



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

**2025-2026**  
**Student & Parent Handbook**

Revised & Board Approved  
August, 2025



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Dear Parents/Guardians and Students,

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

Findlay Digital Academy's mission is to engage, inspire and empower students for future success through modern learning opportunities. The goals of the academy are as follows: 1) Foster relationships in an inviting, welcoming environment, 2) Expand community connections/partnerships to connect students, provide internships, place graduates for jobs and student projects that give back to the community, 3) Expand and explore curriculum opportunities such as platforms, career-technical, credit recovery and college credit plus, 4) Expand technological infrastructure to sustain Findlay Digital Academy and 5) Secure alternative funding sources to sustain Findlay Digital Academy.

As you continue or begin your work at FDA, the most important part is to actively participate in your classes. We recommend that you work on school activities daily even though you have the flexibility to choose what time of day or night you work. **We expect you to work a minimum of 26 hours a week and earn a minimum of six (6) units each week. This will put you on track to earn your minimum required five (5) credits a year.** Our school is available 24-7. The academy offers each student 920 hours of instruction during the 180-day school year. The student has the flexibility to choose when to access his/her own 920 hours of instruction. Student attendance will be defined by the amount and quality of work completed each week. At FDA your teachers will work with each of you on an individual basis and support you in our continuous progress environment. We encourage you to take advantage of this unique opportunity.

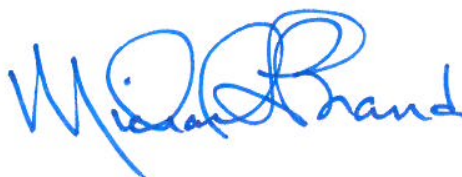
In addition, FDA includes a 'tutoring' component that many on-line schools cannot or do not offer. You will have the opportunity to meet weekly with an instructional coach who will assist you in your class work and maintaining a steady rate of progress. Tutoring is available from 10:00 AM – 4:00 PM, Monday thru Thursday, both within our Learning Lab setting as well as virtually. As we move through this school year, FDA will continue to work to enhance the curriculum and offer new opportunities for students. We look forward to providing you with the best education possible through the use of technology.

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

Sincerely,



David Alvarado  
Superintendent



Michael L. Brand  
Principal



### **Mission**

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

### **Goals**

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

## 2025-2026 Findlay Digital Academy Calendar

### Student Calendar

At Findlay Digital Academy students have access to the curriculum 24 hours a day/7 days per week. All students are expected to participate in learning opportunities for a minimum of 26 hours every week from Sunday 12:01 a.m. through midnight on Saturday. Tutoring and support services are available in the **drop-in lab which is open Monday-Thursday from 10:00am-4:00pm.** Total Student days: 180 (920 hours)

FDA School Day    FDA Closed    FDA Lab Open Monday-Thursday

July 2025					August 2025 (13 days)					September 2025 (21 days)				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29	29	30			

October 2025 (23 days)					November 2025 (17 days)					December 2025 (15 days)				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3	3	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31						29	30	31		

January 2026(19 days)					February 2026 (19 days)					March 2026 (20 days)				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
26	27	28	29	30						30	31			

April 2026 (19 days)					May 2026 (14 days)					June 2026				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			

1 <sup>st</sup> Nine Weeks: Aug. 13-Oct. 14 (44)	Midterm: Sept. 12	Open House/Title 1 Mtg. Sept 3
2 <sup>nd</sup> Nine Weeks: Oct. 15-Dec. 19 (45)	Midterm: Nov. 14	P/T Conference Nov 24 & 25, 2025
3 <sup>rd</sup> Nine Weeks: Jan. 5-Mar. 11 (46)	Midterm: Feb.6	Graduation May 23, 2026
4 <sup>th</sup> Nine Weeks: Mar. 12 -May 20(45)	Midterm: April 17	

2025-2026  
Findlay Digital Academy  
State Testing Calendar

**STAR (2 times per year)**

- New students
  - Test #1 – second day of orientation
  - Test #2 TBD
- Returning students
  - Test #1 September 9, 2025 -September 16, 2025
  - Test #2 TBD

**Fall End of Course exams (all 6 subjects)**

- December 1, 2025 – January 16, 2026

**Spring End of Course exams**

- March 23, 2026 -April 24, 2026
    - ELA II
  - March 30, 2026 – May 8, 2026
    - Biology, U.S. History, Government, Algebra 1, Geometry
- 

## **FDA Parent / Student Handbook**

**Please remember that students are required to participate in tests as assigned.**

**Refusal to participate could result in removal from Findlay Digital Academy.**



## Findlay Digital Academy Contact Numbers

Title	Name	Phone Number	Email Address
Superintendent	Mr. David Alvarado	419.425.8379	<a href="mailto:dalvarado@findlaydigitalacademy.com">dalvarado@findlaydigitalacademy.com</a>
Principal	Mr. Michael L. Brand	419.429.8931	<a href="mailto:mbrand@findlaydigitalacademy.com">mbrand@findlaydigitalacademy.com</a>
FDA Administrative Assistant	Mrs. Shelly Cassidy	419.425.3598 EXT 100	<a href="mailto:scassidy@findlaydigitalacademy.com">scassidy@findlaydigitalacademy.com</a>
Secretary	Mrs. Sharon Snyder		<a href="mailto:ssnyder@findlaydigitalacademy.com">ssnyder@findlaydigitalacademy.com</a>
EMIS Coordinator	Mrs. Jacque Grimes		<a href="mailto:jgrimes@findlaydigitalacademy.com">jgrimes@findlaydigitalacademy.com</a>
Testing Coordinator	Mrs. Tracie Herr	419.425.3598 EXT 114	<a href="mailto:therr@findlaydigitalacademy.com">therr@findlaydigitalacademy.com</a>
Work Based Learning Coordinator	Mrs. Mary Rood	419.425.3598 EXT: 108	<a href="mailto:mrood@findlaydigitalacademy.com">mrood@findlaydigitalacademy.com</a>
College and Career Readiness Counselor	Mr. Ray Elbin	419.425.3598 EXT: 103	<a href="mailto:relbin@findlaydigitalacademy.com">relbin@findlaydigitalacademy.com</a>
School Counselor and Student Resource Aide	Mrs. Megan Biller	419.425.3598 EXT: 115	<a href="mailto:mbiller@findlaydigitalacademy.com">mbiller@findlaydigitalacademy.com</a>
Intervention Teacher	Mrs. Maribeth Geaman	419.425.3598 EXT: 109	<a href="mailto:mgeaman@findlaydigitalacademy.com">mgeaman@findlaydigitalacademy.com</a>
Attendance Coach	Ms. Cindy Frantz	419.425.3598 EXT: 106	<a href="mailto:cfrantz@findlaydigitalacademy.com">cfrantz@findlaydigitalacademy.com</a>
Special Needs Coordinator	Mrs. Julie Greer	419.425.3598 EXT: 105	<a href="mailto:jgreer@findlaydigitalacademy.com">jgreer@findlaydigitalacademy.com</a>
Curriculum Coordinator	Mrs. Wendy Farrow	419.425.3598 EXT: 104	<a href="mailto:wfarrow@findlaydigitalacademy.com">wfarrow@findlaydigitalacademy.com</a>

<b>Data Coordinator for 22+</b>	<b>Mrs. Laura Julien</b>		<a href="mailto:ljulien@findlaydigitalacademy.com">ljulien@findlaydigitalacademy.com</a>
<b>Virtual Testing Monitor</b>	<b>Ms. Barb Eversole</b>	<b>419.425.3598 EXT. 116</b>	<a href="mailto:bebersole@findlaydigitalacademy.com">bebersole@findlaydigitalacademy.com</a>
<b>Technology Coordinator</b>	<b>Mr. Dan Graham</b>	<b>419.425.3598 EXT: 110</b>	<a href="mailto:dgraham@findlaydigitalacademy.com">dgraham@findlaydigitalacademy.com</a>
<b>22+ Adult Diploma Program</b>	<b>Mr. Mark Willeke</b>	<b>567.525.1560</b>	<a href="mailto:mwilleke@findlaydigitalacademy.com">mwilleke@findlaydigitalacademy.com</a>
<b>Program Consultant</b>	<b>Mrs. Rosemary Rooker</b>	<b>419.425.3598</b>	<a href="mailto:rrooker@findlaydigitalacademy.com">rrooker@findlaydigitalacademy.com</a>
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### **FDA Academic Coaches**

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Dorothy LaFontaine <a href="mailto:dlafontaine@findlaydigitalacademy.com">dlafontaine@findlaydigitalacademy.com</a>	Rob Fox – Family Engagement Coordinator <a href="mailto:rfox@findlaydigitalacademy.com">rfox@findlaydigitalacademy.com</a>

## 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 City School District, 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:

1. 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.
2. 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.
3. 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.
4. 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 strongly encouraged to register-with the FDA Remind System to receive important information throughout the school year, including emergency notifications. (Procedures to register in this system will be shared during orientation.)

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 activity, 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 six (6) units each week. Students are expected to earn a minimum of five (5) 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** (which follows House Bill 410 (2017-2018), 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 consecutive hours, (72) will be automatically withdrawn from the Findlay Digital Academy. The student's guardian will be notified by certified 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 two lessons per week in each class.

### **Automatic Withdrawal for Test Non-Participation**

Findlay Digital Academy is a community school established under Chapter 3314 of the Revised Code. The School is a public school, and students enrolled in and attending the School are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the School administration or the Ohio Department of Education.

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.

### **Positive Behavior Intervention Supports, Restraint, Seclusion, and Prohibited Practices**

Findlay Digital Academy makes very effort to prevent the need for the use of Restraint and/or Seclusion. Restraint and/or Seclusion shall not be used, except when there is an immediate risk of physical harm to the students or others and shall only occur in a manner that complies with this policy and protects the safety of all children and adults at the school. Every use of Restraint and/or Seclusion shall be documented and reported. The complete Findlay Digital Academy policy is available for your review on the FDA website under Board/Policy/Policy JDDD.

### **Student Records**

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

## **FDA Learning Structure**

FDA uses the Virtual Learning Academy (VLA) curriculum. Courses are divided into units. Course work is graded almost instantaneously. In some courses there will be assignments that will need to be graded by a certified teacher.

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

Grade cards are not issued. However, students and parents can view the student's grades and progress at any time by having the student log into his/her VLA account. Credits earned will be posted on the FDA transcript. For a copy of your transcript, contact FDA. Parents can also view student progress by logging into the FDA webpage (<https://findlaydigitalacademy.com>) and clicking on the VLA curriculum and then logging in with the username and password provided to them.

## **School Participation Requirements**

Students are enrolled in School a minimum of 180 days each year. Findlay Digital Academy provides each student an opportunity to receive a minimum of 920 hours of instruction or learning activities. Students are awarded participation hours based on academic progress and time on task. The curriculum is available 24/7, but the Academy offers each student 920 hours of instruction during the 180-day school year. The student has the flexibility to choose when to access his/her own 920 hours of instruction. Weekly contact with your academic coach is required. This contact can be in person, by phone, video conferencing or email.

- Students must participate in learning opportunities five days per week for a total of 26 hours. A student's week is defined as Sunday through Saturday. These hours can be a combination of online and offline activities.
- Students log in and participate in the online curriculum and demonstrate adequate progress with completion of a minimum of two units per class per week.
- Off-line hours are hours spent doing coursework while not logged into VLA and are tracked by the use of Activity Logs located under the resource tab in the first lesson of every class. Activities such as reading, watching instructional videos, or working on worksheets are all examples of activities that may be utilized for the documentation of off-line hours. Activity Logs have been created for every class offered. These logs and the recording of these hours are a part of each lesson and are approved by individual teachers. Activity Logs are used as guides for students and rubrics for teachers. We do not require students to sign and submit these forms, rather to use them as a guideline for the number of hours they may submit for teacher approval. The teacher will determine, based on achievement in the lesson, if the appropriate number of hours are listed. Students must add a description/title of the activity in the comment box AND the time started and time ended.
- Students can attend the drop-in lab for tutoring/support/guided practice, attend test prep sessions, etc. In order for the tutoring hours to be documented, it is critical that students sign in and sign out through our finger-scan system. Students will also be provided Findlay Digital Academy ID's to verify their enrollment in the current school year.
- Students can participate in Work Based Learning.
- Students can participate in pre-approved service-learning activities.
- Students can participate in field trips.

## **Participation Guidelines and Practices**

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

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

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

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

For the student who is 17 years old or younger and is not meeting adequate progress, a meeting will be held with the student and his/her parent/guardian to develop an Individualized Learning Plan (not to be confused with an IEP). If the criteria of the learning plan are not met, then the student and parent will be required to meet with FDA staff to determine if the student should continue with Findlay Digital Academy. If the parent and student fail to meet with the director after a phone call and/or mail invitation and an attempted visit by the Family and Student Engagement Coordinator, then the student may be recommended to return to the district of residence. The parent will be notified through mail of this action and the district of residence will be notified by email.

### **Attendance Policy**

**Students must log their daily schoolwork activities in hours and minutes (House Bill 2, 2/01/2016). Student work must total a minimum of 26 hours a week, but cannot work more than 10 hours in one day. Attendance will be counted between 12:01 AM on Sunday through midnight on Saturday. Students MUST log their daily/weekly work on the FDA website. The attendance hours can be a combination of online and offline activities. Students are expected to be in full attendance every week they are enrolled as well as be engaged with their schoolwork.**

### **Excessive Absences**

Excessive absences mean being absent with a nonmedical excuse or without a legitimate excuse for 38 or more hours in one school month or 65 or more in a school year. If a school-aged student is excessively absent, the law requires that the parent/guardian be informed. FDA will mail an Excessive Absence letter to the home address on file. Student/Parent may also be called in for a meeting to discuss the reasons for the excessive absences.

### **Excused Absences**

Students normally will only be granted Excused Absences for the following reasons: Hospitalization, major illness/injury, or death in the family. The Superintendent may approve additional absences for special circumstances. Appropriate documentation for all excused absences will need to be submitted to the Attendance Officer within 7 days of the absence. If the student/family is unable to email the documentation within that timeframe, the Attendance Officer needs to be notified immediately. Academic coaches do NOT

have the authority to excuse an absence. Since attendance is determined on a weekly basis, all daily absences can and should be made up by the student within that same week. This would include, but not limited to, regular doctor appointments, minor illnesses, or individual electrical/internet issues. Technical issues will ONLY be excused due to system-wide issues experienced by FDA/VLA. If a student experiences an individual technical issue, the student should contact the FDA Technology Coordinator immediately. The student is expected to engage in approved offline activities that are to be logged in as soon as the issue is resolved. Electricity, phone, or internet disconnections due to a delinquent bill are NOT excusable. However, if this should occur, please contact FDA for referrals to assist in this area. Also, a student who is habitually truant will be excused for the absences if it is determined that: (1) the student was enrolled in another school, or (2) the student's absence was excused by law or this policy, or (3) the student has received an age and schooling certificate.

### Truancy

Students should participate in learning opportunities five days per week for a total of 26 hours. These hours can be a combination of online and offline activities. A student or their parent/guardian must inform the Attendance Coach in advance about any absence that will extend for a week. Truancy is a serious offense and subject to severe penalty. Nothing in this Truancy policy will supersede or nullify the Ohio Revised Code automatic withdrawal requirements for any student who does not participate for 72 consecutive hours.

### Truancy – School Age Students

House Bill 410, which requires students' attendance to be tracked per hours instead of per day, became effective at the beginning of the 2017-2018 school year. As part of the new requirements, school age students who are "Habitually Truant" will be required to have an Absence Intervention Plan (AIP) in place before filing a truancy complaint in Juvenile Court. These plans will be developed by the Absence Intervention Team, which includes the parent/guardian. AIP meetings are scheduled within 14 school days after the student is identified as "Habitually Truant". At least three meaningful attempts to secure participation will be made: The Attendance Coach will email or text the student and their parent/guardian, a letter will be mailed to the home address on file, and a FDA staff member will attempt to personally serve a copy of the meeting notification at the home. If student/family does not attend, attempts will be made to reschedule the meeting. Parent failure to respond or participate, depending on circumstances, may trigger reporting to Job and Family Services. If the meeting cannot be rescheduled, the remainder of the team develop the plan without student/family participation.

Findlay Digital Academy will use the following process:

Truancy	Action Taken
Step 1	Warning letter mailed to home address on file, giving potential legal consequences of being truant and notification of the responsibility for completing coursework (ORC 3321.19)
Step 2	Letter mailed to home address on file, with additional notification of potential legal consequences. Student/parent are emailed or texted. Home visit from Parent Liaison, Attendance Coach, Student Resource Aide, and/or Principal. Student/parent required to attend an <b>Absence Intervention Meeting (AIM)</b> at the FDA lab. May be required to attend tutoring.
Step 3	Referral to Juvenile Court for school age students. May include a Pre-court Diversion meeting or a request for formal charges against the student AND parent/guardian. Letter mailed to home address on file, with possible home visit from Parent Liaison, Attendance Coach, Student Resource Aide, and/or Principal.



### Truancy/Excessive Absence Interventions

- Parents contacted via email, mail, phone / text.
- Community Liaison delivers to parent and student a letter that includes the legal notice of school attendance.
- Referral is made to school counselor.
- Pre-Court Conference scheduled, which will include a representative from the Hancock County Juvenile Court.
- Formal truancy complaint filed with Hancock County Juvenile Court:
  - The student is absent without excuse for 30+ consecutive hours, 42+ hours in a school month or 72+hours in a school year;
  - The School has made meaningful attempts to reengage through the absence intervention plan and any offered alternatives to adjudication;
  - The student has refused to participate in or failed to make satisfactory progress on the plan as determined by the absence intervention team, or any offered alternative adjudication.
  - A complaint regarding a habitual truant where the parent, guardian, or custodian fails to get the child to attend school must be filed jointly against the student and the parent, guardian or custodian.

### Truancy Discipline Consequences

- Withdrawal - By law, a student will be withdrawn automatically if the student fails to participate in seventy-two (72) consecutive hours of learning opportunities and the absence is not excused.
- The Ohio Revised Code (ORC 3321.13) enables schools to appoint hearing officers to revoke and/or deny driving privileges to truant students. This applies to all persons under age 18 who drop out of school, who are habitually absent from school without legitimate excuse or who have been expelled or suspended from school for using or possessing alcohol, drugs, or both.
- A student not in “good standing” may have their Work Permit Application denied, and students who do not remain in “good standing” may have their Work Permits revoked.
- A student may be voluntarily withdrawn if a parent submits a written Voluntary Withdrawal notice to the Head Administrator.

### Truancy- Adult Students (18 and Over)

Nothing in the Truancy policy will supersede or nullify the Ohio Revised Code of automatic withdraw requirements for any student who does not participate for Seventy-two (72) hours.

Truancy	Action Taken
Step 1	Warning letter mailed to home address on file, giving potential consequences of being truant and notification of the responsibility for completing coursework

Step 2	Letter mailed to home address on file, with additional notification of potential legal consequences. Student/parent are emailed or texted. Home visit from Parent Liaison, Attendance Coach, Student Resource Aide, and/or Principal. Student/parent required to attend an <b>Absence Intervention Meeting (AIM)</b> at the FDA lab. May be required to attend tutoring.
Step 3	The student will be contacted by phone and/or mail, and/or FDA Representative and/may be ordered to surrender the FDA Computer issued to him/her. The student will have two (2) school weeks after the third truancy to meet with the FDA Superintendent/Executive Director to explain any reasons behind the Truancy. After meeting with the student, The FDA Superintendent/Executive Director will decide if the student will be allowed to continue to be enrolled at FDA or will be withdrawn as a Non-Participating Adult Student. If the student does not meet with the FDA Superintendent/Executive Director within 2 weeks of the third truancy, or if the FDA Superintendent/Executive Director does not approve the student's explanations of the truancy, the student will be withdrawn as a Non-participating Adult Student. The effective date of the withdrawal will be the last school day of the third truancy week.

### Tutoring

Academic assistance is offered through our tutoring program. It is not required that students participate in tutoring sessions, but it is strongly recommended that they do participate in this opportunity. Certified teachers are available during both in Learning Lab and virtual tutoring sessions to help students with academic or technical problems. Tutoring is offered at the following times and locations:

FDA OFFICE:      Monday, Tuesday, Wednesday, Thursday      10:00 AM - 4:00 PM

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

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

### Student ID Cards

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

### Student Parking

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

## **Electronic Communication Devices**

For purposes of this policy, electronic communication devices ("ECDs") means any device that is powered by batteries or electricity and that is capable of receiving or transmitting communications from or to another ECD or person. An ECD includes, but is not limited to a cellular telephone. A student has no expectation of privacy in the use of an ECD on School property.

Students are prohibited from using ECDs, including cellular telephones, during the instructional day unless otherwise authorized by the student's teacher or an administrator for purposes of student learning or to monitor or address a health concern, or unless a student's individualized education plan or 504 plan permit such use.

An instructional day is defined as any time when a student is participating in learning opportunities and any time when the student is at the FDA School lab.

The need for a "health concern" to be monitored or addressed during the instructional day through the use of an ECD, including a cellular telephone, must be affirmed with a written statement from the student's physician providing that such use is required, which must be submitted to the student's building principal for authorization. Students may use ECDs, including cellular telephones, in accordance with the building's comprehensive emergency management plan if permitted thereunder.

Use of ECDs must comply with state and federal law, Board Policy, and the Student Code of Conduct.

No student shall use an ECD to record images, video, or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on School property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

Students are prohibited from using ECDs to facilitate academic dishonesty by way of recording and/or transmitting test materials or information.

Violations of this policy will result in the ECD being confiscated. A confiscated ECD will only be returned to the student's parent or guardian at the end of the school day. A student who violates this policy may also be subject to discipline, including suspension and/or expulsion, and/or may have the privilege of using an ECD suspended or revoked.

If, in the judgment of the student's building administrator, a violation of this policy potentially constitutes an illegal act, the ECD may be provided to law enforcement.

As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs.

This policy shall be made publicly available, posted in a central location in each school building, and posted prominently on the School's publicly accessible website.

## **Bicycles**

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

## **Closing Due to Inclement Weather**

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

## **Suspension and Expulsion**

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

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

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

Excessive absenteeism.

Truancy.

Misuse of, or vandalizing school property.

Disruption of school or school-related activities.

Threatening or intimidating students or staff.

Sexual harassment.

Accessing an administrative, teacher or fellow student computer account.

Removing or altering official school documents or records.

Cheating, and or submitting work that is not one's own.

Assault.

Immoral acts

Calling in bomb threats.

Violation of the school Acceptable Computer and Internet Use Policy (AUP).

Possession of deadly weapons at school-sponsored functions.

Providing the student's login name and password to an unauthorized person.

Plagiarism, including the copying of another's work.

Cyberbullying, threatening or harassment.

Inappropriate use of e-mail.

### **Definitions:**

**Suspension** - Temporary exclusion of a student from all school related activities (duration of greater than 24 hours, but less than 10 days).

**Expulsion** - The withdrawal of a student from all school related activities (duration of greater than 10 days).

### **Out of School Suspension Procedures**

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

### **Expulsion Procedures**

- In the event the school decides to expel a student, the student and the student's parent/guardian will be notified by certified mail and by phone of the intent to expel.
- A student and his/her parent/guardian will also be notified of his/her right to appear in person for a formal hearing to challenge the expulsion.
- Notice of a request for a formal hearing must be received by the date specified in the intent to expel notification.
- If requested, a formal hearing will be scheduled within five (5) business days from the date of request.
- Parents will be notified of the time and place of the hearing and of the right to be represented at the expulsion hearing by a representative of their choosing.
- The Executive Director or his/her designee shall hear the appeal.
- If the Executive Director or his designee recommends expulsion, the student may then request that the FDA Board of Directors hear the appeal.
- The hearing in front of the Board will be private, but the Board must act publicly on the outcome.
- In the event that, in the opinion of the Executive Director of the school, a student's presence at school presents a danger to other persons or property or seriously disrupts the functions of the school, the student may be removed from classes without formal expulsion proceedings.
- A student may be expelled for one (1) year for bringing or possessing a firearm, knife, or other destructive device on school property or to any school-sponsored activity, event, or field trip at a school building or other public facility being used by school personnel for school activities.
- A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile.
- A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, or other similar device.
- A knife is defined as any cutting instrument consisting of at least one sharp blade.
- The specific circumstances under which the Executive Director may modify a one (1) year expulsion may include a recommendation from the Special Needs Coordinator that is knowledgeable of the student's educational needs in accordance with the policy regarding suspension and expulsion of disabled students.

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

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

- Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by the school or at an activity held under the auspices of this Board.

- Possessing, selling or offering to sell controlled substances on property owned or controlled by the school or at an activity under the auspices of this Board, including online, via school equipment.
- Complicity to commit any of the above offenses, regardless of where the complicity occurred.

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

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

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

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

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

#### **Out of School Suspension/Expulsion**

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

#### **Continuation of Services**

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

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

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

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

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

## Student Discipline Code of Conduct

We at Findlay Digital Academy encourage positive choices among our students because these create an atmosphere of good conduct necessary for effective learning. Our responsibility is to the vast majority of students who are here to learn. Rarely do students at FDA make poor choices; however, when they do, it is necessary for the students to be properly warned of the consequences of those decisions. It our duty and obligation to ensure an educational environment where positive learning experiences can take place. The discipline code is listed to serve this purpose. The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the School and off of property owned or controlled by the School but that is connected to activities or incidents that have occurred on property owned or controlled by the School and misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Directors or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, and all other school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but not limited to: advise and warn, detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

The FDA Executive Director or Coordinator, or FDA Principal may suspend a student from school. A student may have his/her Driver's License suspended if he/she is suspended or expelled for the use or possession of alcohol or drugs or for being excessively truant. Compliance with this code is mandatory.

- A. ASAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
- B. FALSE ALARMS - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
- G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- J. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
- K. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- L. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school.
- Q. Being under the influence of ALCOHOLIC BEVERAGES OR MIND-ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
- R. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- S. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- T. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
- U. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
- V. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
- W. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- X. CHEATING.
- Y. PLAGIARISM.
- Z. TRESPASSING OR LOITERING.
- AA. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
- BB. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starters gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for



use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

CC. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.

DD. Leaving school property or assigned area prior to specified dismissal time without official permission.

EE. Open displays of affection between members of the same or opposite sex.

FF. Unauthorized throwing of any object including, but not limited to, snowballs.

GG. Commission of an immoral act.

HH. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

II. Misuse of school property.

JJ. The Superintendent may prohibit a student from attending and/or participating in the School's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.

KK. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.

LL. Violation of policies governing internet usage.

MM. Driving in an unsafe manner.

NN. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.

OO. Any attempts to engage in conduct prohibited by this policy.

PP. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

QQ. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

RR. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the School in response to the COVID-19 pandemic.

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

Findlay Digital Academy promotes a safe, positive and healthy school environment. Therefore, FDA 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 will take the following steps:

- i. FDA 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.
- ii. The FDA Director 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.
- iii. The FDA Director and/or the FDA designee shall investigate verified acts of harassment promptly, and corrective action shall be taken when the complaint is verified.
- iv. Furthermore, pro-active planning and the appropriate steps and actions will be undertaken by 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.
- v. Any student engaging in harassment is subject to appropriate disciplinary action, which may include suspension, expulsion and/or notification to the appropriate authorities.
- vi. Any staff member engaging in harassment is subject to appropriate disciplinary action, which may include suspension, termination and/or notification of the appropriate authorities.
- vii. Findlay Digital Academy will semiannually provide the President of the Board of Directors a written summary of all reported incidents and post the summary on its web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S. C. 1232q, as amended.

### **Child Abuse Reporting Policy**

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

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

## **Eighteen-Year-Old Students**

Eighteen-year-old students must comply with the rules and regulations of Findlay Digital Academy. Parents must write the excuses for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences.

## **Surveillance Cameras**

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 is not responsible for personal property, including musical instruments and athletic equipment, brought onto school property.

## **Required Testing**

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

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

## Required State Testing Enrollment Contract

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

Per Ohio Revised Code 3314.26: Internet- and computer-based community schools must provide a testing site within a radius of 50 miles of each student's residence at which the student may complete the statewide achievement tests and diagnostic assessments prescribed by law (RC 3314.25). Any student in an internet- or computer-based community school who, without a lawful excuse, fails to take the prescribed achievement or graduation tests applicable to his or her grade level for two consecutive years must be withdrawn (dismissed) from the school, and the school may no longer receive any state funding on account of such student. Such a student may, however, continue to be enrolled in the school upon the payment of tuition (RC 3314.26). (Carey, Kimball H. Bricker & Eckler LLP, Anderson's Ohio School Law Manual 2009 edition. LexisNexis Newark, NJ. April 15, 2011.)

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

### Lockdown

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

### Work Permits

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

### Non-Discrimination Policy

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

The board designate for Title I, Title VI, Title IX, and Section 504 is Mr. Alvarado.

- Title I (disadvantaged)
- Title VI (race, color and/or national origin)
- Title IX (gender)
- Section 504 (disability)

### **The Use of Artificial Intelligence (AI) in School**

The use of AI throughout our lives is becoming more and more prevalent. Students need to be aware and careful that even though AI has many appropriate uses, there are AI uses that are prohibited within an educational setting. For example, a few prohibited uses of AI in school are as follows:

- Submitting AI-generated content as original work without proper attribution.
- Using AI to complete assignments, essays, projects, or assessments that are intended to demonstrate individual learning and understanding.
- Bypassing learning objectives by having AI complete work rather than engaging with the material.
- Using AI during testing, quizzes, or other assessments unless specifically authorized.
- Sharing AI-generated academic work that violates academic integrity standards.

Please be careful to complete school work by engaging with the material and presenting information that demonstrates your individual learning and understanding of the material.

### **Plagiarism**

The purpose of writing is to help the student express his/her own ideas and to improve the student's ability to convey these ideas. It is our primary concern that the written material the student submits is, in fact, the product of the student's own mind, research, and documentation. To use the ideas or words of another person or source such as Artificial Intelligence (AI), without proper documentation is a form of literary stealing called plagiarism. This is a serious offense and will not be dealt with lightly.

The following are forms of plagiarism:

- Any paper (including homework) written by another person, or partially written by another person or source such as AI, but turned in as a student's own work constitutes plagiarism. Others may help but help does not mean letting someone else do the actual work. Having a friend proofread and make suggestions is often helpful, but having someone else, or a source like AI decide what to say or how to say something is a dishonest misrepresentation of the writer's own ability of expression.
- A student who knowingly gives or receives an assignment to or from another student for the purpose of plagiarism is also guilty and subject to punishment.
- Any idea copied word for word from another source or even put into the student's own words, unless the idea is documented properly.
- Using an online "essay generator" program or Artificial Intelligence (AI).
- Any assignment that contains falsified documentation.
- It is the responsibility of the teacher/principal to determine the degree of ignorance or knowledgeable intent of a student who has plagiarized. The teacher/principal will determine the extent of the plagiarism. It is the student who knowingly plagiarizes who is of major concern; it is faculty policy to assist students who plagiarize out of ignorance. The policy demands significant action for intentional plagiarism. This may include, but not limited to:
  - Failure (no credit) for the assignment in question.
  - Revision of the assignment/units with credit if done with a coach.
  - Revision of the assignment/units, without credit.

- Failure (no credit) for identified units.
- Failure (no credit) for an entire course
- Failure for the nine-week grading period.
- Possible removal from the course with no credit.

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

### **Extra-Curricular Eligibility**

The Ohio High School Athletic Association (OHSAA) has set eligibility for athletes at passing five (5) full, or half credit courses for each (9 week) grading period. Any student, including members of athletic teams, E-sport teams, cheerleading squads, fine arts performers, etc. that need to satisfy eligibility requirements will be enrolled in five (5) courses. Those courses must be successfully COMPLETED by the end of the semester, so five (5) new courses can be added for the next semester. In this way students are assured that the extra-curricular standard of passing five (5) courses each grading period, as set by the OHSAA, is met. Be sure to inform the FDA principal or counselor that you are participating in extra-curricular activities at your home school so your course schedule reflects five (5) classes.

### **Co-Curricular Participation**

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

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

Monitoring: Findlay Digital Academy monitors computer use with a variety of methods to assure compliance with FDA's Acceptable Computer and Internet Use Policy and Student Handbook. FDA employs content filtering and remote tracking software to monitor all computers. This software collects computer location, activity and other statistics. This information is used to ensure student productivity, student compliance and assist in the event a computer is reported lost. FDA tracking software does not have the capability of remotely activating a computer's built-in camera.

Findlay Digital Academy students must be in compliance with FDA internet policies. Every student is given a Findlay Digital Academy computer to use during the time that the student is enrolled in the academy. By accepting the computer, the student and their parent/guardian are agreeing that the FDA computer will only be used by the enrolled FDA student and will only be used for the student's schoolwork.

Findlay Digital Academy (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 teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access.

FDA provides each student with the tools and equipment necessary for participation in FDA. The equipment shall not be abused, misused, or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse, or disassembly, and agree to abide by appropriate disciplinary actions. Students who transfer to another school, withdraw, graduate, are expelled, or leave FDA 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 or 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 or guardians.

## **FDA STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY**

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 FDA 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 Digital Academy.

- 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 student 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/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.
  - 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 ensuring 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**

### **Registration Information**

Please take time to study the information presented in this section before selecting your classes. If you have any questions as you work your way through this process, please call or e-mail Mr. Ray Elbin, Counselor (419.425.3598, Ext: 103), Mrs. Farrow, Testing Coordinator (419.425.3598, Ext: 104) or Mr. Alvarado, Executive Director/Superintendent (419.425.8379).

All students wishing to graduate from Findlay Digital Academy must:

- Pass all required State of Ohio Tests (Ohio Graduation Test, Performance Based Assessment, End of Course Exams, diagnostic tests, STAR test, etc).
- Successfully earn **20** total high school credits according to the tables below.

Students who do not graduate will not be eligible to enroll in Ohio state universities.

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

### Minimum Credit Requirements for Graduation from Findlay Digital Academy

Course Area	Credits	Specifications
English	4	
Math	4	1 unit of Algebra 2
Science	3	1 unit each of Physical Science, Life Science, & Advanced Science
Social Studies	3	1/2 unit each of American History, American Government, World History
Health	1/2	
Phys Ed	1/2	
Fine Arts	1	Waived for students in a Career-Tech Curriculum
Electives *	4	½ unit Financial Literacy

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

Beginning with the graduating class of 2023, Ohio has instituted Permanent Graduation requirements and they can be found on the following page.

## Ohio's High School Graduation Requirements Classes of 2023 and Beyond

It's Your **Future.** Get **Ready.**

**Before you know it, you'll be receiving your high school diploma. Ohio is giving you new ways to show the world what you can do with it.**

As a student entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future.

### First, cover the basics

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

English language arts	4 credits
Health	½ credit
Mathematics	4 credits
Physical education	½ credit
Science	3 credits
Social studies	3 credits
Electives	5 credits

#### Other Requirements

You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts. Your district may require more than 20 credits to graduate.

### Second, show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

**Is testing not your strength?** After you have taken your tests, there are three additional ways to show competency!

#### Option 1.

##### Demonstrate Two Career-Focused Activities\*:

###### Foundational

Proficient scores on WebXams  
A 12-point industry credential  
A pre-apprenticeship or acceptance into an approved apprenticeship program

###### Supporting

Work-based learning  
Earn the required score on WorkKeys Earn the OhioMeansJobs Readiness Seal

\*At least one of the two must be a Foundational skill

#### Option 2.

##### Enlist in the Military

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

#### Option 3.

##### Complete College Coursework

Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

### Third, show readiness

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

**At least one of the two must be Ohio-designed:**

- ☐ OhioMeansJobs Readiness Seal (Ohio)
- ☐ Industry-Recognized Credential Seal (Ohio)
- ☐ College-Ready Seal (Ohio)
- ☐ Military Enlistment Seal (Ohio)
- ☐ Citizenship Seal (Ohio)
- ☐ Science Seal (Ohio)
- ☐ Honors Diploma Seal (Ohio)
- ☐ Seal of Biliteracy (Ohio)
- ☐ Technology Seal (Ohio)
- ☐ Community Service Seal (Local)
- ☐ Fine and Performing Arts Seal (Local)
- ☐ Student Engagement Seal (Local)

**Want to learn more?** Contact your school counselor or visit [education.ohio.gov/graduation](https://education.ohio.gov/graduation)





Students previously enrolled in graduating classes prior to 2023 should talk with the School Counselor about the specific requirements needed to graduate.

### Grade Level Placement

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

#### Suggested College Preparatory Curriculum

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

**Special Note: FDA courses are not recognized by the NCAA for Division I and Division II eligibility.**  
Students should contact the NCAA Eligibility Center for more information and clarification.

### College Credit Plus (CCP)

Findlay Digital Academy understands that its students may benefit by participating in college-level courses offered by accredited colleges and universities in Ohio. Accordingly, Eligible Students may participate in the College Credit Plus Program (the “Program”), which permits students to receive high school credit for completing college-level classes.

#### Effective May 10, 2021

Ohio Revised Code section 3365.06 provides two options for College Credit Plus enrollment. Based on the order in which the options are listed within the statute, these are commonly referred to as “Option A” and “Option B”. This summary describes the two options available for College Credit Plus enrollment, payment and credit earned.

#### College Credit Plus (CCP) “Option A”

A student can choose to self-pay for tuition and costs of all textbooks, materials, and fees associated with a course under Option A.

- The student must meet the CCP eligibility and college admission requirements and choose to take courses that are allowable under CCP.



- A student must choose this option before the college's census date (usually 14 days after the start of term) by doing the following:
  - Student must notify the high school of the choice of Option A and the choice of receiving both high school and college credits or only college credit. The credit received will be recorded on both the high school and college transcripts or the college transcript only.
  - Student must notify the college to arrange for payment.
  - Student is not able to change options after the census date.
  - Student is billed directly by the college at the standard tuition rate, fees, and cost of textbooks.

*Under no circumstances are sectarian or remedial courses eligible for CCP Option A or B.*

### **College Credit Plus (CCP) "Option B"**

A student can choose to utilize state funds for tuition and costs of all textbooks, materials, and fees associated with the course under Option B.

- The student must meet the CCP eligibility and college admission requirements and choose to take courses that are allowable under CCP.
- When choosing Option B, a student will automatically receive both high school credit and college credit:
  - Option B is the default option for CCP students.
  - A student will be automatically enrolled under Option B unless the student notifies the high school and college of the choice of Option A (as described above).

### **Participation**

- Students must submit a **written notice of their intent to participate** in the upcoming academic year, by **April 1**, in accordance with section 3365.03 of the Revised Code, but may submit the written notice of intent to participate as early as February 15. Students desiring to participate in College Credit Plus in the summer are strongly encouraged to submit letters of intent and begin the admissions process starting in February and prior to the April 1 notice of intent deadline in order to improve chances of meeting summer registration timelines. Students may be eligible for CCP courses in the Spring Semester by meeting with the counselor prior to November 1.
  - If a student seeks consent from the principal after failing to provide notification by the required date (April 1), the principal shall notify the Ohio Department of Education of the student's intent to participate within 10 days of the date on which the student seeks consent. If the principal does not provide written consent, the student may appeal the principal's decision to the district superintendent. Not later than 30 days after the notification of the appeal, the district superintendent or governing entity shall hear the appeal and shall make a decision to either grant or deny that student's participation in the program. The decision of the superintendent or governing entity shall be final.
  - The student must apply to an eligible college or university and meet the standards for admission and course placement.
  - The student and the student's parent shall sign a form stating they have received counseling and understand the responsibilities they must assume in the program.

The amount of credit a student may receive toward high school graduation is proportionate to the number of years a student has remaining.

- 9th Grade students may not receive credit toward high school graduation for more than the equivalent of four years. (8 Semesters)
- 10th grade students may not receive credit toward high school graduation for more than the equivalent of three years. (6 Semesters)

- 11th grade students may not receive credit toward high school graduation for more than the equivalent of two years. (4 Semesters)
- 12 grade students may not receive credit toward high school graduation for more than the equivalent of one year. (2 Semesters)

### **Effect of Expulsion**

If a student is expelled from the School, the Superintendent/Executive Director or designee shall send a written notice to any college in which the student is enrolled at the time the expulsion is imposed. The Notice shall indicate (1) the date the expulsion expires, (2) whether the school has adopted a policy pursuant to R.C. 3313.613 to deny high school credit for courses taken under College Credit Plus during an expulsion. The School shall notify the college of any expulsion extensions.

If a college withdraws acceptance of an expelled student, the School shall not award high school credit for the college courses in which the student was enrolled. The School may require the student to return or pay for any textbooks and materials provided free of charge.

Findlay Digital Academy will not award college credit earned by a student during the time the student is expelled from the academy or any other school in the state of Ohio.

### **Credit Conversion**

Secondary schools shall use the following conversion for a postsecondary course completed by a student participant under CCP to determine the amount of high school credit earned through participation in the program:

1. A college credit plus course transcribing three or more semester credit hours shall count as one full high school unit.
2. A college credit plus course transcribing less than three semester hours shall count as the proportional fraction of a high school unit.

### **Information Regarding and Promotion of the Program**

Pursuant to Ohio law, the School shall provide information about the Program to students and their parents/guardians in grades six (6) through eleven (11) by February 1 of each year.

The School shall promote the program on its website. The School shall also schedule at least one informational session per school year with partnering colleges located within thirty miles of the School.

### **Underperforming Students**

When students fail a class, the student will receive an “F” on both the high school and college transcripts. The course grade of “F” will be computed into the high school and college grade point averages (GPA). Findlay Digital Academy will seek reimbursement for the amount of state funds paid to the college on behalf of a student who earns an “F” (unless the student is considered economically disadvantaged). The school district may withhold grades and credits received for the course until reimbursement has been made (ORC 3365.09).

### **Probation and Dismissal**

This rule can be fully defined by consulting the following document:

**Rule 3333-1-65.13** went into effect starting the summer term of the 2018-19 academic year, defining underperforming students and providing regulations for College Credit Plus probation and dismissal from the program.

**PLEASE NOTE:** This rule does not alter, supersede, or affect any college or university policies or procedures on satisfactory academic progress.

### CCP PROBATION

**A student is placed on CCP Probation when he or she either:**

- Has earned lower than a cumulative 2.0 GPA in College Credit Plus courses.
- or**
- Withdraws from, or receives no credit\* for, two or more courses in same term.

**While on CCP Probation, the student:**

- May only enroll in one College Credit Plus course for one college term (semester/quarter).
- May not enroll in a college course in the same subject in which the student previously earned a D, F, or received no credit.\*

### CCP DISMISSAL

**A student is placed on CCP Dismissal when the student has failed to increase his or her GPA to 2.0 or above in College Credit Plus courses during the CCP Probation term.**

- When placed on CCP Dismissal, the student may not enroll in any College Credit Plus courses for the following college term.
- At the end of the dismissal term, the student can request to be reinstated in the program.
- The student may appeal CCP Dismissal within 5 days of being notified of dismissal status.

### APPEALS

**Probation Appeals:**

- A student on CCP Probation may appeal the ability to take a course in the same subject in which he or she previously earned a D, F, or received no credit.\*

**Dismissal Appeals:**

- Within 5 days of being dismissed, the student may submit an appeal to the secondary school to appeal CCP Dismissal.
- The secondary school shall determine whether the student may continue on CCP Dismissal, move to CCP Probation, or participate without restrictions per the school's adopted policy.

**For both types of appeals:**

- Each secondary school is required create a policy to direct the school's appeal process, as described in [Ohio Administrative Code section 3333-1-65.13](#).
- Extenuating circumstances must be considered, separate from academic performance.

\* "No credit" under this rule has been interpreted to mean a transcript entry of W, NC, or equivalent.

## CCP PROBATION & DISMISSAL ROLES & RESPONSIBILITIES

### STUDENTS, PARENTS, SECONDARY SCHOOLS, COLLEGES, & UNIVERSITIES

Review the complete rule ([Ohio Administrative Code 3333-1-65.13](http://codes.ohio.gov) available at <http://codes.ohio.gov>) for details regarding course restrictions, dis-enrollments, policy development, counseling sessions, advising, etc.

### SECONDARY SCHOOLS

Are responsible for:

- Placing students on CCP Probation and/or CCP Dismissal, creating an appeals policy, and managing the appeals process.
- Reviewing the college grades and cumulative GPA's of students.
- Notifying the student and parents of a student's CCP Probation or CCP Dismissal status.
- Verify correct enrollment while on CCP probation.

### COLLEGES & UNIVERSITIES

Are responsible for:

- Sending pre-term notices of student enrollment to secondary schools.
- Sending student grades to secondary schools as soon as possible after the term ends.

### HOMESCHOOLED STUDENTS & FAMILIES

Review entire rule for details on compliance, funding, and payment responsibilities. Actions required by secondary schools must be taken by the parent of the homeschooled student.

## IMPLEMENTATION RESOURCES

Visit the "**Underperforming Students Rule**" section of [www.ohiohighered.org/ccp/resources](http://www.ohiohighered.org/ccp/resources) for:

- [Guidance for Creating an Underperforming Student Policy & Sample Template.](#)
- [CCP Probation and Dismissal Form](#) for use with students and families.
- [Probation Scenarios GPA Calculator](#) to assist with determining student GPA's.

**Students who fail a CCP course or drop a course after the fourteenth day of the semester will be responsible for payment of the costs of tuition and books.** Students must understand that failing a course will adversely affect their GPA.

## **Credit Flex Plan**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Transcripts**

Transcripts are a record of a student's complete academic achievement while at Findlay Digital Academy, as well as those academic records sent to Findlay Digital Academy from third party testing companies (ACT, SAT, Advanced Placement, OGT, PARRC, et cetera) and those records obtained through a records request when a student transfers to Findlay Digital Academy. Students consent to the inclusion of ACT, SAT, and Advanced Placement scores when they provide their third-party testing site with the school's IRN number or school name. Once these records are sent to the high school from the third-party testing site, they become a part of the student's educational record. "Score Choice" from the College Board (SAT) refers only to particular test scores sent to colleges/scholarship programs via student requests directly from the College Board and not to test scores forwarded from Findlay Digital Academy. Only those scores sent directly to the school from the third-party testing company are accepted as a part of the student's educational record. The transcript also includes the following information: courses completed and/or in progress, withdraw failures, class rank, grade point average, attendance, course retakes, 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 emailing our College and Career Readiness Counselor, Mr. Ray Elbin: [relbin@findlaydigitalacademy.com](mailto:relbin@findlaydigitalacademy.com).

Transcripts will not be issued until all financial obligations are fulfilled. Transcripts will be issued upon email request to Mr. Ray Elbin; [relbin@findlaydigitalacademy.com](mailto:relbin@findlaydigitalacademy.com). Transcripts will be free of charge while the student is enrolled in the academy and thereafter.

Please note that "Official" transcripts are signed, stamped, and sent out from the office to another office, or it can be handed to a student in a sealed (Not to be opened by the family or student) envelope for delivery to its destination. "Unofficial" transcripts are unsigned and has no stamp, and can be obtained at any time.

## **Findlay Digital Academy Parent/Foster Parent Compact**

The Findlay Digital Academy (FDA), and the parent/foster parents/guardians 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/guardians, 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 2025-2026.

## **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, email or virtual meeting. 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/guardian on a quarterly basis.
4. The FDA staff is available to meet with or talk with parents/foster parents/guardians from 10:00 AM – 4:00 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 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, will support our children's learning in the following ways:

1. Parent/foster parents will maintain a connection to the Internet.
2. As part of the enrollment process the parent/foster parent/guardian will meet with FDA Intake Staff to discuss the enrollment process. The parent/foster parent will also attend Day 1 of the 2-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 parent/foster parent/guardian 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 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 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.

## Checking Student Progress

Student progress is updated by the VLA teachers every 24 hours. Parents can view their student's progress by logging into the Findlay Digital Academy website at [findlaydigitalacademy.com](http://findlaydigitalacademy.com) and then clicking on the link to VLA Curriculum through the **Student Login** tab. Parents should then enter the username and password that has been provided for them.

## FERPA and Directory Information

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

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

## Ohio Means Jobs Readiness Seal

The Readiness Seal is an opportunity provided for Ohio high school students to earn recognition by showing they are prepared to contribute to the workplace and their communities. The Ohio Means Jobs-Readiness Seal is a formal designation a student can earn on their high school diplomas and transcripts indicating they have the personal strengths, strong work ethic and professional experience that businesses need.

To ensure success in a career, students must be prepared to engage in this rapidly changing environment. Ohio businesses are seeking talented workers who have solid academic skills such as reading, writing and mathematics, as well as the professional skills required for success in the workplace. Among these professional skills are being reliable, drug free, disciplined and able to solve problems.

To earn the Ohio Means Jobs -Readiness Seal, motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community. Contact the school counselor for more information on the Readiness Seal.

## Student Success Plans

All Findlay Digital Academy students will develop a Student Success Plan. The Student Success Plan is one component of the career development process that will assist the student in planning for his/her future. The Student Success Plan is a working document that will change as the student updates his/her plan on an annual basis. As the students' complete career exploration activities and learn more about his/her interests, skills and values the student will gain a clear idea of what career pathway he/she will want to pursue upon graduating from Findlay Digital Academy. The Student Success Plan will provide an individualized detailed plan for the student to use toward graduation and finding employment in the future.



## **Work Based Learning**

Work-based learning experiences are conducted at a work site during or after school. They are designed to provide authentic learning experiences to students that link academic, technical and professional skills. Business and education partners work together to evaluate and supervise the experience, which must be documented with training or learning plans and evaluation forms.

Findlay Digital Academy requires a meeting with the Work Based Learning Coach and Training Plan Agreement be signed by the employer, student and parent/foster parent/guardian. This agreement outlines the responsibilities of each party. The document list skills (based on the Ohio Readiness Seal) that the student is to work at developing during the experience. The employer and student will choose three of the skills for which goals will be written to help the student develop in these areas.

Employers will periodically be evaluating the students. The Work Based Learning Coach will be going over these evaluations with the students and assisting with reflection and revising of the student's goals based on the evaluations. Students will also be required to do self-evaluations and to create a portfolio which provides evidence of their career readiness growth.



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

**TRAINING PLAN  
AGREEMENT  
WORK-BASED  
LEARNING**

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

(419) 425-3598

Student Name:	Worksite:
Address:	Coach:
City/Zip:	DOB:
Phone:	Grade:
Email:	City/Zip:
Start date:	Phone:
Start date:	Email
<b>Millstream Student</b> Yes _____ No _____ <b>Type of Work Based Learning Experience</b> o Employment (paid) o Other _____ <b>Consider this experience for Elective Credit</b> Yes _____ No _____	Typical average weekly work schedule hours per week o 0 – 8 hours per week o 8 – 20 hours per week o 20 – 40 hours per week  Pay Rate: _____/hr

**The student will work to develop the following outcomes.**

- Demonstrates reliability and integrity with responsibilities.
- Demonstrates effective work ethic and accountability.
- Demonstrates punctuality in arriving to work.
- Demonstrates discipline and self-control.
- Demonstrates ability to work as part of a team/collaborate.
- Demonstrates professionalism in dress and actions.
- Demonstrates desire to learn new skills and information.
- Demonstrates strong decision-making, problem-solving skills.
- Demonstrates leadership potential.
- Demonstrates creative thinking or innovative solution ideas.
- Demonstrates effective communication skills.
- Demonstrates knowledge of technology needed to do the job.
- Demonstrates initiative and self-direction.
- Demonstrates adaptability and flexibility.
- Demonstrates respect for diverse groups of people.
- Demonstrates knowledge of strengths, skills and experiences necessary to be successful.

**This Agreement is linked to the student's: \_\_\_\_\_ Graduation Plan, \_\_\_\_\_ Readiness Seal**

**Students will earn 0.5 Elective credits for every 60 hours of work completed (Max 3 credits).**

**Students can earn up to 13 hours a week towards attendance, but can earn no more than the number of academic hours earned.**

In this box, write your job title and description of your work. If a work description is available, please attach to this form.

--

**To participate in the program, all parties must agree to the following:**

**EVERYONE**

1. All parties agree that the primary purpose of this employment-based experience is educational.
2. The agreement will not be terminated without the knowledge of all parties concerned.
3. Learning experiences will be planned and managed on the basis of a written training plan.
4. The coordinating coach and supervisor will agree on a training plan for the student.

**STUDENT**

1. The policies, rules and regulations of the school and the business will be upheld.
2. Actions, attitudes and appearance will reflect positively on the school and the business.
3. Advance notification of absence will be given to the employer.
4. Records of work experience (time sheets), goals, pay stubs and self-evaluation will be completed and submitted as required by the school.
5. Student will be punctual, have regular attendance at school and on the job.
6. Student will maintain 26 hours of full-time attendance equivalency.

**PARENTS/GUARDIAN**

1. Responsibility for the personal conduct of the student at school and at work.
2. Transportation to and from the worksite must be provided by the student's parents or guardians.
3. The student will be encouraged to carry out duties and responsibilities effectively.

**EMPLOYER/SUPERVISOR**

1. The student will be assigned a supervisor who will work with the coordinating coach on the student's training plan and periodically evaluating the student.
2. Local, state and federal employment and compensation regulations apply to the student.
3. Counsel the student about his or her progress on the job.

**COACH**

1. The coordinating coach will meet with supervisor to evaluate the student's performance.
2. The coordinating coach and supervisor will agree on a training plan for the student.
3. The coordinating coach will counsel the student about his or her progress on the job.
4. The coordinating coach will determine the student's final grade.

Student's Signature:	Date:
Parent or Guardian's Signature:	Date:
Supervisor's Signature:	Date:
FDA Teacher Of Record Signature:	Date:
FDA Work-Based Learning Coach Signature:	Date: