



FINDLAY
DIGITAL ACADEMY
Where Learning Fits You™

2020 – 2021

Initial Registration Packet

**When Returning This Application Packet
Proof of Residency MUST be Provided.**

Revised 5/19/2020



Student Application for 2020-2021 School Year

Please Note: All information remains confidential. It is necessary for you to supply **all requested information** before we can process your application for enrollment. Much of this information is required by the Ohio Department of Education and is used for statistical purposes. This application must be complete. Thank you for your cooperation.

Part I: Student Information

Today's Date: _____

Last Name: _____ First Name: _____

Middle Name: _____ Name Used: _____ Appendage (Jr., II, etc.): _____

Street Address: _____ P. O. Box: _____ Apt #: _____

City: _____ State: _____ Zip: _____ Sex: Male ☐ Female ☐ DOB: _____

Home Phone/Cell: _____ Student Phone: _____

City/State of Birth: _____ Mother's Maiden Name: _____

How did you hear about Findlay Digital Academy: _____

Have you ever attended Findlay Digital Academy before: Yes ☐ No ☐

Applicant's Current Grade Level: _____ Last Grade Level Successfully Completed: _____

Does Applicant Participate in Sports: Yes ☐ No ☐

Is Applicant Currently Attending School: Yes ☐ No ☐

Name of School Attending: _____ City: _____

Name of School District of Residence: _____

Are you a Millstream Student: Yes ☐ No ☐ If Yes, What Program: _____

Is Applicant being Home Schooled: Yes ☐ No ☐

If Applicant is not in school, name of last school attended: _____ City: _____

Reason for leaving school: ☐ Dropped out from (school): _____ ☐ Expelled

(please check if applicable) ☐ Attendance Issues ☐ Suspension ☐ Other _____

Last Date of Attendance (if not currently in school): _____

Part II: Special Needs Information

Does your child have an IEP: Yes ☐ No ☐

Does your child have a 504 plan: Yes ☐ No ☐

Specified Disability Area: _____ **Form 100**

Please attach most recent IEP/ETR or 504 plan.

Part III: Parent/Foster Parent/Guardian Information

Mother Does the student reside with this parent: Yes ☐ No ☐

Is this person the student's legal guardian: Yes ☐ No ☐

First Name: _____ Last Name: _____

Home Phone: _____ Work: _____ Ext _____ Cell _____

Address (if different from student): _____ P. O. Box _____ Apt # _____

City: _____ State: _____ Zip: _____ Email: _____

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Father Does the student reside with this parent: Yes ☐ No ☐

Is this person the student's legal guardian: Yes ☐ No ☐

First Name: _____ Last Name: _____

Home Phone: _____ Work: _____ Ext _____ Cell _____

Address (if different from student): _____ P. O. Box _____ Apt # _____

City: _____ State: _____ Zip: _____ Email: _____

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Guardian/Other Does the student reside with this person: Yes ☐ No ☐

Is this person the student's legal guardian: Yes ☐ No ☐

First Name: _____ Last Name: _____

Home Phone: _____ Work: _____ Ext _____ Cell _____

Address (if different from student): _____ P. O. Box _____ Apt # _____

City: _____ State: _____ Zip: _____ Email: _____

Are there custody papers that have been issued for this student: Yes ☐ No ☐

If yes, please provide most recent related to Residential and Educational Responsibilities.

Part IV: Educational Management Information Request

Native Language:

Is English your Native Language: Yes ☐ No ☐ If No, what is your Native Language: _____

Limited English Proficiency (please check all that apply): This refers to the student who:

☐ Was not born in the United States and whose native language is other than English;

OR

☐ Resides in a home in which a language other than English is most relied upon for communication;

OR

☐ Who, as a result of the above, has difficulty speaking, reading, writing, or understanding the English language to the extent that it denies him/her the opportunity to learn successfully in an environment in which the language of instruction is English.

Migrant Status: Is this student, parent, foster parent, guardian a migratory worker: Yes ☐ No ☐

Homeless Status: Does the student lack a fixed, regular, and adequate nighttime residence. Yes ☐ No ☐

Part V: Legal Issues

Please tell us about any legal issues you may have (restraining orders, etc.).

You must provide copies of any legal/court documents related to this.

Part VI: Future Planning

What do you plan to do when you graduate from High School:

- | | |
|---|---|
| ☐ HS Diploma &/or Apprenticeship | ☐ Bachelor's Degree (4 year college) |
| ☐ Career/Technical Associate's Degree (2 year college) | ☐ Military Service |
| ☐ Business or Industry Credential/Certificate &/or Adult Education | |

What are your career goals: (how do you want to earn a living when you are done with high school and post-secondary?)

What are your Educational Goals: (how do you plan to prepare for your career)

Part VII: Connectivity

Do you have internet access in the home: Yes ☐ No ☐

Findlay Digital Academy
Ethnic Data and Race Reporting Form

Date _____

Name of Student _____

Check One	Ethnic Categories	The two ethnic categories you should choose from are defined below. You should check one of the two categories.
	Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
	Not Hispanic Or Latino	A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Check One or More	Racial Categories	The five racial categories to choose from are defined below: You may mark one or more.
	American Indian or Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
	Black or African American	A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black" or "African American".
	Native Hawaiian Or other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	White	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

☐ I decline the opportunity to complete this form (there is no penalty for persons who do not complete this form).

Parent/Foster Parent/Guardian Name

Date

Findlay Digital Academy

Non-Violence Pledge

As a member of the Findlay Digital Academy community, I will:

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

Student Name

Date

Parent/Foster Parent/Guardian Name

Date

Financial Responsibility Notice

Updated 5/14/2020

As part of Findlay Digital Academy (FDA), each student is provided with a computer. In addition, students may be provided with a keyboard, mouse and/or a printer, textbooks and additional software (school supplies) for use while enrolled in FDA.

This equipment and school supplies are the property of the State of Ohio, purchased by Findlay Digital Academy (FDA), and assigned to you (your child) for use while enrolled in FDA. By signing this agreement, you assume responsibility for the equipment and school supplies issued to you (your child) and agree to take due care in the handling and use of this equipment and school supplies.

You and your child are not to add, delete, alter, load unapproved software, or reconfigure this equipment and/or its contents in any manner. This equipment is your "school environment" and any changes to it may affect the equipment capabilities and the educational process.

You are required to provide insurance coverage for the computer system in the amount of \$1000 while this equipment is in your possession. Contact your insurance agent to have the equipment added to your homeowners or rental insurance policy. This coverage must include fire, lightning, theft, and extended coverage. Have Findlay Digital Academy listed as the "additional insured" for your computer system. Provide FDA with a copy of the certificate of insurance by mailing it to: Findlay Digital Academy, 1219 West Main Cross, Suite 101, Findlay, OH 45840. If you do not provide the required insurance and the computer and/or peripherals are lost, stolen, or destroyed in any manner, you will be responsible for full payment of up to \$1200 to Findlay Digital Academy.

All repairs to this equipment (except changing printer ink) are to be provided directly by FDA. In the event that your computer requires repairs outside the bounds of your insurance policy (due to unapproved alterations, negligence or misuse, etc.), you will be held financially responsible and will be billed for necessary repairs. In the event that you (your child) withdraw from Findlay Digital Academy, it is your responsibility to return the equipment to FDA in good repair within 10 business days from the date of withdrawal.

I understand my financial and due care obligation to Findlay Digital Academy and assume full responsibility of the computer system(s) and all necessary supplies and/or equipment issued to me (my child/children) as well as any and all equipment issued to me replacing original issue equipment. I understand that I/my child(ren) may not alter, tamper with, add additional unauthorized software, or reconfigure this equipment and that all repairs are to be performed by FDA or its designated agent. I understand that it will be my responsibility to transport the equipment to locations designated by FDA Digital Academy for any maintenance or repairs, and I further agree that I am financially responsible for the shipping, proper packaging, and return of all equipment and supplies upon termination from Findlay Digital Academy. I understand that all equipment must be returned in working order or I will be responsible for repair and/or replacement costs. Failure to return equipment promptly will result in referral to a collection agency or legal action. Referral to a collection agency will result in charges including but not limited to, costs, fees, collections costs, attorney fees and court costs as well as interest at ten percent (10%) per annum until the entire balance is paid in its entirety.

Student Name

Date

Parent/Foster Parent/Guardian Name

Date

Form 130

PHOTO PUBLICITY PERMISSION FORM

I understand that there may be situations when/where Findlay Digital Academy will have the opportunity to photograph or video record my child.

I give permission to use the photographs/videos as the school deems necessary to publicize the event in which they attended. I further agree that Findlay Digital Academy has my permission to use the photographs/videos for publicity or any other venues in relation to promoting the Findlay Digital Academy.

Student Name _____

Parent/Foster Parent/Guardian Name _____

Date _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

As a parent, you, or your child-if your child is 18 or older-have the right to inspect and review the student's education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School's policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child's education records, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child's education records in certain school publications. Examples include: the annual yearbook, Honor Roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School has designated the following information as directory information:

Name	Grade Level	Dates of Attendance
Address	Date/Place of Birth	Date of Graduation
Telephone Number	Photograph	School Related Publications
Email Address	Major Field of Study	Sports & Activities

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten (10) days of receiving this notice. Additionally, FERPA and Ohio law authorize disclosure of personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid;
- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

I have read this document and understand that directory information will be released for my child.

Student Name

Student Grade

Parent/Foster Parent/Guardian Name

Date

Required State Testing Enrollment Contract

Revised 05/14/2020

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.

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 in Reading and Math twice during the school year. 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 may be removed from Findlay Digital Academy.**

Student Name

Parent/Foster Parent/Guardian Name

FINDLAY DIGITAL ACADEMY
2020 – 2021 EMERGENCY PROCEDURE/MEDICAL AUTHORIZATION FORM

Student's Name _____ Grade _____
School _____ Home Phone _____
Parent Email _____ Date of Birth _____
Address _____ City _____ Zip _____

PURPOSE – EMERGENCY MEDICAL – To parents/foster parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents/foster parents/guardians cannot be reached.

*****PART I OR PART II MUST BE COMPLETED*****

PART I – GRANT CONSENT

In the event reasonable attempts to contact the following have been unsuccessful:

Father/Foster Father/Guardian _____
(First Name) (Last Name) (Home Phone) (Cell Phone) (Daytime Phone)

Mother/Foster Mother/Guardian _____
(First Name) (Last Name) (Home Phone) (Cell Phone) (Daytime Phone)

Other Contact _____
(First Name) (Last Name) (Home Phone) (Cell Phone) (Daytime Phone)

Other Contact _____
(First Name) (Last Name) (Home Phone) (Cell Phone) (Daytime Phone)

I hereby give consent for the administration of any treatment necessary by:

Family Physician _____ Phone _____

Family Dentist _____ Phone _____

In the event the designated physician is not available, I hereby give consent for treatment by any licensed physicians or dentist.

☐ Yes ☐ No

I hereby give consent to allow my child to be transported by Emergency Medical Services to _____
(Hospital) or any hospital accessible. This authorization does NOT cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring to the performance of such surgery, are obtained prior to the performance of such surgery.

Please list facts concerning the child's medical history including allergies, medications being taken and any physical impairments to which a physician should be alerted:

Date _____ Name of Parent/Foster Parent/Guardian _____

*****DO NOT COMPLETE PART II IF YOU COMPLETED PART I*****

PART II – REFUSAL TO CONSENT

I DO NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to: _____

Name of Parent/Foster Parent/Guardian _____ Date _____ Form 170

ENROLLMENT POLICY

The Findlay Digital Academy (FDA) is a non-traditional school designed to serve students who are not reaching their full learning potential in more traditional educational environments. Because FDA is a distance learning online 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 program.

FDA 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.

To be eligible to enroll in FDA a student must be in grades 9-12 and must reside in the Findlay City School District or any school district that is located in Hancock County: Ada Local School District, Arcadia Local School District, Arlington Local School District, Bluffton Local School District, Cory-Rawson Local School District, Elmwood Local School District, Fostoria, Hardin-Northern Local School District, Liberty Benton Local School District, McComb Local School District, North Baltimore Local School District, Riverdale Local School District, Van Buren Local School District, and Vanlue Local School District. Prior to Board adoption, this admission territory has been approved by the Ohio Department of Education's Office of Community Schools and is further specified in FDA's Sponsor Contract.

Additionally, as Findlay Digital Academy is chartered as a Drop-Out Prevention, Credit Recovery Prevention (DOPR) school, the Ohio Department of Education requires that the majority of students enrolled are between the ages of 16-21 and are enrolled in its dropout recovery program.

FDA's curriculum is particularly designed for at-risk students. At-risk students are defined as:

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 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 will be encouraged to register with the Ohio Text Alert System to receive important information throughout the school year. www.ohioalerts.org/findlaydigitalacademy

In enrolling at FDA, 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 and face-to-face interaction with instructors and other staff (except meetings with FDA Instructional Coaches).

When participating in their home school district's extracurricular activities or a career-tech school district's curricular activities, students of FDA will be required to follow all rules and regulations of that school district.

The student's parent/guardian must provide within the home, 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.

Each 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.

Consistent with the School's Truancy Policy, Students who are habitually truant or have excessive absences will be required to have an absence intervention plan in place before filing a truancy complaint in juvenile court. These plans will be developed by the absence intervention team, including the

parent.

Excessively absent is one who is absent with or without a legitimate excuse for:

- thirty-eight (38) or more hours in one (1) school month; or
- Sixty-five (65) or more hours in one (1) school year.

Habitually truant is one who is absent without a legitimate excuse for:

- Thirty (30) or more consecutive hours;
- Forty-two (42) or more total hours in one (1) school month; or
- Seventy-two (72) or more hours in one (1) school year.

Automatic Withdrawal for Lack of Participation

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 seventy-two (72) cumulative hours of the learning opportunities offered to the student.

Any student who does not participate in a school activity for seventy-two (72) consecutive hours will be automatically withdrawn from the Findlay Digital Academy. The student's guardian will be notified by mail that such a withdrawal occurred. 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.

If after a student has been automatically withdrawn due to lack of participation seeks to re-enroll at FDA, that student can re-enroll the following semester, but must be placed on a participation correction plan.

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

Automatic Withdrawal for Test Participation

FDA shall withdraw any student who, for two consecutive school years of enrollment in the school, has failed to participate in the spring administration of any assessment prescribed under section 3301.0710 or 3301.0712 of the Revised Code for the student's grade level and was not excused from the assessment pursuant Ohio law.

O.R.C. 3314.06 Statements

The School will not discriminate in admitting students to the School on the basis of race, creed, color, disability, or sex.

The School will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. Unless the total School is filled to capacity, no student with any disability shall be denied admission on the basis of that disability. Upon admitting any student with a disability, the community school will comply with all federal and state laws regarding the education of students with disabilities.

The School will not exceed the capacity of the School's programs, classes, grade levels, or facilities. If the number of applicants exceeds the School's capacity, students shall be admitted by lottery from all those submitting applications. Preference shall be first given to students attending the School the previous year and then to students who reside in the school district in which the School is located. Preference will be given to siblings of students attending the school the previous year.

In the event the racial composition of the enrollment of the School violates a federal desegregation order, the School will take any and all corrective measures to comply with the order.

[Adoption date: April 26, 2018]

[Revision date: December 6, 2018]

2020-2021 ENROLLMENT POLICY

I have read, understand, and agree to abide by the terms of the Enrollment Policy.

Student Name

Date

Parent/Foster Parent/Guardian Name

Date

Findlay Digital Academy Parent/Foster Parent/Guardian Compact

The Findlay Digital Academy (FDA), and the parent/foster 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/foster 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/foster 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 2020-2021.

Findlay Digital Academy Responsibilities

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

1. Parent/foster parents/guardians will maintain a connection to the Internet.
2. As part of the enrollment process the parent/foster parent/guardian will meet with the Principal or Superintendent to discuss the enrollment process. The parent/foster parent/guardian will also attend Day 1 of the 3-day Introduction to On-line Learning class.
3. The student's parent/foster 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/foster parents/guardians will monitor student attendance and course progress.
5. Parents/foster parents/guardians will make sure that the computer equipment is cared for and handled in an appropriate fashion.

6. In order to keep the lines of communication open, parents/foster parents/guardians must communicate with Findlay Digital Academy any changes they may have of their addresses and/or phone numbers.
7. If students are not being successful at Findlay Digital Academy, the school will request a parent/foster parent/guardian meeting to develop a Learning Plan. Parents/foster parents/guardians are required to attend these meetings.
8. At least one time during the school year, the parents/foster parents/guardians and the student will meet with a Findlay Digital Academy staff member to develop a Student Success Plan as required by the Ohio Department of Education.
9. If a student does not graduate, he/she will not be eligible to attend any State of Ohio university.

Additional School Responsibilities:

1. Findlay Digital Academy involves parents/foster parents/guardians in planning and review of the school's parent/foster parent/guardian compact policy in an organized, ongoing and timely way by one or more parents serving on the seven member FDA Board of Directors.
2. Parents/foster parents/guardians 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/foster parents/guardians 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/foster parents/guardians, and will offer flexible times for parents/foster parents/guardians who cannot attend to meet one-on-one with FDA staff to cover this information. The school will invite all parents/foster parents/guardians of children participating in Title I, Part A programs, and will encourage them to attend.
4. Findlay Digital Academy will provide to parents/foster parents/guardians 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/foster parents/guardians of participating students in an understandable and uniform format, including alternative formats upon the request of parents/foster parents/guardians with disabilities and, to the extent practicable, in a language that parents/foster parents/guardians can understand.
6. At the request of the parent(s)/foster parent(s)/guardian(s), FDA staff will meet with the parent(s)/foster parent(s)/guardian(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/foster parent/guardian an individual student report about the performance of their child on required state assessments in all subject areas required of the child by law.

2020-2021 PARENT COMPACT

I have read, understand, and agree to abide by the terms of the Parent Compact.

Student Name

Date

Parent/Foster Parent/Guardian Name

Date

Acceptable Computer and Internet Use Policy

Since Findlay Digital Academy is in partnership with Findlay City Schools (FCS), academy students must be in compliance with FDA and FCS internet policies.

FDA Policy

FDA, 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 teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent/foster parent/guardian cooperation in exercising and promoting responsible use of this access.

FDA provides each student with the tools and equipment necessary for participation in FDA. The equipment shall not be abused, misused, or disassembled. Parents/foster parents/guardians 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 for any reason, must return all tools and equipment provided by FDA 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 immediately.

Below is the Acceptable Computer and Internet Use Policy ("Policy") of FDA. 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/foster parents/guardians read and sign the Policy. FDA cannot serve any student who, if 18 or older, fails to sign and submit the Policy to FDA as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents/foster parents/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 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 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, 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 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/foster parents/guardians 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/Foster Parents/Guardians and Users.**

All users and their parents/foster 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/foster parents/guardians 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'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/foster parent/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 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 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 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 may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

FDA make no warranties of any kind, either express or implied, in connection with their provision of access to and use of their computer networks and the Internet provided under this Policy. They 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 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), foster parent(s) or guardian(s) agree to cooperate with FDA 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 computer or on another computer outside the FDA network.

VIII. UPDATES

Users, and if appropriate, the user's parents/foster 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/foster parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service, and FDA 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/foster parent/guardian.

This shall constitute the School District's Computer Network and Internet Acceptable Use Policy for Students ("Policy"), any parent/foster 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.

Terms and Definitions:

1. 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.
2. 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.
3. The Internet is defined as a collection of networks linking millions of computers and hundreds of millions of users all over the world.

4. Electronic Communication includes, but is not limited to, email, blogs, podcasts, discussion boards, web sites, video conferencing and virtual classrooms.
5. Portable electronic devices include, but are not limited to, laptop computers, personal digital assistants (PDAs), cellular telephones, recording and/or storage devices.
6. Web Page - A document designed for viewing in a web browser, typically written in hypertext markup language (HTML).

Acceptable Student Use:

1. 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.
2. 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.
3. 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, and data of another user, other Network resources, or the use of the Network to destroy anything on the Internet or outside Networks.
4. 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.
5. 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.
6. Students are not to modify or remove any identifying labels on computer equipment.
7. 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.
8. 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.
9. All electronic communication between students and teachers should take place through their district assigned accounts.
10. 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.
11. Students are asked to advise their teacher when a computer malfunctions in any way.
12. 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.

13. Students may not create, copy, view, transmit, download, upload, or seek, sexually explicit, obscene or pornographic materials.

14. 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.

15. 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.

16. Students may not use web proxies to view, download or seek materials, files, information, software or other content that may be offensive, defamatory, misleading, infringing, or illegal, or to view or access content or information unrelated to the curriculum.

17. 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.

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.

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:

1. 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.

2. 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.

3. 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.
4. Sending e-mail attachments that are too large to be accommodated by the recipient's system.
5. Communications that violate any District Policy or the law.
6. All electronic communication across the District's network is a matter of public record and should never be considered private or secure.

Internet Safety

1. All students and their parents/foster 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/foster 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.
2. 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 parents/foster parents/guardian. Students should never give out private or confidential information about themselves or other on the Internet.
3. 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.
4. 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.
5. Websites created through the Network and/or linked with the School District's official website must relate specifically to District-sanctioned activities, programs or events. Websites created using the Network or the School District's equipment, or websites 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.
6. 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.

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.

Acceptable Computer and Internet Use Policy Agreement

The full text of the Policy can be accessed on-line at
www.findlaydigitalacademy.com (Grades 9- 12 Enrollment)

Student Name: _____

PARENT/FOSTER PARENT/GUARDIAN AGREEMENT *To be read and signed by parent(s) or guardian(s) of students who are under 18.*

As the parent or legal guardian of the above student, I have read, understand, and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and I understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District, and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I also accept full responsibility for all files, images, and information loaded and/or saved on the school issued computer and file servers. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer and the Internet.

Parent/Foster Parent/ GuardianName(s)

Home or Cell Phone

Address

Address

Date

STUDENT AGREEMENT *Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of the Acceptable Computer and Internet Policy. I also accept full responsibility for all files, images, and information loaded and/or saved on the school issued computer and file servers. Should I commit any violation or in any way misuse my access to FDA's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

If I am signing this Police when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and I agree to abide by this Policy.

Student Name

Home or Cell Phone

Student Address

Student Address

Date

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Title 1 Student Income Form

2020 - 2021 School Year

Why should you complete the student income form if your child does not eat school meals?

The amount of federal funds your school building receives is dependent on the return of this completed form. These funds pay for additional educational services for students who are failing or at risk of failing to meet the same high standards as everyone else in the school.

These federal funds for additional educational services are known as Title I. Our district provides additional tutoring in reading and mathematics. The Title I law requires that funds be given to schools based on the number of children from low income families.

While the amount of money each school receives depends on the number of children from low income families, the tutoring services are based on the academic need of the students regardless of the income level.

This information will remain confidential. The information **will** only be reported as a total group, not by individual families, and will not be used for any purpose other than applying for federal funds.

If you feel that you would not qualify for "free or reduced" status, you can just put an "X" through Box 1 and 2. Please sign the "Signature of Parent/Guardian" however. We need to be able to prove that we offered you the opportunity to apply.

****Please download, print & sign this form. This signed form must be returned to the Academy****

**Findlay Digital Academy
1219 West Main Cross, Suite 101
Findlay, OH 45840**

Title I Student Income Form - School Year 2020-2021

To the Parent/Guardian: In order to determine if the school your child attends will receive federal No Child Left Behind Act - Title I funds for reading and/or mathematics or other services, specific income information is needed from you. Please complete this form and return it to your child's school immediately. One form should be completed for each child in your family. Thank you for your cooperation.

Student Information: Please print the name of the child for whom the form is being completed.

Name: _____ Birth Date: _____ Sex: _____ Grade: _____

Check if child is: Foster Child Ward of Court ☐ Welfare Recipient ☐ Food Stamp Recipient

Calculating Household Income: In order to determine if the school your child attends will receive Title I funds, you will have to calculate the total amount of income in your household. Include all income for all household members (including yourself, all children in the home, your spouse, grandparents, and all others related and unrelated in your household). See lists below for types of income to report:

Earnings from Work

Wages/salaries/tips
Strike benefits
Unemployment Compensation
Worker's Compensation
Net income from self-owned business or farm

Welfare/Child Support/Alimony

Public assistance payments
Welfare payments
Alimony/child support payments

Pensions/Retirement/Social Security

Pensions
Supplemental security Income
Retirement Income
Social Security

Other Income

Disability Benefits
Cash withdrawn from savings
Interest dividends
Income from estates/trusts/investments
Regular contributions from persons not living in the household.
Net royalties/annuities/net rental income
Any other income

Household Income: In column 1 below, enter the total number of people living in the household, whether they receive income or not. In column 2, enter the total amount of income for all household members. The income can be the amount received per year, per month, or per week, but should be the total before taxes or anything else is taken out.

1	2
Total number of people living in the household:	Total household income \$
	and frequency: choose one § Weekly Monthly Annually

OFFICE USE ONLY			
Household Size	Weekly F / R	Monthly F / R	Annually F / R
1	\$319 / \$454	\$1383 / \$1968	\$16588 / \$23606
2	\$431 / \$ 614	\$1868 / \$2658	\$22412 / \$31894
3	\$543 / \$773	\$2353 / \$3349	\$28236 / \$40182
4	\$655 / \$933	\$2839 / \$4040	\$34060 / \$48470
5	\$767 / \$1092	\$3324 / \$4730	\$39884 / \$56758
6	\$879 / \$1251	\$3809 / \$5421	\$45708 / \$66046
7	\$991 / \$1411	\$4295 / \$6112	\$51532 / \$73334
8	\$1103 / \$1570	\$4780 / \$6802	\$57356 / \$81622
Addi	\$112 / \$160	\$486 / \$691	\$5824 / \$8288

Certification and Signature: I certify that

all of the above information is true and correct, and that all income is reported. I understand that this information is being given for the receipt of federal funds and that school officials may verify the information on the form.

Signature of Parent/Foster Parent/Guardian: _____ Date: _____

Signature of School District: _____ Within Guidelines? No or Yes (Free /Reduced)

****This signed form must be returned to the Academy****



FINDLAY DIGITAL ACADEMY

Where Learning Fits You™

Rosemary Booker, Superintendent ♦ Michael Brand, Principal ♦ Stephen Earnest, Treasurer

1219 West Main Cross, Suite 101
Findlay, OH 45840

PARENT/FOSTER PARENT/GUARDIAN CONSENT FOR RECORD RELEASE

I am the parent/foster parent/guardian of _____

whose date of birth is _____, and current grade level is _____

I hereby authorize the request/release of records

FROM

TO

Contact Person

Contact Person

School/Agency

Findlay Digital Academy
1219 West Main Cross, Suite 101
Findlay, Ohio 45840

Address

Phone: 419-425-3598
Fax: 419-425-3588
Email: mcassidy@findlaycityschools.org

City/State/Zip

Reason for Request:

Phone

Fax

Specific records/data to be released:

_____ Academic Record
(Transcript and current marks.)

_____ Test Results
**State of Ohio End of Course Scores and
Exams details**

_____ Immunization Records

_____ OGT Test Results

_____ IEP (current)

_____ Attendance Records

_____ Multi-Factored Evaluation

_____ Individual Career Plan (ICP)

_____ Psychological Records

_____ Birth Certificate

Signature of Parent/Foster Parent/Guardian for Release of Records

Date

****This signed form must be returned to the Academy**** **Form 220**

Signature Page

☐ Application for 2020-2021 School Year (New Applicants Only)	Form 100
☐ Ethnic Data and Race Reporting	Form 110
☐ Non-Violence Pledge	Form 120
☐ Financial Responsibility Notice	Form 130
☐ Photo Publicity Permission	Form 140
☐ Family Educational Rights and Privacy Act (FERPA)	Form 150
☐ Required State Testing Enrollment Contract	Form 160
☐ Emergency Procedure/Medical Form	Form 170
☐ Enrollment Policy	Form 180
☐ Parent/Foster Parent/Guardian Compact	Form 190
☐ Acceptable Computer/Internet Use Policy	Form 200

****The forms below must be printed, signed and sent to Findlay Digital Academy before your student can attend an intake meeting and be officially enrolled****

☐ Title I Form	Form 210
☐ Consent for Record Release (New Applicants Only)	Form 220
☐ Signature Page	Form 230

By checking the above boxes I have read and agree to all requirements

Parent/Foster Parent/Guardian Signature

Date

Student Signature

Date

Form 230



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Findlay, OH 45840

(419) 425-3598

(419) 425-3588 – fax

Preparing for Findlay Digital Academy In-Take Meeting

After your Findlay Digital Academy (FDA) application has been submitted and processed by FDA, you and your student will be contacted to schedule an in-take meeting. Please be sure you have printed, signed and sent to FDA the Title I Form, Consent for Record Release Form and Signature Page.

If you do not have access to a printer, these forms will be available in paper form at the FDA office.

- 1) – Your complete academic records will be transferred by your current attending district after you have submitted the **signed Consent for Record Release form**.
- 2) – For students entering 12th grade – a copy of the meningitis vaccination after the age of 16 must be provided.
- 3) – **Proof of Residency must be provided at the intake meeting** (piece of mail with your name and current address, *i.e. Utility bill, phone bill, etc.*, or copy of lease agreement)
- 4) – Copy of Child Custody Papers regarding Residency and Educational Responsibilities. (if applicable)

We look forward to meeting you and your student!