Coordinator, then the student will be withdrawn from FDA. The parent will be notified through certified mail of this action and Findlay High School will be notified.

### **Attendance Policies for 2016-2017**

**House Bill 2 that went into effect on February 1, 2016, changed how attendance is calculated. Students must log their daily school work activities in hours and minutes. Student work must total 28-30 hours a week. Attendance will be counted between 12:01 AM on Sunday through midnight on Saturday. Students MUST log their daily/weekly work on the FDA website.**

#### **Excessive Absences**

Excessive absences means being absent without excuse. Being absent is defined as failing to complete the minimum attendance requirements. Students who do not log-in and/ or turn in assignments on a weekly basis will be considered absent. Students will be granted Excused Absences for the following reasons:

1. Technical difficulties beyond the control of the student that have been verified by the Help Desk or administration. (Electricity, phone or internet disconnections due to a delinquent bill are not excusable.)
2. Any other absence of one week or longer that has been approved by an administrator. (As attendance is determined weekly, daily absences can and should be made up by the student within the week. In such case no notification is required.)

An "E" for excused absence will appear in the grade book when the Attendance Officer has approved the absence. Only the Attendance Officer can change an absence to an excused absence.

The Ohio Revised Code enables schools to appoint hearing officers to revoke and/or deny driving privileges to truant students. This applies to all persons under age 18 who drop out of school, who are habitually absent from school without legitimate excuse, or who have been expelled or suspended from school for using or possessing alcohol, drugs, or both.

### **Truancy**

When a student does not log in to Findlay or TRECA Digital Academy for one week (12:01 AM Sunday through midnight Saturday) he/she is truant for that week. A student or his parent/guardian must inform FDA about any absence that will extend a week or more than one week. Excused absences are for the following reasons: personal illness, medical appointments, illness in the immediate family, death in the family, and religious observances. Documentation may be required for an absence to be excused.

Truancy is a serious offense and subject to severe penalty. The penalties for truancy may include Out-of-School Suspension, Court Action, and/or Expulsion.

Nothing in this Truancy policy will supersede or nullify the Ohio Revised Code automatic withdrawal requirements for any student who does not participate for **21** school days (105 hours).

**Step 1 First Truancy**

1. The parents/guardians and the student will be required to attend an Attendance Conference at Findlay Digital Academy. Also attending this conference will be the FDA Principal and/or Counselor and/or Superintendent and the Juvenile Court Probation Officer. The educational and legal aspects of regular attendance shall be reviewed.
2. The Attendance Conference may have more than one student and family members in attendance.

**Step 2 Second Truancy**

1. a) If, prior to this truancy, the student has had a Pre-Court Conference at any time in grades 7, 8, 9, 10, 11, or 12, this Step II will be bypassed and Step3I will be implemented.  
b) If, prior to this truancy, the student has not had a Pre-Court Conference at any time in grades 7, 8, 9, 10, 11, or 12, a Pre-Court Conference will be requested and scheduled.
2. The PreCourt Conference will occur at the Hancock County Juvenile Court. People present will include the student, parent(s)/guardian(s), Principal, Truancy Officer, Prosecutor Childrens' Services, and the Juvenile Court Probation Officer.
3. The legal forms, Warning to Child and Notice and Warning to Parent or Guardian, will be served by the attendance officer.

**Step 3 Third Truancy**

1. Formal Truancy charges will be filed with the Juvenile Court.
2. Within 10 days of the charges being received by the Juvenile Court, the student will be scheduled for arraignment. Once a plea is entered, the Court will make certain orders including, but not limited to:
  - a) Payment of Court costs.
  - b) Student to complete Truancy Court.
  - c) Student is not to change schools while case is pending.
  - d) Student is to attend school on time every day.
3. Once the student is in Truancy Court, he/she will be required to sign and abide by conditions similar to probation rules. These may include, but are not limited to all items in Step 3, number 2 and:
  - a) The student will begin weekly required court hearings to report attendance. If the student's attendance is not improving, the court will issue sanctions such as: community service, writing essays, house arrest, electronic monitoring, seizure of phone/electronics, or, in severe cases, placement outside the home.
  - b) If the student's attendance still is not improving, the prosecutor or probation department will consider a violation of Court Order which includes up to 5 days in jail.
  - c) If the student's attendance is improving, the Court will award the student with more time between hearings, incentives, etc.

Each school employee involved in a truancy case is expected to keep an adequate journal of events, being careful to include exact dates and other specifics.

**Automatic Withdrawal**

The Ohio Revised Code requires community schools to adopt a procedure for automatically withdrawing a student from the school if the student, without legitimate excuse, fails to participate in one hundred five (105) cumulative hours of the learning opportunities offered to the student.

Any student who does not participate in a school activity for **twenty-one (21)** consecutive school days will be automatically withdrawn from the Findlay/TRECA Digital Academy. The student's guardian will be notified by certified mail that such a withdrawal has happened. Notice of the withdrawal will also be sent to the residential school at that time. The student and/or guardian must return all issued school equipment within one week of the withdrawal and immediately enroll the student in an accredited Ohio school. As per Ohio Revised Code, a student who has been removed from FDA/TDA for attendance reasons cannot enroll in another community school or online learning environment for one calendar year.

School participation is indicated by submitting a minimum of one lesson per week in each class.

## **Tutoring**

Academic assistance is offered through our tutoring program. It is not required that a student attend tutoring sessions, but it is strongly recommended that they do attend. Certified teachers are available during the tutoring sessions to help students with academic or technical problems. Tutoring is offered at the following times and locations:

FDA OFFICE                      Monday, Tuesday, Wednesday, Thursday                      10 AM – 4 PM

Attending tutoring sessions is a privilege. If a student misbehaves during the tutoring session he/she will be asked to leave and his/her parent/guardian will be informed of the problem and the length of the removal from the lab. The length of time a student is denied attendance at tutoring sessions will be determined by the severity of the misbehavior.

Students attending a tutoring session may take a break from the lab; however; students will be allowed a maximum of two breaks a day. The third time a student leaves the lab, they will not be allowed to return to the lab that day.

## **Student ID Cards**

Every student will be issued a new ID card at the beginning of each new school year or at the time of orientation. The student must see Mrs. Farrow to have his/her picture taken for the ID card. The student is **required** to use the ID card to check into and out of the lab. If a student does not bring his/her ID card with him/her admission to the lab can be denied. The student will be given free of charge one student ID card per school year. If a student loses or defaces the ID in any way, the student will have to pay \$5.00 to have the card replaced.

## **Student Parking**

When a student attends tutoring sessions or comes to the FDA office, he/she is to park on the west side of the building behind the grass median strip. He/she is to enter the west parking lot, drive down the parking lot and turn into the driveway that enters the parking area behind the grass/tree median.

## **Bicycles**

Bicycles are to be parked in the bike rack on the west side of the building. Bicycles are to be locked into the rack. Bicycles are not permitted to be brought into the building.

## **Closing Due to Inclement Weather**

On any day that Findlay High School is closed due to inclement weather or other emergency, Findlay Digital Academy lab will also be closed. Students can still log into their classes and work from home.

## **Suspension and Expulsion**

Findlay Digital Academy recognizes that exclusion from the educational program of any school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and cannot be imposed without due process.

Students in a digital classroom are not hampered by time and space. They do not have to be in a classroom at a specific time in order to complete their work. They can work during the times that are most convenient for them. However, FDA/TDA students must maintain progress in their academic endeavors and communicate regularly with their teachers. Although much of the school year will be spent in a digital environment, there will be occasions, particularly when meeting with instructional coaches, during which students will be in the presence of other students and staff members at school related activities. Our rules and regulations are necessary to assure a positive learning environment; they are in place to protect every student's opportunity to learn. Whenever behavior interferes with the learning environment, consequences will result. Reasons for suspension and possible expulsion may include the following:

- Any repeated offenses for which the student has been previously suspended.
- Excessive absenteeism.

- Truancy.
- Misuse of, or vandalizing school property.
- Disruption of school or school-related activities.
- Threatening or intimidating students or staff.
- Sexual harassment.
- Removing or altering official school documents or records.
- Assault.
- Immoral acts.
- Calling in bomb threats.
- Violation of the school Acceptable Computer and Internet Use Policy (AUP).
- Possession of deadly weapons at school-sponsored functions.
- Providing the student's login name and password to an unauthorized person.
- Plagiarism, including the copying of other student's work.
- Cyberbullying, threatening or harassment.
- Inappropriate use of e-mail.

**Definitions:**

**Suspension** - Temporary exclusion of a student from all school related activities, accompanied by disabling the student's computer (duration of greater than 24 hours, but less than 10 days).

**Expulsion** - The withdrawal of a student from all school related activities, accompanied by disabling the student's computer (duration of greater than 10 days).

**Suspension Procedures**

- The student and the student's parent/guardian will receive a suspension warning notification by U.S. mail and/or by phone stating the intent to issue a suspension, the reason for the intended suspension, and the proposed days of the suspension.
- The student or the student's parent/guardian will have an opportunity to challenge the suspension by the date and time specified in his or her suspension notification.
- Students who wish to challenge the suspension may do so by scheduling a conference call or an appointment with the FDA Coordinator.
- Students who do not challenge the suspension will begin serving their suspension as indicated in their suspension notification. (The student and family will receive a second notification by U.S. mail and/or phone call.)
- In the event that, in the opinion of the Director or Superintendent of the school, a student's presence at any school event presents a danger to other persons or property or seriously disrupts the functions of the school, the student may be removed from classes without formal suspension procedures.

**Expulsion Procedures**

- In the event the school decides to expel a student, the student and the student's parent/guardian will be notified by certified mail and by phone of the intent to expel.
- A student and his/her parent/guardian will also be notified of his/her right to appear in person for a formal hearing to challenge the expulsion.
- Notice of a request for a formal hearing must be received by the date specified in the intent to expel notification.
- If requested, a formal hearing will be scheduled within five(5) business days from the date of request.
- Parents will be notified of the time and place of the hearing and of the right to be represented at the expulsion hearing by a representative of their choosing.
- The Executive Director or his/her designee shall hear the appeal.
- If the Executive Director or his designee recommends expulsion, the student may then request that the FDA Board of Directors hear the appeal.
- The hearing in front of the Board will be private, but the Board must act publicly on the outcome.
- In the event that, in the opinion of the Executive Director of the school, a student's presence at school presents a danger to other persons or property or seriously disrupts the functions of the school, the student may be removed from classes without formal expulsion proceedings.
- A student may be expelled for one (1) year for bringing or possessing a firearm, knife, or other destructive device on school property or to any school-sponsored activity, event, or field trip at a

- school building or other public facility being used by school personnel for school activities.
- A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile.
- A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, or other similar device.
- A knife is defined as any cutting instrument consisting of at least one sharp blade.
- The specific circumstances under which the Executive Director may modify a one (1) year expulsion may include a recommendation from the Special Needs Coordinator that is knowledgeable of the student's educational needs in accordance with the policy regarding suspension and expulsion of disabled students.

### **Permanent Exclusion of Non-Disabled Students**

In accordance with the law, the Board of Directors may seek to permanently exclude a student sixteen (16) years of age or older who has been convicted of or adjudicated for any of the following offenses:

- Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by the school or at an activity held under the auspices of this Board.
- Possessing, selling or offering to sell controlled substances on property owned or controlled by the school or at an activity under the auspices of this Board, including online, via school equipment.
- Complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with the law, when any student sixteen (16) years of age or older has been convicted of or adjudicated delinquent resulting from any of the above offenses, the Executive Director shall submit a written recommendation to the Board that the student should be permanently excluded from the school. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the school's case. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Executive Director's recommendation.

If the Board adopts the resolution, the Executive Director shall submit it to the State, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State. A copy of the resolution shall be sent to both the student and his/her parents/guardians.

If the State rejects the Board's request, the school shall re-admit the student in accordance with the statutes and Board guidelines.

### **Suspension/Expulsion of Disabled Students**

In matters relating to the discipline of disabled students, the Board shall abide by Federal and State laws regarding suspension and expulsion. The Executive Director will follow the administrative guidelines below and ensure they are properly used when disciplining any student with a disability

#### **Suspension/Expulsion**

The school will not long-term suspend or expel a disabled student from the school for behavior that is a manifestation of his or her disability.

#### **Continuation of Services**

The school will continue to provide services for children with disabilities who are suspended or expelled from the school, except that the school is not required to provide services during the first ten (10) days in a school year that the student is removed. During any subsequent removal that is for fewer than ten (10) school days, the school will provide services to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his/her IEP. If the removal is for ten (10) school days or fewer, school personnel and the student's special education teacher will make the service determination.

#### **Behavioral Assessment and Behavioral Interventions**

Meetings of a student's IEP team to develop a Behavioral Assessment Plan or to review his or her Behavioral Intervention Plan (if the student has one) will be required when the student has first been removed for more than five (5) school days in a school year.

#### **Change of Placement, Manifestation Determinations**

A change of placement will occur if a student is removed for more than ten (10) consecutive school days or is

subjected to a series of removals that constitute a pattern because they accumulate to more than ten (10) school days in a school year. Manifestation determinations will be required only if the school is implementing a removal that constitutes a change of placement. The school will follow the Federal guidelines for determining whether the behavior is a manifestation of the student's disability.

### **Findlay Digital Academy/Findlay High School Coordination of Student Rights and Responsibilities**

As Findlay City Schools is the sponsor of Findlay Digital Academy, and as some meetings and activities take place on Findlay City School grounds, students of FDA will be required to follow all rules and regulations of Findlay Digital Academy, but also those of Findlay High School as listed in the current FHS Student/Parent Handbook. A full copy of the Findlay High School handbook is available at <http://www.findlaycityschools.org>. The Millstream Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the student Code of Conduct of the Millstream Career Center (<http://www.findlaycityschools.org>) Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other schools (Findlay Digital Academy, Findlay High School and Millstream Career Center).

#### **Student Discipline Code of Conduct**

We at Findlay Digital Academy/Findlay High School encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at FDA/FHS make poor choices; however, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. It 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, 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. 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.** 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 Suspension, Emergency Removal, and/or Expulsion, or other alternatives deemed appropriate by the administration including referral to the appropriate authority for prosecution. The FDA Executive Director or Coordinator, or Findlay City Schools Superintendent, or Findlay High School principal or assistant principal may suspend a student from school. A student may have his/her Driver's License suspended if he/she is suspended or expelled for the use or possession of alcohol or drugs or for being excessively truant. Compliance with this code is mandatory.

1. **Disruption of School** - A student shall not, by use of 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 extra-curricular activities.
2. **Damage to School Property** - A student shall not cause, incite, or attempt to cause damage to school property, including buildings, grounds, equipment, or materials.
3. **Damage to Private Property** - A student shall 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).
4. **Threatening, Bullying or Hazing** –A student shall not threaten, bully, haze or participate in dating violence or sexting with students or other persons. Cyber-bullying-Abusive behavior includes but is not limited to, taunting, threatening, stalking, intimidating, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. 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. Sexting is defined as possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise, may constitute a crime under state and/or federal law and may be reported to the appropriate law enforcement agencies. Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization

that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other students.

5. **Fighting/Physical Altercation** - A student shall not cause physical injury, or behave in such a manner which could threaten to cause physical injury, to school staff, other students, or other persons, while 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-fighting policy.
  - On the first offense a student involved in an assault or fight may be out of school suspended ten (10) days and/or recommended for expulsion.
6. **Dangerous Activities, Weapons and Instruments** - A student shall 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 shall 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.
  - Examples of such instruments include, but are not limited to the following: lighters, guns, knives, smoke bombs, martial arts instruments, fireworks, bullets, and/or gun powder.
  - 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.
7. **Tobacco** - A student shall not smoke, use tobacco or e-cigarettes, or possess any substance containing tobacco 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.
  - No smoking is allowed within the 'line of sight' of the building. If you can be seen smoking it is considered to be on school property.
8. **Narcotics, Alcoholic Beverages, Caffeine Pills, Stimulant Drugs, and Other Pills** - A student shall not possess, sell, attempt to sell, transmit, attempt to transmit, purchase, attempt to purchase, conceal or have used any steroid, narcotic drug, hallucinogenic drug, amphetamine, caffeine pill, barbiturate, marijuana, alcoholic beverage or beverage promoted as an alcohol substitute, inhalant, drug paraphernalia, other pills/substances, or any other mind-altering substance within any school building, on school property, during open lunch or while participating in or attending school or school-sponsored activities. This includes the sale and/or distribution of prescription drugs and over the counter medications. A student shall 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.Evidence of use or being under the influence of alcohol or drugs at school or a school-related event is a violation of this Code of Conduct.
9. **Theft** - A student shall 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.
10. **Frightening, Degrading, or Disgraceful Acts** - A student shall not engage in any act which frightens, degrades or tends to frighten, degrade, or disgrace teachers, students or other persons by written, verbal, or gestural means.
11. **Insubordination** - A student shall not disregard or refuse to obey reasonable directions given by school personnel.



12. **Dress, Appearance** - A student shall not dress in a manner that will present health or safety problems or cause disruption of school. Examples of inappropriate dress include, but are not limited to:
  - Clothing or accessories that display or allude to inappropriate language or graphics representing drug, alcohol, tobacco, sex or gang identifiers. (If you are not permitted to say it, do it, or bring it to school, you are not permitted to advertise it or display it on your person, clothing, accessories, or materials/possessions).
  - Hats/Head Apparel or coats during the school day. Hats/head apparel/hoodies must be off. The head and face must be visible at all times.
  - Spiked bracelets or necklaces or long linked chains as decorative apparel.
  - Brief and revealing clothing is not permitted. All shirts/tops must touch the pants/skirt while standing with arms down. Undergarments must be completely covered. Shorts/skirts length must be at least to mid-thigh (fingertip length when arms are hanging to the side of the body). The upper torso must be covered, except for the arms and neck. Tube tops, tanks tops, and shirts with spaghetti straps, halter tops, mesh shirts (unless a t-shirt is worn underneath) or shirts that expose the midriff are not permitted.
  - Book bags, briefcases, duffel bags, or other similar items are not to be taken to classrooms or carried in the hallways other than when entering or leaving the building.
  - Any other apparel deemed as inappropriate by the administration.
13. **Truancy/Excessive Absence/Tardiness** - The adopted Board Policy applies.
14. **Sexual Harassment**-A student shall not display unwelcome sexual advances, request sexual favors, and/or present other verbal or physical conduct of a sexual nature.
15. **Violations of Directions, Policies, Rules, Etc.**- 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.
16. **Altered or Forged Documents or Passes** - A student shall not alter, forge, or use a fraudulent document.
17. **Public Display of Affection/Unauthorized Touching** - A student shall not commit an inappropriate display of affection and bodily contact beyond hand holding while on the school premises, or while in the custody of the school, or in the course of a school-related activity. A student shall not engage in unauthorized touching such as but not limited to pushing, shoving, hands on, threats to put hands on, or any other types of touching that could be considered as sexual in nature.
18. **Profanity/Obscene Language/Swearing**-Profanity/obscene language will not be tolerated on school property. While your freedom of expression may be appealing to some, others may resent your lack of knowledge of the English language. 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.
19. **Extortion**-A student shall 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.
20. **Ethnic Slur and/or Intimidation**-The Findlay Digital Academy/Findlay High School Administration recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, religion, or gender identity have the right to an education in an atmosphere free of all forms of slurs, disparagement and intimidation. The Administration further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, 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. Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. 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.

**21. Computer Technology and Network Guidelines**

Students failing to follow the guidelines as stated in the handbook 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.

**22. Cheating** – A student shall not engage in academic misconduct, including cheating, unauthorized access or use of computers, copyright infringement, and plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary consequences that may be imposed. If a student does the work for another student or has another individual do their course work, it will be considered cheating and will result in disciplinary action and possibly expulsion and no credit will be given for the course.

**23. Bomb Threats** – A student shall not make any bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

**24. Disrespectful Behavior** - A student shall not be disrespectful toward other students, school personnel, and school visitors.

**25. Failure to Serve Disciplinary Assignments** – A student shall not fail to serve disciplinary assignments.

**26. Gang Activity** – Definition: A “gang” is any group of two or more persons whose purposes include the commission of illegal acts and/or displays or communication of any visible aspects of a gang or acts in violation of disciplinary rules. In order to insure a safe and violence-free school, gangs and gang activities are prohibited at Findlay Digital Academy/Findlay High School according to the following:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in, affiliation with or suggests affiliation with, any gang.
- Engage in any act, either verbal or nonverbal, including gestures or handshakes, demonstration of membership, or affiliation with, any gang.
- Engage in any act that furthers the interests of any gang or gang activity, including, but not limited to:
  - Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - Painting, writing, tattooing or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property or personal property brought to school.
  - Engaging in violence, extortion or any other illegal act or other violation of school policy.
  - Soliciting any person to engage in physical violence against any other person.

**27. False Reporting** – A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies. False reporting can also include, but are not limited to, attempts to change, modify, misrepresent records, absence excuses, documents or materials used in daily school operation; sharing false information (i.e. lying); or not properly identifying oneself to school personnel.

**Harassment/Cyber-Bullying/Dating Violence**

Findlay Digital Academy in partnership with TRECA promotes a safe, positive and healthy school environment. Therefore FDA/TRECA will not tolerate harassment, intimidation, or cyber-bullying/bullying of any kind. (Harassment means either of the following: (a) any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (i) causes mental or physical harm to the other student; (ii) is sufficiently severe, persistent, or pervasive that it

creates an intimidating, threatening, or abusive educational environment for the other student; OR (b) violence within a dating relationship.

Any student or student's parent or legal custodian who believes that the student has been subjected to harassment, intimidation or bully should make every effort to file a complaint as soon as possible after the harassing conduct occurs.

School personnel should report incidents of alleged student-on-student, student-to-staff, and staff-to-students harassment that they witness or of which they have received reports or information, whether such incidents are verbal or physical or amount to harassment in other forms.

When a complaint of harassment has been received and to ensure compliance with Federal and State requirements, FDA/TRECA will take the following steps:

1. FDA/TRECA teachers and staff are required and will be trained and directed to report any all prohibited incidents of which they are aware of harassment to their respective supervisor.
2. The TRECA Director and/or FDA Principal will provide parents/guardians of any student involved in a prohibited incident notification, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S. C. 1232q, as amended, have access to any written reports pertaining to the prohibited incident.
3. The TRECA Director and/or the FDA Principal shall investigate verified acts of harassment promptly, and corrective action shall be taken when the complaint is verified.
4. Furthermore, pro-active planning and the appropriate steps and actions will be undertaken by TRECA/FDA to ensure that the perpetrator will no longer have access to the victim by restricting his/her access to any and all communication outlets in the online learning environment.
5. Any student engaging in harassment is subject to appropriate disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities.
6. Any staff member engaging in harassment is subject to appropriate disciplinary action, which may include suspension, termination and/or notification of the appropriate authorities.
7. Findlay Digital Academy will semiannually provide the President of the Board of Directors a written summary of all reported incidents and post the summary on its web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S. C. 1232q, as amended.

### **Child Abuse Reporting Policy**

Findlay Digital Academy is an online, public community school. In an attempt to ensure the safety and well-being of all of its students and being a mandated reporter of child abuse and neglect under Ohio law, it will fully and without exception, abide by the following policy when it comes to the detection and reporting of child abuse and neglect:

All suspected cases of child abuse and neglect will be reported to the local public children services agency and/or law enforcement agency in full compliance with Section 2151.421 of the Ohio Revised Code. We will follow this legal mandate and all provisions contained in this statute, which requires anyone with a suspicion that a child is or has been abused 'will immediately cause a formal report to be made to the local public children services agency and/or law enforcement agency in the county where the child resides.'" Teachers, educators, and most personnel working with children are mandated reporters under this law. Therefore, as a matter of policy and in compliance with Ohio law, all Findlay Digital Academy and TRECA staff will fully comply and abide with this legal mandate and its statutory requirements.

### **Eighteen Year Old Students**

Eighteen-year-old students must comply with the rules and regulations of Findlay Digital Academy/ Findlay High School. Parents must write the 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.

## Surveillance Camera

Students are duly informed that behavior may be monitored on school property and/or adjacent property by security cameras. Access to surveillance camera tapes/material by non-school personnel is allowed only by court order or at the discretion of the superintendent.

## Search and Seizure

The following rules shall 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.
- 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 shall 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. A reasonable attempt will be made to contact the student or parent/guardian prior to the search.

## Personal Property

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

## Required Testing

Findlay Digital Academy follows all state testing guidelines. Students **must take all Ohio state mandated tests** to remain in an electronic school in Ohio. Failure to take the mandated achievement and/or diagnostic tests will be removed from the academy per Ohio Revised Code 3314.26.

Students are required to sign a State Testing Contract at the time of enrollment into the academy.

## Required State Testing Enrollment Contract

Students **must take all Ohio state mandated tests** to remain in an electronic school in Ohio. Failure to take any part of the state mandated tests for two consecutive years puts the student on a state controlled list removing the student from all electronic learning based schools in Ohio. Findlay Digital Academy must remove all students who do not take all parts of the state mandated tests in consecutive years. Our FDA procedure states that a student can be removed for failure to take any state mandated test, if an allowable reason does not exist (illness, surgery, etc.).

Per Ohio Revised Code 3314.26: Internet- and computer-based community schools must provide a testing site within a radius of 50 miles of each student's residence at which the student may complete the statewide achievement tests and diagnostic assessments prescribed by law (RC 3314.25). Any student in an internet- or

computer-based community school who, without a lawful excuse, fails to take the prescribed achievement or graduation tests applicable to his or her grade level for two consecutive years must be withdrawn (dismissed) from the school, and the school may no longer receive any state funding on account of such student. Such a student may, however, continue to be enrolled in the school upon the payment of tuition (RC 3314.26).

(Carey, Kimball H. Bricker & Eckler LLP, Anderson's Ohio School Law Manual 2009 edition. LexisNexis Newark, NJ. April 15, 2011.)

In order to earn a diploma, it is required by state law that students in graduation cohorts in 2017 and prior years must pass all five parts of the Ohio Graduation Test and must take MAP tests. Students who graduate in 2018 and beyond must take other mandated state tests (which includes, but is not limited to, end of course tests, diagnostic tests, achievement tests and the MAP tests). Attendance at **all** required testing times is mandatory.

If a student misses a test due to a short-term illness the student is required to make up the test during the make-up testing window. If the student has a long-term illness, a doctor's letter must be supplied to excuse the student from the testing.

I understand that as part of my enrollment in Findlay Digital Academy it is a requirement that I attend all the testing dates that are required of me. I also understand that if I fail to show up for the required testing and do not have an acceptable excuse (as defined by law), I will be removed from Findlay Digital Academy.

### **Electronic Devices**

Students are not to bring personal computers (non-FDA computers) or iPads into the lab. Cell phones and iPods are allowed in the lab but must be used in a respectful way. Phones are to be on vibrate and personal calls are to be dealt with outside the building. Texting and listening to iPods are not to occur when a coach is working with a student. The school will not be held responsible for the loss or damage of any electronic device that is brought to the academy.

### **Lockdown**

When the announcement is made for lockdown, students, teachers, visitors and all other people in the building are to follow the directions of the school officials.

### **Work Permits**

According to Ohio Revised Code Chapter 4109, minor students 14 through 17 of age are required to have a work permit in order to be employed. Students needing a work permit can obtain an application from the FDA Office. Once all parts of the application have been completed, a student will need to have Mr. Grove approve and sign his/her permit. After the permit is approved, the student will need to take the completed permit to Mrs. Steiner for final processing. In order to have a work permit application approved, students must be in good standing in regards to attendance (90 % or better) and participation (earning a minimum of 1 credit per quarter). Students who are not in good standing may have their application denied, and students who do not remain in good standing may have their permits revoked.

### **Non-Discrimination Policy**

The board affirms that, consistent with and to the extent required by applicable law, no person shall, on the basis of gender, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all board policies concerning school employees and students. When this handbook is in conflict with the provisions of Ohio Revised Code 3301.60 (Interstate Compact on Educational Opportunity for Military Children), the provisions of ORC 3301.60 will apply. This handbook does not supersede ORC 3301.60.

The board designate for Title I, Title VI, Title IX, and Section 504 is Larry Grove.  
Title I (disadvantaged)  
Title VI (race, color and/or national origin)  
Title IX (gender)  
Section 504 (disability)

### **Plagiarism**

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 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 partially written by another person, but turned in as a student's own work constitutes plagiarism. Others may help, but help does not mean letting someone else 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 knowingly gives or receives an assignment to or from another student for the purpose of plagiarism is also guilty and subject to punishment.
- Any idea copied word for word from another source or even put into the student's own words, unless the idea is documented properly.
- Using an online "essay generator" program.
- Any assignment that contains falsified documentation.
- Additional information regarding plagiarism can be found in the Findlay City Schools Writing Style Manual. 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. It is the student who knowingly plagiarizes who is of major concern; it is faculty policy to assist students who plagiarize out of ignorance. The policy demands some significant action for intentional plagiarism. This may include:
  - Failure (no credit) for the assignment in question.
  - Revision of the paper, without credit.
  - Failure for the nine-week grading period.
  - Possible removal from the course with no credit.
  - Recommendation to the National Honor Society Selection Committee that the student be removed for a willful, flagrant violation.

Possible legal action in the case of plagiarizing professional copyrighted articles.

### **Extra-Curricular Participation**

FDA students may participate in extra-curricular activities at Findlay High School, but are reminded that all rules regulations, and restrictions of the Findlay City Schools, Findlay High School, and/or individual activity rules, regulations, and restrictions apply to them as though they were students at Findlay High School.

For athletic eligibility, FDA students must be participating in FDA/TRECA classes at an overall rate of 75% or greater in at least 5 classes and cannot be below 75% participation in more than 2 classes. The effective date(s) for this will follow OHSAA rules for Athletic Academic Eligibility.

### **Co-Curricular Participation**

FDA students may not participate in any activity at FHS that would require the student to be enrolled in a specific class at FHS. Example: An FDA student cannot be an FFE singer-dancer as they would have to be enrolled in an FHS Choir class.

### **Internet Usage Policies/Computer Usage**

Since Findlay Digital Academy is in partnership with both Tri-Rivers Educational Computer Association (TRECA) and Findlay City Schools (FCS), academy students must be in compliance with both TRECA and FCS internet policies. Every student is given a Findlay Digital Academy computer to use during the time that the student is enrolled in the academy. By accepting the computer, the student and their parent/guardian are agreeing that the FDA computer will only be used by the enrolled FDA student and will only be used for the student's school work.

## TRECA Policy

FDA, through TRECA (Tri-Rivers Educational Computer Association) Digital Academy (TDA) is pleased to make available to students access to interconnected computer systems within the Academy and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

All students must take responsibility for appropriate and lawful use of this access. Students must understand that their misuse of the network and Internet access may jeopardize their ability to enjoy such access. While FDA's/TDA's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

FDA/TDA provides each student with the tools and equipment necessary for participation in FDA/TDA. The equipment shall not be abused, misused, or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse, or disassembly, and agree to abide by appropriate disciplinary actions. Students who transfer to another school, withdraw, graduate, are expelled, or leave FDA/TDA for any reason, must return all tools and equipment provided by FDA/TDA in working order and in original or equivalent packing materials to Findlay Digital Academy, 1219 West Main Cross, Findlay, OH 45840. Damaged or stolen equipment must be reported to FDA/TDA immediately.

Below is the Acceptable Computer and Internet Use Policy ("Policy") of FDA/TDA and TRECA. Upon reviewing, signing and returning this Policy as the students have been directed, each student is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. FDA/TDA cannot serve any student who, if 18 or older, fails to sign and submit the Policy to FDA/TDA as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer, network and Internet use. If you have any questions about these provisions, you should contact the FDA/TDA administration. If any user violates this Policy, the student's access will be disabled or revoked, and he or she may be subject to additional disciplinary action.

### I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the FDA/TDA administration. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### II. TERMS OF THE PERMITTED USE

A student who submits to FDA/TDA, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in FDA/TDA before they are given an access account.

### III. ACCEPTABLE USES

A. **Responsible Use.** The purpose of this agreement is to ensure that use of Internet resources remains consistent with our stated mission, goals and objectives. The computer and Internet resources must be used in a responsible, safe, ethical, and legal manner. Parents are asked to play an active role in their child's educational experiences, both on and off the computer.

B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. **Uses that violate the law or encourage others to violate the law.** Do not transmit offensive, harassing or bullying messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; transmit any form of illegal solicitation; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials.

Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. **Uses that cause harm to others or damage to their property.** For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks or information systems.
  3. **Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.** For example, do not disclose or share your password with others; do not impersonate another user.
  4. **Uses that are commercial transactions.** Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
1. **Be polite.** Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  2. **Avoid language and uses which may be offensive to other users.** Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  3. **Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties.** This should only be done with prior permission of the original sender.
  4. **Be considerate when sending attachments with e-mail (where this is permitted).** Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

#### IV. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to identify materials to avoid.
- B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the FDA/TDA's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
- E. **Active Restriction Measures.** FDA/TDA, either by itself or in combination with TRECA/MetaSolutions, will utilize filtering software or other technologies to help prevent students from accessing visual depictions that are (1) obscene, (2) contain child pornography, or (3) are harmful to minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.



The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### **V. PRIVACY**

Network and Internet access is a tool for your education. FDA/TDA reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of FDA/TDA and no user shall have any expectation of privacy regarding such materials.

#### **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. FDA/TDA may also take other disciplinary action in such circumstances.

#### **VII. WARRANTIES/INDEMNIFICATION**

FDA/TDA makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold FDA/TDA and TRECA harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with FDA/TDA in the event of the initiating of an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a FDA/TDA computer or on another computer outside the FDA/TDA network.

#### **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service, and FDA/TDA must be notified of such changes.

### **Findlay City Schools Policy**

#### **STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY for the Computer Network of the FINDLAY CITY SCHOOL DISTRICT**

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. All references to schools in this policy will mean any school in the Findlay City School District.

Access to the School District's Network is provided as an educational tool only. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for good behavior on the Network just as they are in a classroom, school hallway or other School District property. While the School District's teachers and other staff may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student and the parent/guardian.

This shall constitute the School District's Computer Network and Internet Acceptable Use Policy for Students ("Policy"). Any parent/guardian of a student under the age of 18 may direct that the student not be given access to the Internet. An "opt out" form for this purpose may be obtained from any school office in the School District.

Each student is responsible for reading and abiding by this Policy. If you have any questions about the provisions of this Policy, you should contact the Computer Lab Facilitator or other designated administrator in your school building. Any use of your account that violates this Policy may result in your access being withdrawn and/or additional disciplinary action. Violations of this Policy are considered violations of the Student Discipline Code and may result in disciplinary action as specified therein.

The District periodically may make determinations on whether other incidental non-educational uses of the Network are consistent with this Agreement. Uses that interfere with normal District business or educational activities are prohibited and may be cause for disciplinary action at the discretion of the District.

It is within the rights of the District to periodically modify the list of acceptable uses.

The District, in combination with the Information Technology Center (ITC) providing Internet access, will utilize filtering software or other technologies designed to restrict users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors, as these terms are defined and interpreted by the Children's Internet Protection Act and applicable state and federal laws.

As it is impossible to limit access to all materials that may be considered to be inappropriate, students are responsible for their use of the Network and are required to avoid sites that are inappropriate for the educational setting. Students are prohibited from taking any measures to override the filtering software. The District shall monitor students' online activities, through direct observation and/or technological means, to endeavor to ensure that users are not accessing such depictions or any other materials that are inappropriate for the educational setting.

#### **I. Terms and Definitions:**

- A. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system.
- B. The network is defined as all computers and other devices that are interconnected to the District local/wide area network and is the sole property of the Findlay City School District.
- C. The Internet is defined as a collection of networks linking millions of computers and hundreds of millions of users all over the world.
- D. Electronic Communication includes, but is not limited to, email, blogs, podcasts, discussion boards, web sites, video conferencing and virtual classrooms.
- E. Portable electronic devices include, but are not limited to, laptop computers, personal digital assistants (PDAs), cellular telephones, recording and/or storage devices.
- F. Web Page - A document designed for viewing in a web browser, typically written in hypertext markup language (HTML).

#### **II Acceptable Student Use:**

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.

- A. Students may not intentionally 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.

- B. Students may not upload, download, create or transmit confidential information, a computer virus, worm, Trojan horse, or other 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.
- C. Students may not purposely engage in computer activities that degrade or disrupt the operation of the Network or that waste limited resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently "harmless" purposes, as these, like "junk email", use up limited Network capacity resources.
- D. Students are encouraged to save and store their work in their server account, understanding that school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. Additionally, files may be reviewed for any harassing or threatening material, and/or any vulgar or obscene content.
- E. Students are not to modify or remove any identifying labels on computer equipment.
- F. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- G. Students may not install or delete programs on the school's computers. Students may not download programs from the Internet or any portable device and attempt to install onto District computers. Students shall not remove, alter or copy Network software for their own personal use or for the use of others.
- H. All electronic communication between students and teachers should take place through their district assigned accounts.
- I. 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.
- J. Students are asked to advise their teacher when a computer malfunctions in any way.
- K. 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.
- L. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials.
- M. Students may not create, copy, view, transmit, download, or upload any materials that include the design or detailed information for the purposes of creating an 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.
- N. Students may not upload, download, copy, redistribute or republish copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, students should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.
- O. 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 to view or access content or information unrelated to the curriculum.
- P. Students may not post or distribute inappropriate photos or media (pornography, dangerous, or hate-related media of any kind). 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 video, images, audio, text, or any other media. Example: Any material,

images/media taken from within the district or its property cannot be used for defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory, violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, or terroristic purposes. This includes, but is not limited to, disseminating electronically (email/Instant Messaging) or posting this type of information about another student or employee on an outside communication site such as MySpace, FaceBook, etc.

Exceptions to any of the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including, but not limited to, termination of access to the school's computers, detention and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

**III. Server Storage.** Each user is granted an equitable share of our storage resources. Requests for increased disk quota may be granted with a valid reason AND a staff sponsor. Such increases are temporary, lasting only for the duration of the project.

**IV. Electronic Communication.** E-mail and Instant Messaging are communication tools, which allow students to communicate one-to-one with people throughout the world. Students may be provided with individual e-mail or communication accounts under special circumstances, at the request and under the supervision of their teacher. Students may not attempt to establish outside web e-mail accounts through the School's network. All users must abide by the rules of Network etiquette. Among the uses and activities that violate Network etiquette and constitute a violation of this Policy are, but not limited to, the following:

- A. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Users must be polite: No FLAMING, SCREAMING, demeaning or other inappropriate communications.
- B. Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C. Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
- D. Sending e-mail attachments that are too large to be accommodated by the recipient's system.
- E. Communications that violate any District Policy or the law.
- F. All electronic communication across the District's network is a matter of public record and should never be considered private or secure.

**V. Internet Safety**

- A. All students and their parents/guardians are advised that access to the Network, and particularly the Internet, may include the potential for access to materials inappropriate for school-aged pupils, including materials that may be illegal, defamatory, obscene, inaccurate or offensive. Certain areas on the Internet may contain warnings as to their content, and users are advised to heed these warnings. Not all sites that may contain inappropriate material, however, will include warnings. You must take responsibility for your use of the Network and stay away from these sites. Parents/guardians of minors are the best guide to the materials to avoid. If you find that other users are visiting offensive or harmful sites, you should report that use to the person designated by the School District.
- B. Personal Safety. Be safe. Do not use the Network or the Internet to access chat rooms or chat lines. In using the Network or the Internet, do not reveal personal information such as your or another's home address, telephone number, social security number or photograph. Due to the anonymous nature of the Internet, students should not arrange a face-to-face meeting with someone you "meet" through the Network or the Internet without permission of your parent or guardian. Students should

never give out private or confidential information about themselves or others on the Internet.

- C. Internet filtering software or other technology based protection systems may only be disabled by the IT department at the request of a principal or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

**VI. Privacy.** Network access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time, and without prior notice, any and all usage of the Network and any and all materials, files, information, software, communications and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be, and remain, property of the School District and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including, but not limited to, for purposes of maintaining system integrity and insuring that users are using the system consistently with this policy.

**VII. Web Sites.** Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity, are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed.

**VIII. Failure to Follow Policy.** Your use of the Network is a privilege, not a right. If you violate this Policy, you may be subject to disciplinary action. At a minimum you will be subject to having your access to the Network terminated, which the School District may refuse to reinstate for the remainder of your tenure in the School District. You breach this Policy not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

#### **IX. Warranties and Indemnification**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or parent/guardian arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you (or, if you are a minor, your parents/guardians) are agreeing to cooperate with the School District in the event of the School District's initiating an investigation of use or access to the Network through your account, whether that use is on a School District computer or on another computer outside of the Network. By accessing the Network, you (or, if you are a minor, your parents/guardians) are further agreeing to indemnify and hold the School District and the Information Technology Center (ITC) providing Internet access and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorney's fees) resulting from access to and use of the Network through your account, including, but not limited to, any fees or charges incurred through purchases of goods or services by the user.

### **Copyright in an Electronic Environment**

(Guidelines from Consortium of College & University Media Centers)

#### **General Guidelines**

- Students may use portions of lawfully acquired copyrighted works in their academic multimedia projects with proper credit and citations. They may retain them in personal portfolios as examples of their academic work.
- Students and teachers must include on the opening screen of their programs and on any printed materials that their presentation has been prepared under fair use exemption of the U.S. Copyright Law and are restricted from further use.
- Educators may claim fair use for their own productions providing these productions are:

- For face-to-face curriculum-based instruction
- Demonstrations of how to create multimedia productions
- Presented at conferences (but you may not share copies of the actual production)
- For remote instruction as long as the distribution signal is limited
- Kept for only 2 years
- Fair use ends when the multimedia creator loses control of his product's use, such as when it is accessed by others over the Internet.
- Educators or students need not write for permission if their presentation falls within the specific multimedia fair use guidelines; however, educators and students are advised to note that if there is a possibility that their own educational multimedia project incorporating copyrighted works under fair use could later result in broader dissemination, whether or not as commercial product, it is strongly recommended that they take steps to obtain permissions during the development process for all copyrighted portions rather than waiting until after completion of the project.

### **Fair Use Guidelines for Multimedia**

#### **Text**

- Up to 10% of a copyrighted work or 1000 words, whichever is less.
- Poems
  - Entire poem if less than 250 words.
  - 250 words or less if longer poem.
  - No more than 5 poems (or excerpts) of different poets, from an anthology.
  - Only 3 poems (or excerpts) per poet.

#### **Motion Media**

- Up to 10% of a copyrighted work or 3 minutes, whichever is less.
- Clip cannot be altered in any way.

#### **Illustrations**

- A photograph or illustration may be used in its entirety.
- No more than 5 images of an artist's or photographer's work.
- When using a collection, no more than 10% or no more than 15 images, whichever is less.

#### **Music**

- Up to 10% of a copyrighted musical composition, but no more than 30 seconds.
- Up to 10% of a body of sound recording, but no more than 30 seconds.
- Any alterations cannot change the basic melody or the fundamental character of the work.

#### **Internet**

- Internet resources often combine both copyrighted and public domain sites; therefore care should be used in downloading any sites for use in multimedia presentations.
- Until further clarification, educators and students are advised to write for permission to use Internet resources and to be mindful of the copyright ramifications of including embedded additional links to that particular site.

#### **Numerical Data Sets**

- Up to 10% or 2500 fields or cell entries, whichever is less, from a copyrighted database or data table.
- A field entry is defined as a specific item of information (e.g. name, Social Security number) in a record of a database file.
- A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.

#### **Copying and Distribution Limitations**

- Do not post multimedia projects claiming fair use exemption on an unsecured website.
- No more than 2 copies of the original production may be made.
- Only 1 may be placed on reserve for others to use for instructional purposes.
- An additional copy may be made for preservation purposes, but may be used or copied only to replace a copy that has been lost, damaged or stolen.
- If more than one person has created the multimedia presentation, each principal creator may retain only one copy.

#### **Alteration Limitations**

- Multimedia selections falling within the above guidelines may be altered to illustrate a specific

- technique or to support a specific instructional objective.
- Notation of the alteration should be documented within the presentation itself.

**Multimedia Presentation Citations**

- Educators and students must credit sources, giving full bibliographic information when available
- Educators and students must display the copyright notice and copyright ownership information if this is shown in the original source.
- Copyright information for images may be shown in a separate bibliographic section unless the presentation is being used for distance learning. In this case, the information must be incorporated within the image itself (i.e. it must appear on the screen when the image is viewed).

**Permission Requirements**

- For multimedia projects used for non-educational or commercial purposes.
- For duplication or distribution of multimedia projects beyond limitations outlined above.

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**Registration Information**

Please take time to study the information presented in this section before selecting your classes. If you have any questions as you work your way through this process, please call or e-mail Mr. Grove (419-429-8931), Mrs. Opp (419-429-8932) or Mrs. White (419-425-8379).

All students wishing to graduate from Findlay Digital Academy must:

- Pass all required State of Ohio Tests (Ohio Graduation Test, Performance Based Assessment, End of Course Exams, diagnostic tests, MAP test, etc).
- Successfully earn **20** total high school credits according to the tables below.
- Carry at least five (5) classes at all times during each semester.

The following table indicates the credit requirements for each graduating class. These requirements meet or exceed the State of Ohio Minimum Graduation requirements revised 9/15/01: SBA 55 and HBO 94. Please study this table carefully when selecting courses.

**Minimum Requirements for Graduation from Findlay Digital Academy  
Class of 2014 and Beyond**

Course Area	Credits	Specifications
English	4	
Math	4	1 unit of Algebra 2
Science	3	1 unit each of Physical Science, Life Science, & Advanced Science
Social Studies	3	1/2 unit each of American History and American Government
Health	1/2	
Phys Ed	1/2	
Fine Arts	1	Waived for students in a Career-Tech Curriculum
Electives *	4	1/2 unit Financial Literacy

**Honors Diploma**

Course Area	Credits	Specifications
English	4	
Math	4	Including Algebra 1, Geometry, Algebra 2 and another higher level math
Science	4	Physical Science, Biology, Chemistry and Physics
Social Studies	4	Including 1/2 credit American History and 1/2 credit Government
Foreign Language	3 or 4	3 credits one language or 2 credits in each of two languages
Fine Arts	1	
Health	1/2	
Physical ED	1/2	
Electives	1/2	Financial Literacy
GPA		3.5 on 4.0 scale
ACT/SAT		27 ACT / 1210 SAT

\*Electives: 4 credits. Must include 0.5 credits of Financial Literacy and any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, or English language arts, mathematics, science or social science courses not required.

### Grade Level Placement

Students will be placed in a grade level based upon their cohort year (year first entered ninth grade).

### Ohio Core Opt Out Provision

A family may feel that their son or daughter is not prepared to achieve the increased credit requirements and/or the higher-level courses in mathematics and science, or is planning a career that does not require these courses. In this case, the parent or guardian may request that the child opt out from the new high school curriculum requirements for graduation. *The opt-out provision is available only to the graduating classes of 2015 through 2019. Note: The minimal state requirements change for the graduating classes of 2018 and 2019.*

However, before deciding to opt-out you must carefully consider the consequences of doing so. Students who earn a high school diploma under the Opt-Out provision will be prohibited from attending most state universities in Ohio without further coursework. Students will be able to attend only the following state universities: Central State, Shawnee State, and Youngstown State. Students will also be able to attend all community colleges and private schools within and outside of Ohio, if they meet the admission requirements for the school to which they are applying for admission. Students who attend a community/private college will then be eligible to attend a state university.

### Graduating Classes of 2015 through 2019

#### Student Eligibility

Student name: \_\_\_\_\_

Name of parent or guardian of student requesting opt-out provision:

\_\_\_\_\_

Student entered high school on (date): \_\_\_\_\_

#### Checklist:

- \_\_\_ Student is in his or her third year of high school (*exception: students in the class of 2015 may still choose this option during their senior year*).
- \_\_\_ School has met with student and family to explain opt-out provision and resulting district graduation requirements.  
Date: \_\_\_\_\_  
Name of administrator: \_\_\_\_\_ Title: \_\_\_\_\_
- \_\_\_ Student in the classes of 2015 to 2017 has minimally met the 2013 Ohio graduation requirements (see *curriculum requirements listed below*).
- \_\_\_ Student in the classes of 2018 or 2019 has met the modified state minimal graduation requirements (see *curriculum requirements listed below*).
- \_\_\_ Student has met the assessment requirements for his or her graduating class.
- \_\_\_ Student's success plan was created during his or her junior year. Current seniors, the class of 2015, can create a plan during the 2014-2015 school year.  
Which of the following is in the plan?
  - \_\_\_ Two-year degree program
  - \_\_\_ Business industry credential
  - \_\_\_ ApprenticeshipPlan includes:
  - \_\_\_ Student's interests, skills and knowledge that support his or her career goals
  - \_\_\_ High school courses and programs related to and that support the student's career goals
  - \_\_\_ Outside-of-school activities that support his or her career goals
  - \_\_\_ The results of OhioMeansJobs K-12\*
  - \_\_\_ Record of assessments (both current and planned)



Examples of a student’s success plan can be found on the Ohio Department of Education website <http://education.ohio.gov>

**2013 CURRICULUM REQUIREMENTS:**

- English language arts 4 units
- Health 1/2 unit
- Mathematics 3 units
- Physical education 1/2 unit
- Science 3 units\*
- Social studies 3 units\*\*
- Electives 6 units\*\*\*
- Fine Arts two semesters completed in grade 7-12
- Any additional local curriculum graduation requirements

*\*Science units must include 1 unit of biological sciences and 1 unit of physical sciences.*

*\*\*Social Studies units must include 1/2 unit of American history and 1/2 unit of American government.*

*\*\*\*Electives units must include 1 unit or 2 half units in business, technology, fine arts or foreign language.*

**CURRICULUM OPT-OUT REQUIREMENTS FOR CLASSES OF 2018 AND 2019:**

- English language arts 4 units
- Health 1/2 unit
- Mathematics 4 units\*
- Physical education 1/2 unit
- Science 3 units\*\*
- Social studies 3 units\*\*\*
- Electives 5 units
- Fine Arts two semesters completed in grade 7-12
- Any additional local curriculum graduation requirements

*\*Mathematics must include four units. One unit shall be one of the following: probability and statistics; computer programming; applied mathematics; quantitative reasoning; or any other course approved by the department using standards identified [here](#).*

*\*\*Science must include three units with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following or their equivalent: one unit of physical sciences; one unit life sciences; or one or more of advanced sciences study.*

*\*\*\* Social studies units must include 1/2 unit of American history and 1/2 unit of American government.*

Direct questions to: [optout@education.ohio.gov](mailto:optout@education.ohio.gov).

Please call Miss Huffman (419-429-8935) to set up an appointment if you are considering the Opt-Out provision.

**Suggested College Preparatory Curriculum**

<b>English</b>	4 Credits
<b>Math</b>	4 Credits including Algebra, Geometry, and Algebra 2.
<b>Science</b>	1 Credit each of Physical Science, Life Science, & Advanced Science
<b>Social Studies</b>	3 Credits including World History, American History and U. S. Government
<b>Foreign Language</b>	2 or 3 Credits of the <b>same</b> foreign language
<b>Physical Education</b>	.5 Credit
<b>Health</b>	.5 Credit
<b>Fine Arts</b>	1 Credit (any art or music course)
<b>Electives</b>	2 Credits

## College Credit Plus

The Ohio College Credit Plus (CCP) program has been established to permit high school students in grades seven through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for **appropriately qualified students**, which allows students to experience coursework at the college or university level. Students will have to meet the same admissions criteria that the college/university establishes for all students. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students. College courses should be part of a career pathway.

Students wishing to participate in CCP must attend an informational meeting along with their parent or guardian that will take place prior to March 30<sup>th</sup>. **Before April 1** of the year preceding the year of participation, the student and parent must meet with the FDA counselor and also turn in all required paperwork. The student and parent must contact the college the student has decided to attend for information, application forms, and criteria for acceptance into College Credit Plus. Students must go through the procedures established by the college/university to apply to College Credit Plus and to enroll in the course(s). Students may have to take a college placement test to make sure they are college-ready. After you have registered for college/university classes you must provide a copy of your schedule to your FDA counselor. There is a maximum number of college and high school classes a student can take each year. Students attending a public college will not be charged for tuition, books or fees. Students attending a private college may be charged but the maximum would be \$166 a credit hour. **Students who drop, are removed from, or fail a CCP class will be liable for the full costs of the class.**

## Credit Flex Plan

Findlay Digital Academy recognizes the unique learning styles and interests of its students and will address that individuality by providing the ability to earn credit through a Credit Flex Plan.

The Findlay Digital Academy will provide, but not limit students, the credit flexibility options described below:

1. Students may participate in Post Secondary Education Options as outlined in Board policy IO.
2. Students may participate in Program for Assisting Student Success, which is a fully automated curriculum aligned with the Ohio Content Standards.
3. Students may participate and earn credit for involvement in Service Learning.
4. Students may earn credit for on the job training/work study.
5. Students may earn credit by participating in a mentorship/internship program.
6. Students may earn credit by showing competency through demonstration of a skill set and/or through testing out on a skill set.
7. Students may earn credit by creating a portfolio of work on a given subject area.
8. Student may earn credit through educational travel.

Credits earned through these alternative routes will be reflected on the high school transcript and will count towards graduation like other earned course credit. Credit flexibility will be permitted in any course domain.

Flex credit will require that the student and school administrator/counselor pre-identify and agree upon the learning outcomes and how these will be measured against the state standards. A student seeking to participate in credit flexibility will develop a learning plan/contract with an academy administrator/counselor. During development of the learning plan/contract credit equivalency to a Carnegie unit will be established, as well as other course requirements such as work samples, logbooks, resources, and assessments. The plan/contract must be approved by the parent/guardian, student, highly qualified teacher, and FDA administrator in writing prior to the commencement of the learning plan/contract. Students may earn partial credit or simultaneous credit, provided that it is established in the learning plan. Copies of the plan will be given to the parent, student, supervising teacher and a copy will be stored in the student's file.

Flex credit will be graded as a letter grade or as an “S” for satisfactory or a “U” for unsatisfactory and will be entered on the student’s transcript and will become part of the grade point average and official record. The venue will be determined at the time the learning plan/contract is developed.

The learning plan/contract will be reviewed by the Superintendent/designee and approved, rejected or revised.

All costs for Credit Flex classes will be borne by the student, including transportation. Students may be able to use school materials and participate in school activities at no cost if the materials/activities are available within the normal and customary instruction provided by Findlay Digital Academy. Students who qualify for free lunches may not be charged any fees other than special instructional fees, such as AP tests, charged in accordance with board policy.

If the plan is rejected, the student will follow Ohio Department of Education guidelines for an appeal process.

Since Findlay Digital Academy offers all credit on a continuous progress model, students will be given the needed time to complete and master their flex credit option. This also allows for adequate time to finish course work, if the student experiences an extended illness.

Students and parents will be made aware of the opportunity of flex credit through the course selection guide and through the district webpage. Students will also be informed during course scheduling conferences.

Findlay Digital Academy will review student progress and document communication with parents and students.

Unless otherwise stated above, all regulations, criteria and guidelines listed in the Findlay Digital Academy’s Curriculum Courses of Study, the Findlay Digital Academy Student Handbook, and the Findlay Digital Academy Board Policy Book, in addition to Ohio Academic and Technical Standards and federal and state laws, apply to Credit Flex classes.

### **Transcripts**

Transcripts are a record of a student’s complete academic achievement while at Findlay Digital Academy, as well as those academic records sent to Findlay Digital Academy from third party testing companies (ACT, SAT, Advanced Placement, OGT, PARRC, et cetera) and those records obtained through a records request when a student transfers to Findlay Digital Academy. Students consent to the inclusion of ACT, SAT, and Advanced Placement scores when they provide their third party testing site with the school’s IRN number or school name. Once these records are sent to the high school from the third party testing site they become a part of the student’s educational record. “Score Choice” from the College Board (SAT) refers only to particular test scores sent to colleges/scholarship programs via student requests directly from the College Board and not to test scores forwarded from Findlay Digital Academy. Only those scores sent directly to the school from the third party testing company are accepted as a part of the student’s educational record. The transcript also includes the following information: courses completed and/or in progress, withdraw failures, class rank, grade point average, attendance, course retakes, PSEO/CCP course work, audits, et cetera. Findlay Digital Academy will not honor a request to alter a student’s transcript except in the case of a clerical error. Transcripts may be obtained from Findlay Digital Academy by calling the academy office at 419-425-3598.

Transcripts will not be issued until all financial obligations are fulfilled. Transcripts will be issued upon request free of charge while the student is enrolled in the academy and thereafter.

## **Findlay Digital Academy Parent Compact**

The Findlay Digital Academy (FDA), and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This compact is in effect during the school year 2016-2017.

### **Findlay Digital Academy Responsibilities**

1. Findlay Digital Academy will provide a high-quality on-line curriculum in a supportive and effective learning environment that is aligned with the Ohio Content Standards.
2. Parent conferences will occur whenever a parent or FDA requests a conference. An annual open house will be held in November of each year to discuss student progress with the parent in a face-to-face format.
3. A student progress report will be mailed to the parent on a quarterly basis. Instructional Coaches will make an attempt to contact each student/parent on a weekly basis via telephone call, text message or email.
4. The FDA staff is available to meet with or talk with parents from 10 AM-4 PM Monday through Thursday of every school week.
5. Parents can volunteer at any time to observe our face-to-face tutoring sessions and parents can also volunteer to assist in these sessions. Parents may attend any FDA Board of Directors meeting.
6. Findlay Digital Academy will provide every child with a computer to enable him/her to do his/her on-line work.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

1. Parents will maintain a connection to the Internet.
2. As part of the enrollment process the parent will meet with the Principal or Superintendent to discuss the enrollment process. The parent will also attend Day 1 of the two-day orientation process.
3. The student's parent/guardian will provide within the home, at all times during which the student is engaged in FDA's program of study, adult supervision of such a nature as to ensure the student's safe and responsible participation in the program.
4. Parents will monitor student attendance and course progress.
5. Parents will make sure that the computer equipment is cared for and handled in an appropriate fashion.

### **Additional School Responsibilities:**

1. Findlay Digital Academy involves parents in planning and review of the school's parental involvement policy in an organized, ongoing and timely way by one or more parents serving on the seven member FDA Board of Directors.
2. Parents through their representation on the FDA Board of Directors will share in the development of the school-wide program plan in an organized, ongoing, and timely manner. School wide program planning takes place at FDA Board of Directors' meetings.
3. The school will hold at least one annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer flexible times for parents who cannot attend to meet one-on-one with FDA staff to cover this information. The school will invite all parents of children participating in Title I, Part A programs, and will encourage them to attend.
4. Findlay Digital Academy will provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum,

the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.

5. Findlay Digital Academy will provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities and, to the extent practicable, in a language that parents can understand.
6. At the request of the parent(s), FDA staff will meet with the parent(s), to formulate suggestions and, as appropriate, to participate in decisions about the education of their children. The school will respond to appropriate suggestions as soon as practicably possible.
7. Findlay Digital Academy will provide each parent an individual student report about the performance of their child on the state assessment (Ohio Graduation Test) in all subject areas required of the child by law.
8. Findlay Digital Academy will provide each parent a timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified with the meaning of the term in section 200.56 of the Title I Final Regulations (67 Red. Reg. 71710, December 2, 2002).

### **Checking Student Progress**

Student progress is updated weekly on Thursday. To check student progress simply log in to:

<http://cdp.findlaycityschools.org>

Click on the student tab and then enter the student username and password. The student progress will be displayed as a bar graph. Be sure to click on 'more information' to get progress details.

### **FERPA and Directory Information**

The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 15 of each school year that he/she will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received