

Findlay Digital Academy
Governing Authority
Board Policy

Table of Contents

SECTION A: FOUNDATIONS AND BASIC COMMITMENTS

AA	Mission Statement
AB	Educational Philosophy
AC	School District Legal Status
AD	The People and Their School District
AE	Nondiscrimination
AF	Nondiscrimination on the Basis of Sex
AG	Sexual Harassment
AG Procedure	Sexual Harassment
AH	Nondiscrimination on the Basis of Disability
AI	Evaluation of the Executive Director
AJ	Evaluation of Contracted Service-Teachers
AK	Evaluation of Contracted Service – Treasurer, Administrators, Instructional Coaches
AL	Evaluation of Educational Resources
AM	Racial and Ethnic Balance Policy
AN	Evaluation of Instructional Staff

SECTION B: BOARD GOVERNANCE AND OPERATIONS

BA	Board Operation Goals
BB	Board Composition
BC	Board Powers and Duties
BD	Board Member Oath of Office
BD Form	Board Member Oath of Office
BE	Background Checks and Fingerprinting
BF	Ethics and Conflicts of Interest Policy
BF Form	Code of Ethics
BG	Reimbursement of Board Members
BH	Board Officers
BI	Qualifications and Duties of the Treasurer
BI Form	Qualifications and Duties of the Treasurer
BJ	Board Committees
BK	Board Meetings
BL	Executive Sessions
BM	Notification of Meetings
BN	Board Agenda Format
BO	Voting Method
BP	Minutes
BQ	Public Participation at Board Meetings
BR	Board Review of Regulations
BS	Policy Dissemination
BT	Administration in Policy Absence
BU	Suspension of Policies
BV	Attendance at Board Meetings
BW	Monitoring Compliance with Sponsor Contract
BX	Duty to Report Certain School Information
BY	Use of Electronic Mail
BZ	Board-Staff Communication
BAA	Compensation
BBB	Sunshine Law and Open Meetings Training
BCC	Relationship Among Different Management Entities
BDD	New Member Orientation
BEE	Governing Authority Members Qualifications

SECTION C: GENERAL SCHOOL ADMINISTRATION

CA	Administration Goals
CB	Qualifications and Duties of the Executive Director/Superintendent
CB Form	Qualifications and Duties of the Executive Director/Superintendent
CC	Board-Executive Director/Superintendent Relationship
CD	Organizational Chart
CE	Policy Implementation
CF	Development of Regulations
CG	Regulations Dissemination
CH	Approval of Handbooks and Directives
CI	School District Annual Report
CJ	Public Records Access Policy
CK	Internet Public Record Redaction Policy
CK Form	Request to Redact Personal Information
CL	Retention, Management, and Disposal of Records
CL-1 Form	Schedule of Records Retention and Disposition
CL-2 Form	Certificate of Records Disposal

SECTION D: FISCAL MANAGEMENT

DA	Fiscal Management Goals
DB	Budget Planning
DC	Funding Proposals and Applications
DD	Revenues from Investments
DE	Bonded Employees and Officers
DF	Fiscal Accounting and Reporting
DG	Inventories (Fixed Assets)
DH	Audits
DI	Purchasing
DI Procedure	Purchasing Procedures
DJ	Expense Reimbursements
DJ Form-1	Professional Meeting Form
DJ Form-2	Monthly Transportation Statement
DK	Credit Card
DL	Insurance Coverage
DM	Education Management Information System (EMIS)
DN	School Properties Disposal
DO	Absence of Treasurer
DP	Student Fees, Fines, Charges
DQ	Duties and Responsibilities Related to Federal Grants
DR	Fundraising Activities and Projects
DS	FTE True-Up Policy
DT	Employee Dishonesty and Faithful Performance of Duty Insurance Policy
DU	Appointment of the Fiscal Officer

SECTION E: SUPPORT SERVICES

EA	Safety Program
EB	Vandalism
EC	Receiving and Warehousing
ED	Authorized Use of School-Owned Materials
EE	Network Privacy and Acceptable Use Policy
EE-1 Form	Staff Member Agreement (Network Privacy and Acceptable Use)
EE-2 Form	Student's Agreement (Network Privacy and Acceptable Use)
EE-3 Form	Parent's or Guardian's Agreement (Network Privacy and Acceptable Use)
EF	Copyright
EF Procedure	Copyright Procedures/Guidelines
EG	Telephone Services
EH	Data and Records Retention
EI	Service Animals

SECTION F: EDUCATION AGENCY RELATIONS

FA	Education Agency Relations Goals
FB	Relations with Other Schools and Educational Institutions

SECTION G: PERSONNEL

GA	Personnel Policies Goals
GB	Staff Conflict of Interest
GC	Staff Health and Safety
GC FORM	Report of Injury
GD	Tutoring for Pay
GE	Staff Participation in Political Activities
GF	Staff-Student Relations
GG	Staff Gifts and Solicitations
GH	Smoking on School Property by Staff Members
GI	Personnel Records
GJ	Drug-Free Workplace
GK	Criminal Record Check
GL	Staff Positions
GM	Staff Hiring
GN	Part-Time and Substitute Staff Employment
GO	Staff Development Opportunities
GP	Evaluation of Contracted Staff
GQ	Suspension and Termination of Staff Members
GR	Resignation of Support Staff Members
GS	Family & Medical Leaves of Absence (FLMA)
GT	Bodily Fluid Exposure Control
GT Form	Bodily Fluid Exposure Report
GU	Lead Poisoning Prevention
GU Form	Lead Poisoning Prevention Brochure
GV	Handwashing Requirements
GW	Immigration Law Compliance
GX	Scheduling and Work Hours & Over Time
GY	Local Professional Development Committee
GZ	Professional Development & Other Leaves
GAA	OSHA/PERRP Compliance and Risk Reduction
GBB	Salary Reduction Policy
GCC	Hazard Review and Inspection
GDD	Use of Private Vehicles on School Business
GDD Form 1	Permit for use of Private Vehicle on School Business
GEE	Salary
GFF	Whistleblower
GGG	Alcohol and Drug-Free Schools

SECTION H: SCHOOL- PARENT-COMMUNITY RELATIONS

HA	School-Community Relations Goals
HB	Public's Right to Know
HC	News Releases
HD	Public Gifts/Donations to the Findlay Digital Academy
HE	Public Complaints
HE Procedure	Public Complaints about Findlay Digital Academy Personnel
HF	Public Complaints About the Curriculum or Instructional Materials
HF Form	Citizen's Request for Reconsideration of Library/Curriculum Materials
HG	Title I Compliance
HG Procedure	Title I Grievance Procedure
HG Form	Title I Complaint Form
HH	Title IX Compliance
HH Form	Title IX Complaint Form
HI	Parent Involvement & Participation
HI Form	Model Parent Compact
HJ	Parent's Right to Know
HJ Form 1	Parent's Right to Know
HJ Form 2	Parent Notification Regarding Your Student's Teacher
HK	Volunteers
HL	Visitors
HM	Wellness Policy

SECTION I: INSTRUCTION

IA	Instructional Goals
IB	Instructional Objectives
IC	School Year/School Calendar
ID	School Day
IE	Curriculum Development and Adoption
IF	Basic Curricular Program
IG	Special Education Policy
IH	Programs for Gifted and Talented Students
II	Educational Options
IJ	Extracurricular and Athletic Programs
IK	Student Publications
IL	Instructional Materials
IM	Community Instructional Resources
IN	Academic Achievement/Prevention/Intervention
IO	Grading Systems
IP	Homework
IQ	Promotion and Retention of Students
IR	Testing Programs
IS	State Assessments Security & Ethics
IT	Standards for Ethical Use of Tests
IT Form	Standards for the Ethical Use of Tests Form
IU	Graduation/Diploma Requirements
IV	Evaluation of Instructional Programs
IW	School Ceremonies and Observances/Patriotic Exercises
IX	Career Advising
IY	School to Work
IZ	Advanced Placement Program
IAA	College Credit Plus
IAA Form 1	College Credit Plus Acknowledgement Form
IAA Form 2	College Credit Plus Late Admission Form
IBB	College Credit Plus Textbook Policy
IBB Form	College Credit Plus Textbook Form
ICC	Criteria for Awarding A Diploma with Honors
IDD	Independent Educational Evaluation
IEE	Preventing Dropouts and Promote Reentry
IFF	Migrant Students Program
IGG	Assisting English Language Learners and Immigrant Students
IGG Form	Guidelines for the Identification and Assessment of Limited English Proficient Students

Findlay Digital Academy

IHH	Special Accommodations for Student Assessments
III	Sexual Education, Sexual Activity & Contraceptives
IJJ	Obscene Materials
IKK	Boy Scouts and Patriotic Youth Groups
ILL	Parent Notification of Required Testing
ILL Form	Required State Testing Enrollment Contract
IMM	Credit Flexibility
IMM Procedure	Credit Flex Plan
IMM Form	Findlay Digital Academy Credit Flexibility Educational Options

SECTION J: STUDENT

JA	Student Policies Goals
JB	Equal Educational Opportunities
JC	Compulsory Attendance Ages
JD	Enrollment Policy
JE	Address Verification
JF	Required Documentation Upon Admission
JF Form 1	Grandparent Power of Attorney
JF Form 2	Caretaker Authorization Affidavit
JG	Student Attendance/Absences and Excuses
JH	Habitual Truancy Intervention Strategies
JI	Student Attendance Accounting (Missing and Absent Children)
JJ	Tracking Missing Children
JJ Form	Missing Child Report 'Marking' Form
JK	Exclusions and Exemptions from School Attendance
JL	Permanent Exclusion
JM	Student Rights and Responsibilities
JN	Student Due Process Rights
JO	Student Conduct (Zero Tolerance)
JP	Student Conduct (Zero Tolerance) Suspension and Expulsion
JQ	Hazing, Intimidation and Bullying
JQ Form	Reporting of Harassment
JR	Tobacco Use by Students
JS	Alcohol Use by Students/Student Drug Abuse
JT	Weapons in the Schools
JU	Interrogations and Searches
JV	Student Suspension
JW	Emergency Removal of Student
JX	Student Expulsion
JY	Disciplining a 504 Student
JZ	Discipline of Students with Disabilities
JAA	Transportation Discipline
JBB	Health Records
JCC	Student Use of Inhalers and Epinephrine Auto-injectors
JCC Form 1	Permission to Carry and Self-Administer Asthma Inhaler Physician Authorization
JCC Form 2	Permission to Carry and Self-Administer Epinephrine Auto-injector Physician Authorization
JDD	Known Food Allergies
JDD Form	Notification of Known Food Allergy Student Food Allergy Information
JEE	Peanut Allergy Protection Policy
JFF	Inoculations of Students
JGG	Student Safety
JHH	Reporting Child Abuse & Neglect
JII	Student Fees, Fines and Charges

Findlay Digital Academy

JJJ	Reporting Accidents & Treating Injuries
JJJ Form	Accident Report Form
JKK	Student Records
JLL	Family Educational Rights and Privacy Act (FERPA)
JLL Form 1	Denial of Permission to Release Directory Information Without Prior Written Consent
JLL Form 2	Photo Publicity Permission Form
JMM	Homeless Children and Youth Placement
JMM Form 1	Identification of Homeless Children and Youth Form
JMM Form 2	Appeal of School's Enrollment Decision
JNN	Displaying Mottos of the United States and Ohio
JOO	Constitution Day
JPP	Emergency Management Plan
JQQ	Child Find
JRR	Student Engagement Hours
JSS	Sealed Records
JTT	Relations with Law Enforcement Agencies
JUU	Periculosis (Head Lice)
JUU Form 1	Head Lice Information
JUU Form 2	Head Lice Treatment
JVV	Physical Examinations
JWW	Communicable Diseases
JXX	Direct Contact Communicable Diseases
JYY	Religion and Prayer
JZZ	Policy on Gang Activity & Other Prohibited Activities
JAAA	Tuition Enrollment of Children of Non-Resident Parents
JAAA Form	Legal Custody
JBBB	Bed Bugs
JBBB Procedure	Bed Bugs School Response Flowchart
JBBB Form	Bed Bug Parent Letter
JCCC	Student Discipline Code of Conduct
JDDD	Positive Behavior Intervention Supports, Restraint, Seclusion, and Prohibiting Practice
JEEE	504 Grievance
JFFF	Medication Administration
JGGG	Diabetic Care
JHHH	Administration of Naloxone
JIII	Procurement of Epinephrine Auto-Injectors by Schools

*Corporal Punishment

SECTION K: 22+ ADULT HIGH SCHOOL DIPLOMA PROGRAM

KA	22+ Adult High School Diploma Admission & Enrollment
KB	22+ Adult High School Diploma Attendance
KC	22+ Adult High School Diploma Awarding Credit for Prior Life Experiences
KD	22+ Adult High School Diploma Student Success Plan & Career Counseling
KE	22+ Adult High School Diploma Family Educational Rights and Privacy ACT (FERPA)