



**FINDLAY**  
**DIGITAL ACADEMY**  
**Where Learning Fits You™**

**FINDLAY DIGITAL ACADEMY**  
**22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM**  
**HANDBOOK**  
**2019-2020**

## Table of Contents

	Page
1 Welcome	3
2 Mission Statement	4
3 Goals	4
4 Contacting Findlay Digital Academy 22+ Program	4
5 Findlay Digital Academy's Admission to Graduation Pathway	4
6 Curriculum & Grading Scale	6
7 Computers & Connectivity	6
8 Graduation Requirements	7
9 Length of Program	7
10 School Calendar & Hours of Operation	7
11 Attendance	7
12 Participation/Coursework Completion	7
13 Work Force Readiness	7
14 Closing Due to Inclement Weather	8
15 Voluntary Withdrawal from the Program	8
16 Non-Discrimination Policy	8
17 Required State Testing Enrollment Contract	8
18 Findlay Digital Academy Internet Safety Policy	9
19 Copyright in an Electronic Environment	15
20 Fair Use Guidelines for Multimedia	15
21 Code of Conduct	17
22 Disciplinary Action	21
23 Surveillance Camera	21
24 Search and Seizure	21
25 Personal Property	22
26 Transcripts	22
27 FERPA and Directory Information	22

## **Welcome!**

Congratulations on your decision to enroll in Findlay Digital Academy's 22+ Adult High School Diploma Program. The 22+ Adult High School Diploma Program is a free on-line high school diploma program that is available to any person who is 22 years of age or older and resides any of the following school districts:

Ada Local School District  
Arcadis Local School District  
Bluffton Local School District  
Cory-Rawson Local School District  
Elmwood Local School District  
Findlay City Schools  
Fostoria City School District  
Hardin-Northern Local School District  
Liberty Benton Local School District  
North Baltimore Local School District  
Riverdale Local School District  
Van Buren Local School District  
Vanlue Local School District

and who has not previously earned a diploma or High School Equivalence Diploma. Additionally, the Ohio Department of Education sets guidelines as to who is eligible to be admitted to the program. Only after evaluation of the applicant's prior high school transcript can eligibility be determined.

This handbook features general information about your on-line Findlay Digital Academy experience.

You are joining a quality program. Findlay Digital Academy is ranked among the highest performing Dropout, Prevention and Recovery community schools in the state. It has received numerous awards and recognition for its outstanding performance. Our sponsor, Findlay City Schools, is rated as Exemplary. We are sure you will help us continue this tradition of excellence!

Rosemary Rooker

Findlay Digital Academy Superintendent



**FINDLAY  
DIGITAL ACADEMY**  
*Where Learning Fits You™*

**Mission Statement**

*To engage, inspire and empower students for future success  
through modern learning opportunities.*

**Goals**

1. Secure alternative funding sources to sustain Findlay Digital Academy.
2. Expand community connections/partnerships to connect students, provide internships, place graduates for jobs and student projects that give back to the community.
3. Foster relationships in an inviting, welcoming environment.
4. Expand explore curriculum opportunities such as platforms, career-technical, credit recovery and college credit plus.
5. Expand technological infrastructure to sustain FDA.

**Contacting Findlay Digital Academy 22+ Program**

If you have any concerns or questions, feel free to contact the Career Counselor/Coach:

1219 West Main Cross, Suite 101  
Findlay, Ohio 45840  
Phone: 419-425-8378, Cell: 567-525-1560

**Findlay Digital Academy's 22+ Adult High School Diploma Program  
Admission to Graduation Pathway**

To be considered for admission the adult learner must be 22+ years in age, be a resident of Hancock County, Ohio, and at one time had been enrolled in high school. Transfer credit and homeschool credit will be accepted following the policy used for the traditional Findlay Digital Academy students. Adult learners can also be awarded credit for experience/life skills.

#### Step 1 – Application Process

- The adult learner will secure, fill out and submit the 22+ Adult High School Diploma Program application.  
(Applications can be obtained online ([www.findlaydigitalacademy.org](http://www.findlaydigitalacademy.org)) or from the Findlay Digital Academy -1219 West Main Cross, Suite 101, Findlay, OH 45840)

#### Step 2 – Request for Records and Review of Transcripts (and IEP if applicable)

- Findlay Digital Academy will use your signed Release of Records form to contact the high school you last attended and will request all of your records.
- Upon receiving your records, we will evaluate your records against state guidelines.
- You will then be contacted and informed if you are eligible for the 22+ program.

#### Step 3 – Orientation Scheduled

- Eligible candidates will be scheduled for Orientation

#### Step 4- Orientation

- **You will need to bring to orientation 1) Proof of Residency – one current document (utility bill, rent agreement, pay stub, et cetera) 2) Driver's License or State ID.**
- **If you miss your scheduled Orientation a make-up session will be scheduled, but a third Orientation date will NOT be scheduled.**
- Orientation will include the following activities and will last an hour or more:
  - Review of earned credits and what is needed to complete your diploma and graduate
  - Review of 22+ Adult High School Diploma Handbook
  - Setting up a SAFE account with the Ohio Department of Education (ODE).
  - Instruction on how to use the curriculum
  - The adult learner and the Career Counselor/Coach will discuss whether there are areas that need to be assessed for the student to earn credit for prior learning/life experiences. If the student decides to pursue this avenue then which assessment instrument will be established (i.e. Ohio Means Jobs Work Keys Assessment, Portfolio submission, submission of certificates of military or employment earned credentials).
  - Instruction on how to use the curriculum
- The adult learner will be placed on probation to determine if the curriculum is appropriate and if the adult learner really understands how to use the curriculum. During probation it will be determined what other supports need to be put in place to help the adult learner be successful. The length of probation will vary based upon individual needs.
- If adequate attendance and work completion are not in evidence, a phone call will be made to see if there were extenuating circumstances. If none exist, the adult learner will receive written notification that he/she will be removed from the program.
- Upon completion of probation the student will be entered into the ODE 22+ Adult High School Diploma Program. **The student has two academic years to complete the program. A third year will is not allowed by ODE or Ohio Revised Code.**

#### Step 5 – Continuation in the Program

- Attendance will be reviewed periodically.

- Amount of coursework completed will be evaluated.
- WorkKeys, MAP, or TABE will be administered and results evaluated when applicable.
- Academy personnel will attempt to make weekly contact with the adult learner through a phone call, text, or email. A letter will be sent, if contact cannot be made via phone or email for two weeks.
- The adult learner will be informed of when and where within a 50-mile radius applicable state testing will take place. The adult learner is expected to attend all required state testing in order to stay enrolled in the program.

#### Step 6 – Career Planning and Graduation

- Once the adult learner feels they have met all course requirements for graduation, he/she will meet with the Career Counselor/Coach to verify that he/she has met the requirements for graduation.
- During the adult learner's time in the program he/she will complete the Ohio Means Jobs the Career Profile, Career Cluster Inventory and the Create a Career Plan.
- Prior to graduation the adult learner will create a job ready resume.
- The adult learner will be offered the opportunity to meet with a representative of Hancock County Ohio Means Jobs to refine their resume and/or participate in a mock interview to hone interview skills.
- The adult learner will decide if they want to participate in the formal graduation ceremony in May of each year.

Those applicants who are admitted to the program are expected to work 15 hours a week on their coursework and to **inform the academy any time there is a change in residency, email or phone number**. Applicants will also have to provide their own computer and internet connectivity. However, free computer access is available at the public library.

We look forward to working with you and helping you earn your high school diploma.

### Curriculum & Grading Scale

The 22+ Program will use the following grading scale: 100 – 90 % = A, 89 – 80% = B. 79 – 70% = C, 69 – 60 = D, 59 – 0% = F. Credit will only be awarded for course averages that are above 60%.

Each course assigned is worth 0.5 (1/2) credit.

### Computers & Connectivity

It will be the 22+ Program adult learner's responsibility to provide the computer and connectivity to participate in the Findlay Digital Academy on-line curriculum. Use of a computer with connectivity is available at the public library for those who do not own their own computer. The curriculum can be accessed through any internet connected device.

## **Graduation Requirements**

The 22+ Program adult learner will be held accountable for the graduation requirements that were in place at the time the adult learner entered 9<sup>th</sup> grade. (August admission date.)

## **Length of Program**

As required by law, the 22+ Adult High School Diploma program is a two-year program and a student cannot be enrolled in the program longer than two-years. The two-year window is not based on a calendar year or time of enrollment, but is based on a fiscal year that runs July 1 through June 30. For example, if an adult learner enters the program in January, he/she will already be six months into the two-year program. So, time of admission, will have to be carefully accessed.

## **School Calendar & Hours of Operation**

The 22+ Adult High School Program will follow the Findlay Digital Academy calendar. The hours of operation for the 22+ Program will be:

By Appointment (Fridays and other appropriate times when younger students are not in attendance.)

## **Attendance**

The 22+ Program adult learner is expected to log-in and work a minimum of **15 hours weekly**. When a student does not log-in for two weeks, he/she is might be removed from the program. Excused absences include but are not limited to personal illness, illness of an immediate family member, death in the family, jury duty, out of town work assignment, family vacation when prior notice is given. **If an adult learner does not log-in for 20 days, he/she will be removed from the program unless some other arrangement/agreement is made with the Career Coach/Counselor.**

## **Participation/Coursework Completion**

The 22+ Program adult learner is expected to complete at minimum of on unit test weekly. Failure to do this could result in removable from the program.

## **Work Force Readiness**

All 22+ Program adult learners are expected to establish an Ohio Means Jobs account and to complete the Interest Inventory, Career Profile, Career Plan and Resume. The Hancock Ohio

Means Jobs office will help the adult learner with mock interviews, filling out job applications and resume writing when requested to do so. The academy personnel can help schedule these appointments.

It might be appropriate for some of the adult learners to take the WorkKeys, MAP or TABE test to assess academic skill levels and work force readiness. The adult learner and the Career Counselor/Coach will determine which of these tests, if any, are applicable.

### **Closing Due to Inclement Weather**

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

### **Voluntary Withdrawal from the Program**

Students wishing to withdraw from the Findlay Digital Academy 22+ Adult High School Diploma Program must complete and sign a withdrawal form. This form can be found on the Findlay Digital Academy website or obtained at the Findlay Digital Academy office during the regular hours of the 22+ Adult High School Diploma Program hours.

### **Non-Discrimination Policy**

The Findlay Digital Academy 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)



## **Required State Testing Enrollment Contract**

Students **must take all Ohio state mandated tests** to remain in an electronic school in Ohio.

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. However, in the case of the 22+ Adult student, if the student misses any scheduled testing session, he/she will be removed from the 22+ Adult program.

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.

## **Findlay Digital Academy Internet Safety Policy**

Findlay Digital Academy uses the Findlay City Schools Policy because Findlay City Schools is the sponsor of Findlay Digital Academy. All of our internet and server services are provided to the academy by Findlay City Schools. The 22+ Program adult learner is expected to abide by this internet safety policy.

### **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.
- © Information Technology Evaluation Services, Public Schools of North Carolina, 1997
- NotesCourse**

### **Code of Conduct**

The Findlay Digital Academy 22+ Program will strive to meet the individual needs of each adult learner through programs which promote personal development, cooperation, and vision. This expanded view of our program will result in well-educated, productive and socially responsible citizens. With that said, we believe our program should reflect our desire for an environment that ensures the safety and well-being of all students. Therefore, the 22+ Program will hold the adult learner to the same Code of Conduct expected of our traditional high school students.

**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.

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.

## **Disciplinary Action**

Any inappropriate behavior can result in several forms of disciplinary action. This would include but not be limited to awarding an '0' grade on an assignment/test to dismissal from the program.

## **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.

## **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.

## **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 the adult student 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