INSPIRED BY TRADITION, EDUCATING FOR TOMORROW

ALMA MATER

Oh, come; let's sing Elida's praise,
And songs to alma mater raise,
While our hearts rebounding thrill
With joy which death alone can still.
Summer's heat and winter's cold.
The seasons pass, the years will roll,
Time and change will surely show
How firm our friendship – Black, Orange, Gold.

TELEPHONE NUMBERS

High School Office	419-331-4115
Attendance Line	419-331-6116
Athletic Office	419-331-2580
Central Office	419-331-4155
Transportation Office	419-331-4135 or 419-331-3036

ELIDA HIGH SCHOOL

ADMINISTRATIVE STAFF

Darren Sharp, Principal
dsharp@elida.k12.oh.us
Dan Larimore, Assistant Principal
dlarimore@elida.k12.oh.us
Dave Evans, Athletic Director
devans@elida.k12.oh.us
Gwen Johns, Special Education
gjohns@elida.k12.oh.us

GUIDANCE COUNSELORS

Melissa Schultz (A-K)
mschultz@elida.k12.oh.us
Steve Smith (L-Z)
stsmith@elida.k12.oh.us
Stacy McAdams, Social Worker
smcadams@elida.k12.oh.us

ADMINISTRATIVE ASSISTANTS

Joy Buetner, Principal
Lisa Lopez, Attendance
Laura Fingerle, Guidance
Ashley Wiechart, Special Education
Jolene Sarno, Athletics

BOARD OF EDUCATION

Barry Barnt

Jason Bowers

Jeff Christoff

Pat Schymanski

Brenda Stocker

2021-22 ELIDA HIGH SCHOOL ACTIVITY CALENDAR

THE ACTIVITY CALENDAR WILL BE PROVIDED AT THE BEGINNING OF THE SCHOOL YEAR. IN ADDITION, IT WILL BE AVAILABLE ONLINE THROUGH THE SCHOOL WEBSITE AND SCHOOLOGY.

STUDENT ORGANIZATIONS

FFA	Lifeliners	GRIT 9
Fellowship of Christian Athletes	Student Council	Good Vibes Club
National Honor Society	Yearbook	Quiz Bowl
FCCLA	Pep Band	Jazz Band
E-Sports	Spanish Club	Latin Club
Theater/Musical Theater	Art Club	AP Club

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

REGULAR BELL SCHEDULE	
Period 1	7:40 – 8:27
Period 2	8:31 – 9:16
Period 3	9:20 – 10:05
Period 4	10:09 – 10:54
Period 5-1	10:58 – 11:28
Period 5-2	11:32 – 11:58
Period 5-3	12:02 – 12:28
Period 6	12:32 – 1:17
Period 7	1:21 – 2:06
Bulldog Period	2:10 – 2:37

2-HOUR DELAY	
Period 1	9:40 – 10:11
Period 2	10:15 – 10:45
Period 3	10:49 – 11:19
Period 5-1	11:23 – 11:53
Period 5-2	11:57 – 12:23
Period 5-3	12:27 – 12:53
Period 4	12:57 – 1:27
Period 6	1:31 – 2:01
Period 7	2:05 – 2:37

2-HOUR EARLY RELEASE	
Period 1	7:40 – 8:11
Period 2	8:15 – 8:45
Period 3	8:49 – 9:19
Period 4	9:23 – 9:53
Period 6	9:57 – 10:27
Period 5-1	10:31 – 11:01
Period 5-2	11:05 – 11:31
Period 5-3	11:35 – 12:01
Period 7	12:05 – 12:37

1-HOUR DELAY	
Period 1	8:40 – 9:21
Period 2	9:25 – 10:04
Period 3	10:08 – 10:47
Period 4	10:51 – 11:30
Period 5-1	11:34 – 12:04
Period 5-2	12:08 – 12:34
Period 5-3	12:38 – 1:04
Period 6	1:08 – 1:47
Period 7	1:51 – 2:37

BLOCK A / B SCHEDULE

	A		B	
Period	1	/	2	7:40 – 9:25
Period	3	/	4	9:29 – 11:14
Period	5-1	/	5-1	11:17 – 11:47
Period	5-2	/	5-2	11:50 – 12:17
Period	5-3	/	5-3	12:20 – 12:47
Period	7	/	6	12:50 – 2:37

STUDENT ARRIVAL / DISMISSAL

Students arriving before 7:25 AM will need to enter the Activities Entrance Doors and remain in the commons. At 7:25 AM a bell will ring, dismissing them to enter the hallways.

Students will be dismissed with two separate bells at the end of the school day.

- At 2:31 PM, all students who are being transported on the School Bus will be dismissed to get their things and load the shuttle busses to the middle school. The Shuttle buses will be released to the Middle School no later than 2:37 PM.
- At 2:37 PM, all other students will be dismissed. This is done in order to alleviate hallway congestion and to facilitate the shuttle buses leaving the parking lot before traffic begins to leave the parking lot.

SERVICE DIRECTORY

Elida Local Schools has provided this directory as a service for our students, parents and faculty. The numbers listed are not to be considered a complete list of services available, nor does the school district endorse any particular business/agency listed.

ADDICTION SERVICES

Addiction Hotline and Heroin 1-800-322-9195

Alcohol and Drug Treatment Center 1-800-616-7532

Lima UMADOP 419-222-4474

National Gambling Hotline 1-800-522-4700

MENTAL HEALTH

CHOICES Behavioral Health 419-296-1618

Coleman Professional Services 419-229-1527

Counseling Awareness Center 567-376-9235

Family Resource Center 419-222-1168

Health Partners of Western Ohio 419-221-3072

Lighthouse Behavioral Health 419-222-7180

Professional Psychological Associates 419-999-2024

SAFY Behavioral Health 419-222-1527

We Care Crisis Center/PASS 419-549-8530

24 hr. Suicide/Crisis Hotline 1-800-567-4673

24 hr. Suicide/Crisis Text line 741741

MISCELLANEOUS

Allen County Children Services 419-227-8590

American Red Cross 419-227-5121

Bradfield Community Center 419-228-7766

Crime Victim Services 419-222-8666

Cross Roads 1-8777-228-4357

Guiding Light 419-236-7935

Health Department 419-228-4457

Jobs and Family Services 419-228-2621

Metropolitan Housing 419-228-6065

Ohio Means Jobs 419-999-0360

Pregnancy Help Center, Heartbeat of Lima 419-222-7945

Salvation Army 419-224-9055

Sisters in Shelter (Human Trafficking Hotline) 1-888-373-7888

Teens for Christ 419-224-8336

West Ohio Food Bank 419-222-7946

WIC 419-224-8200

RUNAWAYS

Children of the Night 1-800-551-1300

National Center for Missing and Exploited Children 1-800-843-5678

National Runaway Safe Line 1-800-786-2929

BE A BULLDOG

BE RESPECTFUL

Being respectful means treating others the way you want to be treated This includes being truthful, listening, and taking into account others feelings, thoughts, and needs. It also includes being consierate of the physicall environment and possessions of those around you.

BE RESPONSIBLE

Responsibility begins with taking care of yourself and your belongings, working with a positive attitude, resolving conflicts peacefully, and owning up to mistakes. It also involves knowing what is expected, keeping commitments, trying hard, and not making excuses. Be willing to accept the outcomes of your actions and choices.

BE SAFE

Safety is being protected from danger or harm and includes the physical, social, and emotional environment. Safety supports learning by creating and promoting a comfortable and consistent climate for students, staff, and visitors.

P B I S

Positive Behavioral Intervention and Support

Responsible

A Bulldog will...

- know and follow all expectations
- arrive on time and prepared for class
- stay on task
- complete their own work
- turn in quality assignments on time
- be actively engaged
- read and communicate feedback
- maintain access to Schoology
- maintain school hours
- use hall passes
- maintain two-way traffic
- display affection in an appropriate manner
- keep possessions in their assigned locker
- clean up after themself
- stay in their seat
- use bottle with clear liquid to and from the cafeteria
- dress appropriately
- cheer and act in a positive manner
- attend events and get involved
- follows the appropriate site guidelines off school property

Respectful

A Bulldog will...

- honor the personal space of others
- engage in suitable conversation
- use appropriate volume and tone
- address peers and staff appropriately
- allow others to voice their opinions
- appreciate diversity in its many forms
- focus on who is speaking
- demonstrate good sportsmanship
- use proper etiquette
- represent the school and community with pride

Safe

A Bulldog will...

- report any unsafe environment or behavior
- learn and follow safety procedures
- report harassing behaviors and hazing activities
- keep personal information confidential
- walk in the hallway
- keep areas clean by disposing of trash properly
- follow all laws when traveling to and from events

SECTION I: GENERAL INFORMATION

ACADEMIC DISHONESTY

Plagiarism is unknowingly or deliberately using another's work (author, critic, or peer) and passing it off as one's own work. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, by any dishonest or deceptive means. Providing one's own work to another student to copy is also plagiarism/cheating.

1st Offense – "0" for the paper or test; teacher contacts parent. Office is notified of offense.

2nd Offense – "0" for the paper or test; teacher contacts parent; Tuesday or Thursday School.

3rd Offense – "0" for the paper or test; teacher contacts parent; progressive discipline.

ATTENDANCE

The staff of Elida High School is committed to providing a high quality education to our students. To achieve this goal, students must consistently be in attendance at school. All students are expected to be in all classes **including study halls and lunch**.

Attendance and promptness to class is the responsibility of each individual student and his/her parents or guardian. Attending classes regularly and being on time allow students the opportunity to positively benefit from the instructional program as well as to learn the necessary habits of punctuality, self-discipline and responsibility.

Excessive absences cause a disruption in the learning process. Make-up work is not an adequate substitute for classroom work. Students who display a good attendance record generally achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving school.

Ohio law entrusts us with accounting for the attendance of all students. Students and parents/guardians are both bound by Ohio attendance requirements. Such requirements state that students must be present at school unless excused for one of the following reasons listed below (Section C).

The determination as to whether an absence is excused or is unexcused rests with the building administration.

Parents/Guardians may excuse their son/daughter for the equivalent of 15 days during the school year. After this threshold is met, a physician's certificate* is required (O.R.C. 3321.04). Once a student is required to have a physician's certificate, the Principal or the Assistant Principal will have to remove the requirement. Prolonged absences in a row for one illness may count as 1 absence occurrence a parent may excuse their son/daughter if approved by the administration.

***Physician's certificate must be an original or verifiable fax from a physician's office.**

Steps to follow when a student is absent:

A. It is the Parent/Guardian responsibility to call **419-331-6116** each day to explain a student's absence, or the student must present an absentee note from his/her parent/guardian to the high school office **on the day the student returns to school or disciplinary action may be imposed. A student will be considered unexcused until documentation is on file in the attendance office**

   Upon returning, a student who did not have a parent/guardian call on the day of the absence, must report to the attendance office before 1st Period to hand in any documentation about their absence from school to the attendance secretary.

B. A 24-hour attendance line with a message recording service at 419-331-6116 is provided for your convenience.

C. Excused Absences include:

1. Personal illness and/or medical appointments
2. Severe illness in the immediate family
3. Death in the family
4. Religious observances
5. College visitation with **prior approval**
6. Family vacation with **prior approval**
7. An emergency or set of circumstances, which in the judgment of the principal, constitutes a good and sufficient cause for absence.

D. Unexcused Absences include:

1. Oversleeping
2. Missing the bus
3. Baby-sitting
4. Car problems other than a police-reported accident
5. Truancy
6. Any organized skip day
7. Suspension
8. Other absences as determined by the administration
9. "Personal Reasons"

Potential Consequences for Unexcused Absences are Tuesday-Thursday School, Saturday School, or In-School Alternate Placement. The determination as to whether an absence is excused or unexcused rests with the building administration.

PERFECT ATTENDANCE AWARD

To qualify for a perfect attendance award, a student may not be out school for more than one hour at any time during the school day for an excused appointment. Documentation must be returned to the office for any appointment upon return to school. College visits approved through the office do not count against perfect attendance.

MEDICAL APPOINTMENTS

Doctor, clinic, or dentist appointments should be made after school hours. Because this is not always possible, the student will be excused from school with documentation from the physician regarding the appointment date. **Documentation must be original; a copy can be made at the school if you wish to keep the original.**

Upon returning to school from an appointment, the student must sign in at the attendance office and receive an admit slip to class. When leaving the building during the school day, the student must sign out (with permission from parent/guardian) in the attendance office. **Failure to adhere to sign-in and sign-out policy may result in disciplinary action being taken.**

ABSENCE AND EXTRACURRICULAR ACTIVITIES

A student's absence on the day of an athletic event, school production, or any other extracurricular activity will render the student ineligible for participation in that day's event (including practices and rehearsals). Students must be in attendance **the last four regular class periods of the day (excludes Bulldog Period)** to be eligible to attend and participate in school-sponsored, extracurricular activities that day. Exceptions would be a student leaving school for a doctor's appointment, funeral or other justifiable absence other than illness that has been pre-approved by school administration.

ADVANCE NOTIFICATION OF ABSENCE FORM

The staff of Elida High School asks that parents make every effort to schedule their vacations in conjunction with the Board of Education adopted school calendar. Although students have the opportunity to make up work missed, it is never possible to regain the information and learning experience provided by the daily classroom instruction and activities. It should be noted that the student may be required to hand in assignments or take tests on the day of his/her return to school.

Any student wishing to be excused from school for a family vacation, college visitation, military meeting, or other pre-approved absence must obtain an Advance Notification of Absence Form from the assistant principal's office. This form must be filled out with teacher and parent's signatures and returned to the assistant principal **prior (5 days before preferred; by 8:00 A.M. 3 days before required) to the vacation, college visitation, or other absence.** College visitations should be arranged in consultation with the student's guidance counselor. The student's counselor needs to sign the form indicating awareness and approval of the visitation. College visitation are limited to 3 days total per year and are only for 11th and 12th graders. Failure to fill out the form in advance of the absence may result in the absence being considered unexcused.

The request for excused absence may be denied for the following reasons:

- **If the student's YTD average is below 70% in two or more classes**
- **If yearly excessive absence hour threshold has already been reached**
- **If the request for extended absence of more than five school days (additional days past 5 may be marked as unexcused)**
- **More than one request for a extended vacation absence in the school year**

EXCUSED ABSENCES (MAKE-UP WORK)

The basic rule to follow is that a student is given time to make up work missed during an absence, which should not exceed the number of days absent. A student's grade will not be reduced due to an excused absence if the student's work is completed in this time frame. **It is the sole responsibility of the student to initiate contact with the teachers regarding work missed during an absence and appropriate arrangements for make-up work. Schoology may be utilized to deliver make-up work to the student. Students are encouraged to make contact if possible on the day they issue with their teachers through Schoology.**

The expectation for a student that misses only the day of a test/quiz is that the student will take the test/quiz the day that he/she returns to school. If a student is absent the day(s) before the test/quiz, it is the student's responsibility to set up a time to make-up the assessment with the teacher upon their return to school. If no new material was provided to students during the absence, they may be expected to take the test on the scheduled test day at the teacher's discretion.

If a student is absent for any length of time, the assignment(s) can be obtained by contacting the student's teacher(s) through Schoology.

UNEXCUSED ABSENCES (MAKE-UP WORK)

If a student (including suspended students) has an unexcused absence, assignments <u>CAN</u> be made up, credit will be reduced to 67% of that which a student normally would have received. Students, except for students who have been suspended, have **five** school days to have an absence changed from unexcused to excused for the purpose of received full credit on assignments and classroom work. A Student, except for a student who have been suspended, will follow the excused absence policy to determine when classwork and assignments are due. Suspended students' classwork and assignments will be due **two** school days after their return from suspension. The assignment(s) should be obtained by contacting the student's teacher through Schoology.

INCOMPLETE POLICY

An "I" (incomplete) may be given at the end of a grading period. Students with excused absences have the number of days missed plus one (see Make-up Work Policy) to complete assignments. Any assignments not made up during that time period will result in a zero (0).

EXCESSIVE ABSENCES

If a student has been absent without legitimate excuse from school for more than ten consecutive school days or for 15 total school days, the superintendent will notify the Registrar of Motor Vehicles and the juvenile court for purposes of: 1. Suspending the student's instruction permit or driver's license; or 2. Denying the student the opportunity to obtain an instruction or driver's license.

TARDY TO SCHOOL

All students entering school after 7:40 A.M. must report to the Elida High School attendance office, sign in, and receive a class admission slip. The teacher will not admit the student to class without a valid admission slip. Students arriving during first period will be considered tardy. **Students arriving after first period will be considered Partial Day Unexcused and may receive a Tuesday or Thursday School assignment**. The discipline procedure for Tardy to School will be as follows:

- A 3rd through 5th tardy to school in a semester may result in an Administrative Detention assignment for each tardy.
- The 6th through 10th tardy to school in a semester may result in a Tuesday or Thursday School assignment for each tardy.
- Each additional tardy to school in a semester may result in a Tuesday-Thursday School or Saturday School assignment, and may result in progressive suspension from school with possible recommendation for expulsion.

TARDY TO CLASS

For the purpose of consistency, classroom tardiness is defined as a student not being in his/her "assigned location" at the conclusion of the tardy bell. A teacher may define "assigned location" in her/his classroom rules. Students have the responsibility to be familiar with individual teacher expectations and teacher-imposed penalties for classroom tardiness. Discipline for Tardy to Class will be as follows:

- 1st and 2nd tardy to class in a semester – Warning
- 3rd tardy through 5th tardy to class in a semester - Teacher Detention for each tardy.
- 6th tardy to class and above in a semester - Referral to the Office for Tuesday or Thursday School for each tardy.

QUARANTINE EXPECTATIONS

It may be necessary for the school to quarantine students from time to time due to health related circumstances. If a student is asked to quarantine they will be expected to complete their school work remotely through Schoology.

REMOTE LEARNING

Attendance will be tied to a student's submission of work for that day. If a student fails to submit work to their teacher by the given deadline, they may be considered absent from school that day.

BOOK BAGS

Students are only permitted to carry CLEAR BOOKBAGS to class at Elida High School. Mesh book

bags are not considered the same as a clear book bag due to the fact that the mesh limits the visibility of the contents of the bag. All other bags should be stored in their locker during the school day. Exceptions to this rule can be granted by the principal's office. If a student has a reason they feel they need a book bag that is not clear during the day they should seek prior approval.

CARD PLAYING/GAMBLING

Card playing, dice, and gambling of any type in school or on the school campus are not permitted. The study of such games for academic instructional purposes may occur under the supervision of a staff member.

CAFETERIA RULES

The school cafeteria serves lunch each school day. Students are expected to act in a responsible manner and maintain a pleasant atmosphere in the cafeteria. To that end, the following rules need to be adhered to:

- Report directly to the cafeteria at the beginning of the scheduled lunch period.
- Form lunch line in single line along 200 N Hall (Ag/Construction Tech hallway)
- Do not cut into the lunch line.
- Return trays to designated area and leave tables neat and clean.
- Put trash in trash containers.
- Do not throw or toss items at any time.
- No pop is allowed in the lunchroom.
- Consume all food and drink in the cafeteria. Only bottled water in a clear container may be removed from the cafeteria.
- Keep noise to a minimum.
- Use restrooms adjacent to the cafeteria.
- Permission to leave the cafeteria must be given by the supervising teacher.
- Outside delivery of food is not permitted.

Free lunches or reduced-cost lunches are available to children who are determined eligible following the return of applications that are made available to all families at the beginning of the school year. Applications are available all year long should the need arise later in the school year and can be found in the school office or on the school's website under Food Service Department.

Elida High School offers breakfast each morning. Breakfast is offered to all students regardless of their meal status & is served every day, including delay days. The high school will offer breakfast in the commons area each morning 7:20am - 7:35am. Students wanting breakfast are to come directly to cafeteria upon arrival at school. The USDA is an equal opportunity provider.

The cashier will notify students when their account reaches a low balance. There is no charging of breakfast or lunch at Elida High School. No cash change will be given to students for fifty and one-hundred-dollar bills. Any student giving the cashier a fifty or one-hundred-dollar bill will have it deposited directly into their student meal account. Debit or Credit cards are not accepted as forms of payment. Any credits will be carried over from year to year. A credit card online payment service is available at www.payschoolscentral.com. Contact the Food Service Supervisor (419-331-4115) for more information regarding this service. When depositing funds using this service, it may take up to one day for the funds to be available for student use.

CLASSROOM RULES AND TEACHER AUTHORITY

Every student is under the jurisdiction of all teachers, regardless of whether or not the teacher has the student in class.

All students are expected to respect the authority of the teachers. Students should learn what each teacher expects in the classroom and adjust accordingly to the varying techniques used in teaching the different subjects. Both teachers and students should work toward establishing a mutual respect for each other's abilities, so that maximum educational benefits will be realized. **The teacher has the right to determine classroom rules in each class, and the organization and discipline that is most conducive to his/her method of teaching.**

DANCES

1. All dances sponsored by the school will be under the direction of a sanctioned organization or class.
2. All rules and policies listed in the student handbook, the Student Discipline Code, and the Student Code of Conduct apply to student behavior at school dances.
3. Homecoming will be open to all Elida High School students. Other planned Student Activities will be open to **ONLY** Elida High School students unless otherwise promoted by the Student Activities Committee. Prom will be open to all Elida High School Juniors and Seniors.
4. A student may bring one guest (cannot be older than 20, but of at least ninth grade status). The guest's ticket must be purchased prior to the day of the dance. Any student bringing a guest must pre-register the guest. Guests for Prom must be 11th grade students or higher and a guest form will be required for all students who do not attend Elida High School. Any attendee that has already graduated from school may be required to provide a photo I.D. to enter the dance.
5. Students bringing a guest are responsible for informing the guest of school rules and policy. The host student is responsible for his/her guest's behavior.
6. Students/guests leaving a dance may <u>not</u> re-enter.
7. Students will not be admitted after 9:00 P.M.

The final decision on appropriate dress at any school dance shall rest with the building administration. **<u>In all cases of questionable dress, the administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing.</u>**

If a student or guest has dress that is considered to be inappropriate, they may be asked to leave the dance without a refund for the ticket.

DETENTIONS

Detentions are to be served when assigned by the teachers or administrators. The earliest imposition of a detention for an infraction will be for the afternoon of the day following the day on which the infraction occurred. Detention is to be served with the classroom teacher or administrator who has assigned the detention. The primary objective of this disciplinary action is to detain the student for a given period of time that is inconvenient for the student. Detention may be assigned in the A.M. (if that is the choice of the teacher) as long as one day's notice is given.

A student who fails to meet his obligation and responsibility to serve an assigned detention will meet with the teacher to determine why the student has failed to serve. The teacher may then refer the student to the office for failing to serve the detention.

DRESS CODE GUIDELINES

Elida High School is a place of business. We expect our students to dress in a manner that is not distracting to the business of education. In general, dress should be such that it ensures the health, welfare, and safety of the members of the student body. Dress should promote a positive images of students and our school. Dress and grooming may be regulated when it is bizarre, offensive,

disruptive, or distracting to the educational environment.

The final decision on appropriate dress shall rest with the building administration. **In all cases of questionable dress, the administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing.**

1. Dress and grooming will be clean and keeping with health, sanitary, and safety requirements and will not be such as to disrupt the teaching-learning process.
2. **Pants, Dresses/Skirts, Shorts:** Pants should be pulled up to the waist. Appropriate dresses/skirts and shorts may be worn if they are fingertip length (mid-thigh) when standing up with arms at one's sides. Holes and tears in pants/shorts/skirts that show skin must be at or below fingertip length. Holes and tears in clothing anywhere on the body that are excessive are not acceptable. Overly fitted, see-through, sheer, or transparent legwear is only acceptable if it is covered by a skirt, dress, sweater, or top which is at least fingertip in length. The judgement of this will be made by appropriate school personnel.
3. **Tops**: Tops should be respectable and non-revealing. Backs, midriffs, and sides should all be covered. Spaghetti straps, crop-tops, see-through tops, and halter tops are not acceptable. All bra and cami-straps must be concealed. Off the shoulder shirts should not be worn. Clothing that is see-through, sheer, or transparent should have an appropriate undergarment that meets the dress code standards. Shirts and sweatshirts (hooded or zipped) should be appropriately sized and not "dress-like." Any shirt or sweatshirt worn in an effort to cover sagging pants will be considered a dress code violation. Only commercially produced tops will be permitted and any groups/organizations wanting to create their own design(s) need to be approved by the administration.
4. Clothing which contains sexually suggestive language or pictures, inappropriate language or gestures, or promotes the use of tobacco, alcohol, drug use, or violence shall not be permitted.
5. Hats, head coverings, hoods, bandanas, sunglasses, chains, studded bracelets or necklaces will not be permitted. Headbands that are determined to be unrelated to holding hair out of a students' face may be asked to be removed.
6. Shoes of some type must be worn at all times.
7. Coats and jackets intended to be worn outside during cold weather are not permitted in the classroom unless approved by the Principal or Assistant Principal. Students are encouraged to keep a sweatshirt or a light zip-up jacket in their locker in the event they feel the building is cold.
8. Students are prohibited from wearing clothing/apparel that is, or may be perceived as gang identification or affiliation.
9. Students may be required to wear a facemask by the administration.

Violations of the dress code may result in a warning, administrative detention, Tuesday-Thursday school assignment, Saturday School Assignment, or progressive suspension. A student may be asked to call home for a change of clothes or asked to wear other clothes that the school may provide. **A student who is sent home for a change in dress will be considered unexcused during his/her absence.**

DRUG-FREE SCHOOLS

In accordance with Federal Law, the Elida Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required

by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

DUE PROCESS IN DISCIPLINARY PROCEDURE

SUSPENSION AND EXPULSION

In accordance with Ohio law, Section 3313.66 O.R.C., the superintendent, the principal, or the assistant principal of a school may suspend a pupil from school for not more than ten days. In addition, the superintendent may expel a student from school for eighty days. Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

PERMANENT EXCLUSION

Sections 3313.66, .661 and .662 of O.R.C. have been expanded to incorporate changes for Ohio's exclusion law. A student may be permanently excluded from attending any Ohio Public School for certain very serious offenses.

DUE PROCESS

Due process in the context of quasi-judicial administrative proceedings, carried out by the school authorities, **does not mean that procedures used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in school-related disciplinary actions**. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities.

According to Ohio law, Section 3313.66 O.R.C., a student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator. The Elida School District will follow Due Process procedures as outlined in the District NEOLA Policy 5611.

EXAM INFORMATION

GENERAL INFORMATION FOR SEMESTER AND FINAL EXAMS

- Exams count 20% of a student's semester grade.
- Failure to take any required exam will result in a score of 0% and may lead to the failure of a course.
- Exams will be Closed Campus with the possible exception being Senior Exams at the end of the 2nd Semester. The determination of the format of Senior Exams will occur by the Administration by the End of April.
- Exam Schedule

Day 1	Day 2

1st Period	7:40 – 9:02	**2nd Period**	7:40 – 9:02
3rd Period	9:06 – 10:28	**4th Period**	9:06 – 10:28
5th Period		**6th Period**	
5-1	10:32 - 11:13	**6-1**	10:32 - 11:13
5-2	11:17 – 11:54	**6-2**	11:17 – 11:54
5-3	11:58 – 12:35	**6-3**	11:58 – 12:35
Bulldog	12:39 – 1:09	**Bulldog Activity/**	12:39 – 2:37
7th Period	1:13 – 2:37	**Make-Up**	

- Students may utilize any study hall period to Make-Up Exams if they make arrangements with the teacher. They would need to sign out of study hall just as they would on any other school day.
- **Guidelines for 2nd Semester Senior Exams – CLOSED CAMPUS**
  - Block Schedule A/B will be utilized with the Student Odd Period Classes being testing on Block A Day and Even Period Classes being tested on Block B Day.
- **Guidelines for 2nd Semester Senior Exams – OPEN CAMPUS**
  - Seniors will be required to report to school for the periods they must take an exam and may leave at the conclusion of each exam period.
  - Seniors are not permitted to be in the school halls or parking lot during exams.
  - Seniors who **arrive early** must enter the building by the **Activities Office** and report to Study Hall.
  - The high school study hall (Room 308) will be available each exam period for any student wanting to utilize it.
  - Seniors who arrive **late must report to the Activities Office** to sign in. Only those students who follow this procedure will be permitted to take the exam after an exam period has started.
  - In order to be eligible to make up an exam, a student's absence MUST BE EXCUSED.
  - Seniors who are taking an exam must stay the entire scheduled time of the exam.
  - Day 1 of Senior Exams will be for the Student's Odd Period Classes (1st, 3rd, 5th, 7th), during the scheduled class time for that school day
  - Day 2 of Senior Exams will be for the Student's Even Classes (2nd, 4th, 6th), during the scheduled class time for that school day
  - Seniors needing to Make-Up exams can work with their teachers to schedule a time to come in any school day after Day 2 of Senior Exams but before Graduation Practice.

FAILURE TO SERVE DISCIPLINE / ACCUMULATION OF DISCIPLINE

- **Failure to Serve Detention**- If a student does not serve his/her detention, a Tuesday or Thursday School will be assigned.
- **Failure to Serve Tues-Thurs School/Saturday School**- If a student does not attend Tuesday-Thursday School, he/she will be required to make up that assignment and have additional Tuesday-Thursday School's assigned. Student may also be assigned a Saturday School
- **Violation of Tues-Thurs School/Saturday School Rules**- If a student is in violation of Tuesday-Thursday School rules, that student may be removed from Tuesday-Thursday school/Saturday School, have additional Tuesday-Thursday School's/Saturday School's assigned, or progressive discipline may be issued.

- **Accumulation of Tues-Thurs School/Saturday School assignments**- Once a student receives more than 8 Tues-Thurs School assignments; he/she may be suspended from school. A Saturday School is equal to 2 Tuesday-Thursday School assignments.

FERPA AND DIRECTORY INFORMATION

The school district follows the guidelines of the Family Educational Rights and Privacy Act regarding all student records. 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 name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Dates of attendance
Date and place of birth	Date of graduation
Major field of study	Awards received

FOOD AND BEVERAGE

The only type of food or beverage a student should be in possession of in the school outside of the commons is water in a clear plastic container. Food and beverage is only permissible in the commons, unless prior approval from administration. Students entering school in the morning with anything to eat or drink should report to the commons and consume it there. Any item purchased in the cafeteria at breakfast or lunch should be consumed in the cafeteria or disposed of. No food or beverage should be stored in a student's locker during the school day unless it is their lunch. If non lunch items are found or a student is found to be consuming food in the hallway, they will be reported to the office and it taken by the administration to be returned at the end of the school day. Outside delivery of food is not permitted unless it is approved by the administration.

GRADING SCALE

A+	100 – 97
A	96 – 93
A-	92 – 90
B+	89 – 87
B	86 – 83
B-	82 – 80
C+	79 – 77
C	76 – 73
C-	72 – 70
D+	69 – 67
D	66 – 63
F	62 – 0

HALLWAY BEHAVIOR

The students have four minutes between periods, and halls should be cleared within that period of time. Students are to conduct themselves in an orderly manner in the halls at all times. Corridors should be open to traffic by walking to the right. Students are not to block traffic by standing in groups. Running, shouting, talking loudly, eating, drinking, whistling, pushing and other forms of disturbance are out of order and may result in disciplinary action.

HONOR "E" AWARD

The Honor "E" awards are presented based on student achievement of being on Honor Roll I (3.667-4.0) 2 of the first 3 grading periods.

- First year award winners receive an Honor "E" letter (similar to athletic letter)
- Second year winners receive a service bar for their letter
- Third year winners receive a medal
- Fourth year winners receive an engraved plaque

INFOHIO

INFOhio is a statewide cooperative school library and information network that supports teaching and learning by providing access to quality resources for Ohio's PreK-12 community of students, educators and parents. The resources offered by INFOhio are exclusively for Ohio school districts. While utilizing INFOhio's databases at school, users are not required to login; however, the following username and password are required for home use. Please note that this login information is only to be used by Elida School students and staff. Please do not share with others outside our Elida District.

Username: elida

Password: bulldogs1

LOST AND FOUND

All lost and found items, including books, should be taken to the assistant principal's office. Any student who has lost articles should report the loss to the office and check to see if they have been recovered. Articles not claimed within two weeks will be discarded.

NATIONAL HONOR SOCIETY

Membership in the Elida Chapter of the National Honor Society is based on four areas, Scholarship, Leadership, Service, and Character. In order to be considered for eligibility to NHS the applicant must have a 3.50 GPA at the end of their 10th grade year. Students meeting the minimum requirement of a 3.50 GPA will fill out an application and be evaluated by the faculty on the areas of Leadership, Character, and Service.

Students selected will be formally inducted into the NHS in the fall of their junior year. If juniors fail to be selected the junior year, he or she may reapply at the beginning of the senior year.

NOTICE OF VIDEOS AND PICTURES

Throughout the year, the yearbook staff will be documenting activities using video and "still" pictures. If you are opposed to being included in these, please submit your written request to be excluded to the principal's office by September 15 or ten (10) days after enrollment into Elida High School.

PORTABLE ELECTRONIC DEVICES & HEADPHONES/EARBUDS

Students may use cell phones and other portable electronic devices in the building during the following designated times within the guidelines listed below:

1. Before school until the bell rings at 7:40 A.M.
2. Following school after the bell rings at 2:35 P.M.
3. During their lunch periods, only while in the cafeteria (commons).
4. In a Teacher's classroom, if allowed by the teacher.

No Personal Electronic Devices are to be visible by staff members at any time in the hallways or restrooms while school is in session**.** If a student chooses to carry a device, it is the student's responsibility to transport it without it being visible in the hallway to staff members.

Headphones/Earbuds will be removed once a student enters the building. Headphones/Earbuds will not be worn in any fashion in the hallway at any time and should be put away and not visible by staff members. If a student has their Headphones/Earbuds on in the building they will be asked to remove them. If they have to be continuously asked by staff to remove them, then they will be confiscated and taken to the office. In addition, Administrative Discipline may be issued.

The staff of Elida High School recognizes the cell phone and other electronic devices as valuable learning tools when used appropriately in the classroom. Teachers may choose to incorporate the use of cell phones and electronic devices in their lesson plans. Teachers may grant permission for the use of headphones/earbuds during their regular class period. **Students who use their cell phones for reasons other than educational purposes during class time may lose the privilege and will have their phones confiscated by the teacher.** The classroom teacher has the right to set his/her policy for the usage of electronic devices in their classroom. The teacher will display a Red, Yellow, or Green sign to communicate the expectation for his/her classroom.

Green – The teacher is allowing the use of an Electronic Device and/or Headphones Earbuds. Students are expected to follow all expectations as to what they can and cannot do with their devices during this time. Students should be aware that when they leave a "Green" zone in the building, that their devices must be put away and not visible.

Yellow – At an appropriate time in class, the teacher is going to allow use of an Electronic Device and/or Headphones/Earbuds. No Electronic Device or Headphones Earbuds are to be visible in the classroom until the teacher states that the students may get the device out for use.

Red – No Electronic Device or Headphones/Earbuds are to be used or out in the classroom at any time.

In addition, students who violate the AUP when using a cell phone or electronic device for class work may have their network access denied or withdrawn, and they may be subject to additional disciplinary action. **Students are not permitted to use the photography or video applications of their cell phones during the school day** without permission from a supervising teacher or principal. **Students are not permitted to make personal calls at any time from their phones during the school day**, if they need to make a phone call they should come to an office**.** Students are not permitted to use cell phones or other portable electronic devices as speakers for music in the building without permission from a supervising teacher or principal. Students are not permitted to charge their devices unless they ask for and are granted permission by the classroom teacher.

If a student fails to follow the classroom policy of the teacher, the discipline procedure will be:

1st Infraction for the School Year – Warning by the Classroom Teacher

2nd Infraction for the School Year – device is confiscated and returned at end of the day, teacher detention is issued

3rd or any Additional Infraction(s) for the School Year – device is confiscated and taken to the office, administrative discipline is issued

If a student fails to follow the policy for electronics in the hallway, their device will be confiscated and taken to the office, administrative discipline may be issued.

A student's privilege of having a cell phone or electronic device may be revoked for an amount of time if the student violates the Portable Electronic Device Policy.

Elida High School does not assume responsibility for any electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen. Elida High School reserves the right to review and revoke this policy at any time.

Sexting: Students who "send, share, view or possess pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device," are subject to school discipline. Students may also be subject to criminal charges as defined by the law. If content could be a violation of any Federal/State law, then the device must be seized and turned over to law enforcement.

POSTING OF SIGNS OR POSTERS

Students shall not exhibit posters in or about the school building without the approval of the principal. Students wishing to display material should present them to the principal at least 24 hours prior to display. Approved signs must be posted using bulletin boards and tack strips. Signs should not be taped or glued to walls or lockers.

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from any type of physical affection while on school property or in attendance at any school event, with the exception of holding of hands.

REMOTE LEARNING DAY

If circumstances necessitate the need for the entire building to have a remote learning environment, Students and Parents will be notified by the administration. At this point, students will be expected to complete school work through Schoology. Attendance will be tied to a student's submission of work for that day. If a student fails to submit work to their teacher by the given deadline, they may be considered absent from school that day.

SCHEDULE CHANGES

Schedule changes, although rare, will be considered based on circumstances such as **inappropriate placement, lack of prerequisites, error in enrollment, or a scheduling conflict.** Because teacher assignments are based on original student course selections, changes usually cause class size problems and are discouraged. Refer to the Academic Handbook for further details or discuss with your Guidance Counselor.

SEARCH AND SEIZURE

In order to insure the safety and well-being of all students, teachers, other school employees and guests, it is the policy of Elida Local School District to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all of the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable

grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably intrusive in light of the age and sex of the student, and the nature of the possible infraction that may have or may be occurring. Unannounced and random canine searches may also be conducted.

NOTICE OF POLICY ON SEARCHING LOCKERS

Section 3313.20 O.R.C. authorizes a school board of education to adopt a policy, which authorizes the administrative staff to search any pupil's locker and the contents thereof. All lockers made available for pupil use are the property of Elida Local School District. All such lockers and the contents thereof are subject to random search at any time by appropriate school officials without regard to whether there is reasonable suspicion that any locker or the contents thereof contain evidence of a violation of a criminal statute or school rule. K-9 units from local law enforcement agency may be used in conducting searches.

AUTOMOBILE SEARCHES ON SCHOOL PROPERTY

Students have been granted a revocable privilege of using school property for parking vehicles. Search of a student and his/her possessions, including vehicles may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination. Unannounced and random canine searches may also be conducted.

STUDENT LOCKERS

Students' right to privacy with regard to hall lockers and gym lockers is limited to the concept that these lockers provide a secure place for students to store articles of personal clothing and scholastic materials. Hall and gym lockers are owned by the school district. They are provided to students for the aforementioned purposes. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property. Graffiti, either inside or outside the lockers, is not allowed. Valuables are not to be stored in lockers. The school cannot be held responsible for loss of valuables stored in lockers. Valuables should be checked into the main office. Students should not share lockers or locker combinations. Such actions compromise the security of the student's lockers.

STUDENT MEDICATION

If it is necessary for a student to take medication during the school day, including over-the-counter and prescription medication, the student must have a completed Medication Authorization Form on file with the principal/nurse. The forms are available in the principal's office and on the district's web site. The physician's signature and parent/guardian signature are required on the form. The prescription must be in the original container dispensed by the pharmacy. Over-the-counter medication must be in the original package. A new Medication Authorization Form must be submitted each school year.

Medication, except for a prescribed rescue inhaler**,** epi-pen, or diabetic supplies **must be kept in the clinic and may only be administered by a school official at the prescribed time**. **Medication may NOT be transported with the student via the school bus**. The only other exception will be throat lozenges or cough drops, in which case the parent/guardian must send a note giving permission for their use.

STUDENT PARKING LOT

The student parking lot is an **off-limits area** during the course of the school day. Any student who finds it necessary to go to the parking lot during school hours must first obtain permission from the principal's office. Students are not to park in designated staff or visitor parking areas.

STUDY HALL RULES

The basic purpose of a study hall is to provide an area where students may study. With this in mind, the following is a general list of study hall rules:

- Students are to bring books, assignments, and study material.
- Students who wish to use the Media Center must sign up in the MC before their study hall. Students should report directly to the Media Center rather than study hall.
- Students are to be quiet in order that others may study.
- Food or drink is not allowed in study hall.
- Studying with another student is allowed at the discretion of the supervisor.
- After arriving, students must remain in the study hall for the duration of the period. If a student leaves before the end of the period, a pass signed by a teacher must be presented to the study hall supervisor in order for the student to be released.
- Stay awake and use time responsibly.

SUMMER SCHOOL POLICY

Students may participate in remedial summer school classes only if they have earned a 50% average for the year in that course. Any student who earns less than 50% will not be able to earn credit for the course in remedial summer school.

SURVEILLANCE CAMERAS

For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Due to privacy rights of students, these recordings are not open to public view.

TELEPHONES

The school office phones are business phones and not for student use except in an emergency. If a student needs to make a personal call, they should come to the office and ask for permission to use the phone. Students should NOT make any personal calls on their own device without first coming to the office to ask for permission.

T.H.O.R. BADGE

THOR stands for Teachers Honoring Our Results. It is a reward/incentive program for students to promote positive attendance, grades, and discipline a school. Students must be enrolled in at least five credits, either at Elida High School or in combination with CCP courses. CCP courses may count toward multiple credits based on the number of hours. **Making the Honor Roll does not necessarily qualify you for a THOR Badge.** The requirements for the THOR Badge are as follows:

Attendance: Students may not have more than three excused absences for the quarter. College visits, school sponsored activities and field trips do not count toward this total; however, vacations are counted as absences. Students are not eligible for the program if they have any unexcused absences during the quarter.

Grades: Students must have all "A's" and "B's" and no more than one "C". Students cannot have any incomplete grades on their grade card.

Discipline: Students must not have more than one detention. This includes teacher or administrative

detentions. Students who have been assigned Tuesday-Thursday School, Saturday School or who have been suspended are not eligible for the T.H.O.R. Reward Badge.

Appeal Process: Any student who did not receive a THOR Badge due to extenuating circumstances may file a written appeal with the Assistant Principal **within 3 days** of badge distribution. The written appeal and copies of grades and attendance will be given to a group of teachers to approve or deny the appeal. If appealing absences due to injuries received in school sponsored events, verification may be required from the school trainer or a physician.

All teachers will participate to the extent that their class curriculum enables them. **Advanced Placement, College Credit Plus courses, etc. may have requirements that do not allow for students to use homework passes and/or incentives.** Teachers will notify students as to how they will accept the THOR badge for use in their classroom.

Any student who earns a THOR badge for each of the first three quarters of the school year is eligible to receive an incentive reward at the end of the year.

TITLE IX - DISCRIMINATION/SEXUAL HARASSMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The Board of Education does not condone unwelcome sexual conduct that is severe, pervasive, and is objectively offensive that it effectively denies a person equal access to an educational program or activity.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed below for the Title IX Coordinator.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator").

Director of Curriculum	High School Principal
Julie Simmons	Darren Sharp
julie@elida.k12.oh.us	dsharp@elida.k12.oh.us
419-331-4155	419-331-4115
4380 Sunnydale	401 East North Street
Elida, OH 45807	Elida, OH 45807

TRANSPORTATION INFORMATION

Riding the school bus is a privilege, not a right. In order to ensure the safety of all passengers, proper conduct is required. Students failing to conduct themselves according to the following rules will not be permitted to ride the bus. All school rules continue to apply while riding the bus.

The school bus driver has the authority and responsibility to maintain control over the pupils on the school bus (Section 3319.41 of the O.R.C.). **Continued disorderly conduct or refusal to submit to the authority of the driver shall be reason for refusing transportation services to any pupil.**

BUS TRANSPORTATION RULES

1. Students shall arrive at the assigned bus stop **BEFORE** the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from where the bus stops. This location

will be designated by the transportation department for each student.

3. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
4. Behavior at school bus stops must not threaten life, limb or property of any individual. While at the bus stop, students are to behave and conduct themselves in accordance with the Elida Student Code of Conduct and the Student Discipline Code.
5. Students are expected to enter and leave the bus in an orderly single file.
6. Students must go directly to an available or assigned seat.
7. Students are not permitted to stand while the bus is in motion
8. Students must remain seated, keeping aisles and exits clear.
9. Students must observe classroom-like conduct and obey the driver promptly and respectfully.
10. Students must not use profane language.
11. Students must refrain from eating and drinking on the bus except as required for medical reasons.
12. Students must not use or possess tobacco products on the bus.
13. Students must not have alcohol or drugs in their possession on the bus.
14. Students must not throw or pass objects on, from, or into the bus.
15. Students must not put head or arms out of the bus windows.
16. Students must be silent at railroad tracks until the crossing is completed.
17. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on buses.
18. Radios, MP3, or iPods of any type are not permitted on buses without the express permission of the bus driver.
19. Students will be permitted to carry aboard school buses all lap material required for their academic studies as well as carry-on parcels that do not have any sharp points or edges and that will fit under the seat.
20. Students are not permitted to bring blankets on the bus.

The provisions of Section 3313.66 of the O.R.C. apply to suspension, expulsion, and immediate removal of a student from the school bus or riding privileges.

VISITORS

ADULT

Any adult or past graduate wishing to visit the school may do so by notifying the principal and receiving proper authorization. Failure to receive proper authorization may be construed as due cause for instituting trespassing charges. Parents/Guardians who would like to eat in the cafeteria with their student must request to do so through the administration at least 24 hours in advance.

STUDENT

Any student visitor to Elida High School during the school day must have prior approval of the building administration at least 24 hours in advance.

WORK PERMITS

Forms are available to students in both the Academic and Activities offices. Necessary cards and information will be given to students upon request.

TUESDAY-THURSDAY SCHOOL EXPECATATIONS

Elida Local District Schools uses the Tuesday-Thursday School Program to help students stay in school and provide an opportunity for supervised study. Arrangements must be made for students to be picked up by 5:05 P.M. The monitor will not stay to supervise students waiting for rides. We urge parents to pick up their students on time, especially in cold weather.

Rules for Tuesday-Thursday School

1. Tue-Thurs. School is held in the community room at the Elida High School from 3:00 P.M. until 5:00 P.M.
2. Students who are late will not be admitted and will be counted absent.
3. Students assigned a Tuesday-Thursday. School are responsible for bringing schoolwork to Tuesday-Thursday. School. When students do not have enough homework for the two hours, they may also bring reading material (appropriate for school) to Tuesday-Thursday. School. If school work includes any drawing for an Art class, they must present the monitor with a signed note from the teacher as to what the assignment is and what they should be drawing.
4. Students are to be actively engaged in studying. Students are not allowed to sleep, draw, talk to others or write notes during the two-hour session. Students are not permitted to use personal electronic devices without the permission of the monitor.
5. Students are not allowed to leave during the two-hour session. Students need to address personal needs prior to entering the Tuesday-Thursday. School assignment.
6. Students are allowed to bring water in clear bottles to drink.
7. If a student is absent or signs out of school on the day of an assigned Tuesday-Thursday School, he/she should see the assistant principal to reschedule the assignment upon his/her return to school. The student may be required to present documentation to validate their absence.
9. **If the student misses a Tuesday-Thursday assignment, that day will be assigned additional detention dates.**
10. Failure to comply with Tuesday-Thursday School attendance may result in progressive discipline with possible suspension from school for accumulation of violations of the code of conduct.
11. Removal from Tuesday-Thursday. school for disciplinary reasons, i.e., not following directions and or causing a disruption, may result in additional Tuesday-Thursday School assignments or suspension from school.

If a student is removed from Tuesday-Thursday School, the supervisor follows the removal policy:

1. Upon being removed, a student shall use his/her cell phone to contact the parents. If no cell phone is available, students must use the phone in the community room.
2. If parent contact is made, students must wait in activities entrance while waiting on the ride
3. If no parent contact is made, the student will be instructed to sit at the back of the community room, continuing attempt to contact the parents. If no contact is made, the student will be released at 5:00 with the other students.

TUESDAY-THURSDAY SCHOOL DATES FOR 2021-2022

Month	Tuesday	Thursday
September	21 28	23 30
October	5 12 19 26	7 14 21 28
November	2 9 16 23 30	4 11 18
December	7 14	2 9 16
January	4 11 18 25	6 13 20 27
February	1 8 15 22	3 10 17 24
March	1 8 15 22 29	3 10 17 24 31
April	5 19 26	7 21 28
May	3 10 17 24	5 12 19 26

SATURDAY SCHOOL EXPECTATIONS

Elida Local District Schools uses the Saturday School detention to help students stay in school and provide an opportunity for supervised study by providing a consequence as an alternative to out of school suspension. Arrangements must be made for students to be picked up by 12:05 P.M. The monitor will not stay to supervise students waiting for rides. Parents are required to pick up their students on time especially in cold weather.

Rules for Saturday School

1. A Saturday School assignment is four (4) hours 8:00am-12:00pm.
2. Saturday School is held in the commons or the monitoring teacher's classroom at Elida Middle School from 8:00 am-12:00 pm. Students are to enter at the south entrance and gather in the commons. If activities are scheduled in the commons, the monitor may move them to a classroom.
3. Students who are late will not be admitted and will be counted absent.
4. Students assigned a Saturday School are responsible for bringing schoolwork to Saturday School. Students will not be permitted to go to lockers. When students do not have enough homework for the four hours, they may also bring reading material (appropriate for school) to Saturday School. If school work includes any drawing for an Art class, they must present the monitor with a signed note from the teacher as to what the assignment is and what they should be drawing.
5. Students are to be actively engaged in studying. Students are not allowed to sleep, draw, talk to others or write notes during the two-hour session. Students are not permitted to use personal electronic devices without the permission of the monitor.
6. Students are not allowed to leave during the four-hour session, except for scheduled breaks. Students need to address personal needs prior to entering the Saturday School assignment.
7. Students are allowed to bring water in clear bottles to drink.
8. Failure to comply with Saturday School attendance may result in progressive discipline with possible suspension from school for accumulation of violations of the code of conduct.
9. Removal from Saturday School for disciplinary reasons, i.e., not following directions and or causing a disruption, may result in suspension from school. If a student is removed from Saturday School, the supervisor will follow the removal policy:

   Removal Policy

   1. Upon being removed, a student shall use his/her cell phone to contact the parents. If no cell phone is available, students must use the phone in the detention room.
   2. If parent contact is made, students must wait in the building' south entrance while waiting on the ride
   3. If no parent contact is made, the student will be instructed to sit at the back of the Saturday School classroom, continuing attempt to contact the parents. If no contact is made, the student will be released at 12:00 pm with the other students.

Cancellation Policy

Saturday School will automatically be cancelled in the event of a Level 1, Level 2, or Level 3 road advisory. You may check road conditions at:

http://www.allen-ema.com/

call (419) 222-3757

DATES FOR SATURDAY SCHOOL 2021-22

9/25	10/9	10/23	11/6	11/20	12/4
12/18	1/15	1/29	2/12	2/26	3/12
3/26	4/9	4/23	5/7	5/21	

SECTION II: STUDENT CODE OF CONDUCT

It shall be the policy of Elida High School to encourage student conduct that will maintain a proper learning environment. This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs. In addition, the code of conduct applies to misconduct that occurs off school district property but is connected to activities or incidents that have occurred on school district property.

The Apollo Career Center is an extension of our school program; therefore, student who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Elida High School and/or the Apollo Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Any Violation of the code of conduct may result in a verbal or written warning, referral to a guidance counselor or social worker, parental contact or conference, community service, detention, in-school alternative placement, Tuesday-Thursday school, Saturday school, emergency removal, suspension, expulsion, or referral to law enforcement agencies.

In addition to the above-mentioned types of disciplinary action, the administration may impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, and revocation of the privilege of participation in school activities.

The administration reserves the right to exercise flexibility in the assignment of all disciplinary action and **any step found in the student code of conduct may be waived by the administration.** Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. Elida High School operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, and perhaps eliminate undesirable student behavior.

RULE #1 – THREAT OR AGGRESSION TOWARDS SCHOOL PERSONEL

A student shall not threaten or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any school employee. A student shall neither make what may reasonably be interpreted as a threat to do bodily harm to a school employee or his/her family, nor threaten to damage personal property of an employee in or out of the school setting.

RULE #2 – DAMAGE TO SCHOOL OR PRIVATE PROPERTY

A student shall not damage or deface school property, or any other property, either on the school grounds or during a school activity, function, or event off school grounds. A student who accidentally defaces or damages school property or the property of another is obligated to notify the office of this damage and is liable to pay expenses. Failure to report such damage could be grounds for disciplinary action.

RULE #3 – THREATENING BEHAVIOR / INTIMIDATING ACTS

A student shall not verbally threaten, or behave in such a way as to attempt to threaten to cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property. An individual whose deliberate behavior directly leads to a fight or physical aggression between other parties may be considered a participant.

RULE #4 – PHYSICAL AGGRESSION

Physical aggression is considered the act of touching, hitting or making a physical threat towards another individual while on school property or under the jurisdiction of the school.

RULE #5 –FIGHTING

Fighting is considered mutual combat in which both parties have contributed to the conflict by provocation or physical action.

RULE #6 – DISREPECTFUL BEHAVIOR

A student shall not behave in a disrespectful, belligerent, disruptive, or in an otherwise inappropriate manner towards other students, teachers, student teachers, substitute teachers, educational aids, bus drivers, principals and other appropriate school personnel. A student should not behave in any way that is indecent, profane, unreasonably loud, or other conduct that tends to cause or provoke a disturbance.

RULE #7 –NON COMPLIANCE

A student shall comply with directives and reasonable requests of district staff and other appropriate school personnel, such as aides and substitute staff.

RULE #8 –DISRUPTION TO CLASSROOM

A student shall not behave in such a way that is unreasonably loud or other conduct that tends to cause or provoke a disturbance to the educational environment.

RULE #9 – DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, horseplay, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. This would include the initiating of a false alarm or some type of emergency disaster alarm.

Neither shall the student engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

Gambling, card playing and any games of risk or chance are prohibited unless done so with an educational purpose under the supervision of a staff member.

RULE #10 – FAILURE TO ATTEND OR SERVE ASSIGNED DISCPLINE

Failure to attend a detention on the assigned date(s), except in extreme emergency approved by the Principal, may result in further disciplinary action. Failure to serve the entire session of a detention may result in further disciplinary action. If a student is in violation of the rules of the detention room, that student may be removed from the detention resulting in further disciplinary action.

RULE #11 – DISHONESTY

Lying - A student shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees.

Forgery - A student shall not forge the writing of another or falsely use the name of another person. A student shall not falsify times, dates or other data on school forms or school related correspondence.

Plagiarism – A student shall not deliberately or unknowingly use another's work (author, critic, or peer) and pass it off as one's own work.

Cheating – A student shall not obtain or attempt to obtain, or aid another in obtaining credit for work, by any dishonest or deceptive means. Providing one's own work to another student to copy is also plagiarism/cheating.

RULE #12 – HARASSMENT / SEXUAL HARASSMENT/ DATING VIOLENCE / HAZING

A student shall not physically harass or verbally harass school personnel, students or visitors while under the jurisdiction of the school and/or on school property. Harassment includes but is not limited to intimidation, insults, slurs, racially derogatory comments, jokes, and persistent annoying behavior, orally or in writing towards individuals based on race, color, sex (including sexual orientation and transgender identity), gender, ethnicity, religious belief, disability, or physical characteristics.

Sexual harassment includes, but is not limited to, unwanted sexual advances or unwanted verbal, non-verbal, or physical conduct of a sexual nature. A student who feels he/she has been a victim of sexual harassment should file a sexual harassment complaint in the Principal's Office.

Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal, or emotional abuse to control the person's dating partner. A "dating partner" is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as any act of coercing another, including the victim, to do or initiate any act against any student or other organization which causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Violation may lead to suspension, recommendation for expulsion and/or legal action as contained in ORC 2307.44

RULE #13 – TRUANCY / UNEXCUSED ABSENCES / TARDINESS / LEAVING SCHOOL PROPERTY

A student shall not be truant, have an unexcused absence from school, or be tardy to school or classes. Excused absences from school must meet with school authorization and parental consent. In cases of prolonged and/or total absences beyond 15 days in the school year, a doctor's certificate will be required to verify the absence in question as indicated in O.R.C. 3321-04. Only the Legal Guardian of a student may call to excuse a student's absence from school or for early release from school due to an appointment.

Excessive Absence and Habitual Truancy will be addressed in accordance to Board Policy and the Ohio Revised Code. Student in violation of Ohio's mandatory school attendance laws will be referred to Allen county Juvenile Court.

Truancy/Unexcused Absence from school or class is declared when a student is absent from school, or any portion of the day, without school authorization and parental consent. This includes skipping any part of a class but staying on school grounds.

Leaving school property: While under the jurisdiction of school authorities, a student may not leave school premises without proper authorization of an administrator or the school nurse. When leaving school, students are **required to sign out in the Activities Office with a secretary**. Failure to do so may result in an unexcused absence from school for the period of time that was missed.

RULE #14 – MISCONDUCT NON-INSTRUCTIONAL AREA

Student conduct in restrooms, corridors, cafeteria, on school grounds, and at school-sponsored activities on and off campus, is expected to reflect the rules of good taste and a respect for the welfare, rights and safety of others. Running, boisterousness, horseplay, and extreme loudness are not acceptable.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students are expected to cooperate with custodians, secretaries, hall monitors, and cafeteria workers since these people have the necessary authority to fulfill their assigned responsibilities. Students should understand that the authority of the teacher does not end at the classroom door, but extends to every inch of the building and grounds.

RULE #15 – INAPPROPRIATE BEHAVIOR AT ATHLETIC CONTESTS AND OTHER SCHOOL RELATED ACTIVITIES

Students attending any co-curricular or school-sponsored extracurricular or related activity shall not behave in any way that disrupts or tends to interfere with that activity. Inappropriate actions may result in denial of future attendance and/or participation at athletic contests and/or other school related activities. Additional disciplinary actions as determined by building administrators may be taken.

RULE #16 – MISCONDUCT AWAY FROM SCHOOL

The superintendent or his/her designee, pursuant to O.R.C. 3313.66, may suspend or recommend for expulsion a student if they determine:

1. That the student's continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
2. That the student has sold or transmitted any controlled substance or drug-of-abuse off school property or at a non-school sponsored or related activity, function or event, or has engaged in an assault or battery upon a school employee or other student off school property.
3. That misconduct by a pupil that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district.

RULE #17 – SMOKING / TOBACCO PRODUCTS AND PARAPHERNALIA

Students shall not possess, use, transmit or conceal cigarettes, tobacco or look-a-like tobacco products including smokeless tobacco products, **electronic cigarettes** (e-cigs), Vaporizers (Vapes), lighters, matches, or other smoking-related items on school property, on school transportation, or at any school-related activities or event, at any time, under any conditions. The item does not need to contain nicotine to be considered a violation of this rule.

Students found to be using or in possession of any of the items listed on school property may be suspended.

RULE #18 – ALCOHOL, NARCOTICS, DRUGS, COUNTERFEIT CONTROLLED SUBSTANCES AND PARAPHERNALIA

To promote an alcohol and drug-free school system, Elida Local Schools enforce regulations which

prohibit student contact with and/or consumption of alcoholic beverages, intoxicants, and drugs-of-abuse. This provision shall be applicable to any conduct on school grounds before, during, and after school hours including weekends or days schools is not in session; off school grounds at a school-sponsored activity or event; on school transportation.

A student shall not possess, use, show evidence of use, transmit, sell, or conceal any alcoholic beverage, drug, drug-of-abuse instrument/paraphernalia, any intoxicant, or any look-a-like substance of abuse. Characteristics of use could include but are not limited to odor, reddened eyes, or any other sign or condition which a reasonable person would associate with use or consumption.

Students found in violation of this policy may be suspended and/or expelled from school. Additionally, depending upon the nature of the offense, the student may be referred to law enforcement where any potential criminal charges may be filed.

RULE #19 – PROFANITY AND/OR OBSCENE LANGUAGE OR GESTURE

A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

Inappropriate Displays of Affection such as embracing, kissing, or caressing one another in a situation or other circumstances deemed inappropriate will be considered inappropriate gestures.

RULE #20 – REPEATED SCHOOL VIOLATIONS

A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. A student shall not accumulate various infractions of the Code of Conduct.

Repeated offenses and violations of school rules and regulations may follow a disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

RULE #21 – SCHOOL TRANSPORTATION

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Violations of bus transportation rules or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student. This discipline would be applicable to both daily riding privileges as well as any district field trips or activity trips.

RULE #22 – THEFT / ATTEMPTED THEFT / EXTORTION

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student may be required to make full restitution. Criminal charges may be filed.

No person shall receive, retain, or dispose of property of another knowing it to have been, or having reasonable cause to believe that it had been obtained through theft.

No student shall obtain money, items of value, or special favors from anyone by implied force.

RULE #23 – ABUSE OF TECHNOLOGY

A student shall not abuse the school district's hardware or software. Violations include, but are not limited to, the following: unauthorized access; tampering with computer programs, data disks and hard drives; using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; and using school district computer facilities for purposes unrelated to the instructional program of the district, unless written permission from a school official has been obtained.

RULE #24 – WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Included in this prohibition is the possession or use of chemicals and gases, such as mace and stink bombs.

Other more commonplace devices, which are not normally considered weapons, may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons

This guideline applies on the school grounds; during, before, and after school hours, and off the school grounds, on a school bus, or rented carrier, at any school activity, function, or event.

RULE #25 – BULLYING/CYBERBULLYING

Harassment towards a student, whether by other students, staff or third party is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse and any speech or action that creates a hostile, intimidating or offensive learning environment.

Nonverbal harassment includes the posting of offensive objects, pictures or graphic commentaries in the school environment or in other forums.

Aggressive behavior is defined as inappropriate conduct that is repeated enough to negatively impact a student's educational, physical, or emotional well-being.

Repeated offenses and violations of this rule may follow a disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

Differentiating Bullying from Normal Peer Conflict or Mean Behavior

Normal Peer Conflict	Bullying
• **Equal power or are friends,** • **Happens Occasionally,** • **Accidental,** • **Not Serious,** • **Not Seeking Power,** • **Remorse afterwards – will take responsibility, Effort to solve the problem**	• **Imbalance of power,** • **Repeated, negative actions,** • **Intentional,** • **Physical/Emotional harm,** • **Seeking control/material things,** • **No remorse afterwards- blames the target,** • **No effort to solve the problem**

RULE #26– OTHER SITUATIONS

The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur. It should be noted that other possible student conduct, not mentioned specifically in the "Student Code of Conduct", but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may be grounds for disciplinary action. It is the responsibility of the building administration to take sensible and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the school building.

SECTION III: GIFTED INFORMATION

DEFINITIONS

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised code.

SCREENING AND ASSESSING

The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts.

Stage I:

PRE-ASSESSMENT

The pre-assessment part of the process involves gathering student data from a variety of sources including teacher, parent, and peer nominations, grades, portfolios, observations, review of student records, and outstanding products or performances, etc. All students are involved in the pre-assessment pool. By using the pre-assessment process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for whom English is a second language.

Stage II:

ASSESSMENT FOR SCREENING

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary.

In making decisions about additional assessment, existing test data for students is not the sole determining criteria. School personnel examine all available information about a student to determine if an evidence of possible giftedness exists for that student and conduct necessary additional assessment

District-determined cut-off scores, to move students from screening stage to the assessment stage, are lower than the scores necessary for identification. Parents must be notified within thirty days of the results of screening.

Stage III:

ASSESSMENT FOR IDENTIFICATION

Assessment strategies provide additional data necessary for an identification decision and the delivery of services. Strategies for additional assessment include the individual and group-testing requirements of Sections 3324.01 – 3324.07 of the Ohio Revised Code; and as described in the Gifted Identification pamphlet.

Once additional assessment has been completed, the data obtained throughout the stages of identification are evaluated, the identification decision is made and student's educational needs are determined.

REFERRAL

The district ensures ample and appropriate scheduling procedures for assessments and reassessment using.

- Group tests;
- Individually administered tests;

- Audition, Performance;
- Display of work;
- Exhibition; and
- Checklists.

Children may be referred on an ongoing basis, based on the following:

- Child request (self-referral);
- Teacher recommendation;
- Parent/guardian request;
- Child referral of peer; and
- Other (e.g., psychologist, community members, principal, gifted coordinator, etc.)

Upon receipt of a referral, the district will

- Follow the process as outlined; and
- Notify parents of results of screening or assessment and identification.

The district shall provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.

GENERAL

The district accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district.

TRANSFER

The district ensures that any child transferring into the district will be assessed within 90 days of the transfer at the request of the parent. Parents shall contact the building principal.

SERVICES

The District ensures equal opportunity for all district students identified as gifted to receive services offered by the district.

WITHDRAWAL

If at any time, a student wishes to withdraw from gifted programs or services, the request should be written by the parent or child to the building administrator. If children request to withdraw, parents will be notified.

APPEAL PROCEDURE

An appeal by the parent is the reconsideration of the results of any part of the identification process, which would include

- Screening procedure or assessment instrument (which results in identification);
- The scheduling of children for assessment;
- The placement of a student in any program; and
- Receipt of services.

Parents should submit a letter to the superintendent or designee outlining the nature of the concern.

The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel.

The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision(s).

If you have any questions or would like a copy of HB 282, please contact the building principal.

SECTION V: TECHNOLOGY ACCEPTABLE USE POLICY – 7540.03

To access and use District Technology Resources (see definition in Bylaw 0100), including a school assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms. Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct

Please Print Student's Name on Line **Student Grade**

STUDENT AGREEMENT – ACCEPTABLE USE OF TECHNOLOGY

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student Signature Date

PARENT OR GUARDIAN AGREEMENT – ACCEPTABLE USE OF TECHNOLOGY

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

Please check each that applies:

- ☐ I give permission for the Board to issue an e-mail account to my child.
- ☐ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ☐ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- ☐ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent or Guardian Name (Please print.)

Parent Signature Date

_____

Please Print Student's Name on Line **Student Grade**

STUDENT AGREEMENT – CODE OF CONDUCT

I have read over the handbook rules. I agree that I will follow the rules as prescribed by the school administration and the Elida Board of Education. I realize that if I do not follow the rules included in the handbook, I will receive the discipline that is recommended by the Principal or Assistant Principal.

_____

Student Signature Date

PARENT/ GUARDIAN AGREEMENT – CODE OF CONDUCT

I have read over the handbook rules and I have discussed them with my child. I agree that my child will follow the rules as prescribed by the school administration and the Elida Board of Education. I realize that if my child does not follow the rules included in the handbook, they will receive the discipline that is recommended by the Principal or Assistant Principal.

_____

Parent or Guardian Name (Please print.)

_____

Parent or Guardian Signature Date

_____

Address Home Phone#