

## **Changes to 2024-25 Elida High School Student Handbook**

- 1) Pg. 3 – Updated Bell Schedule to reflect current release times
  - a. Subject to change based on transportation situation and timing needed at the end of the day to coordinate dismissal with Middle school

### **Section I – Attendance**

NO CHANGES

### **Section II – Personal Electronic Devices**

- 2) Pg. 14 – Personal Electronic Device
  - a. Updated to reflect the change in policy that occurred in March 2024

### **Section III – Student Information**

NO CHANGES

### **Section IV - Discipline**

- 3) Pg. 22 – Tentative Tuesday-Thursday School Dates for 24-25 School Year
  - a. Updated dates to match the School Calendar

### **Section V – School Safety**

- 4) Pg. 24 – Surveillance Cameras and Devices
  - a. Additional Language

For students' safety and welfare, video surveillance cameras, and other safety-monitoring devices are placed throughout the building and school grounds and on buses. Students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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.

- 5) Pg. 24 – Search and Seizure
  - a. Change is wording and Additional Language

To ensure 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 (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. To conduct such a search, it is not necessary that the administrator has 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. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

## 6) Pg. 27 – Use of Artificial Intelligence/Natural language Processing Tools - NEW

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy – e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

1. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
2. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
3. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
4. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
5. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who violate this policy and its accompanying guidelines may have their use of technology privileges suspended or revoked, and disciplinary action taken against them. Students who use AI/NLP tools in a malicious manner may be suspended from school with a possible recommendation for expulsion. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

## 7) Pg. 28 – Exam Information

### a. Additional Language

AP Courses and Courses that are State Tested may elect to give a smaller length assessment or unit test during the exam time in place of a comprehensive final assessment.

## Section VI – Academic Information

No Changes

## Section VII – Medical/Nurse Information

### 8) Pg. 30 – Emergency Medical Authorization Form – NEW

Parents/Guardians are required by state law to complete an Emergency Medical Authorization Form. This form will be completed through Final Forms at the beginning of the school year. This form must be on file in order for a student to participate in an activity off school grounds, including field trips, athletic and other extracurricular activities. The Emergency Medical Authorization is provided at the time of enrollment or each school year and must be completed every school year thereafter. Please note when listing person(s) as emergency contacts, it is recommended that those contacts are in close vicinity of the school building in the event that the student would need to be picked up from school if you are unable to be reached.

## Section VIII – Transportation

No Changes

## Section IX – District Notices

### 9) Pg. 31 – FERPA and Directory Information

#### a. Additional Language

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Elida Local School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
400 Maryland Avenue, SW  
Washington, DC 20202-4650

### 10) Pg. 31 - Notice of Videos and Pictures

#### a. Changed wording to reflect use of Final Forms

Throughout the year, the yearbook staff will be documenting activities using video and "still" pictures. The district may also have videos/pictures taken of activities to be included on the district website and/or multiple social media sites. If you are opposed to your child being included in these, please indicate your choice when completing information through Final Forms or 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.

### 11) Pg. 33 – Anti-Harassment, Intimidation and Bullying Policy – NEW

It is the policy (BOE Policy 5517) of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive

educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- |                   |                                             |
|-------------------|---------------------------------------------|
| A. Teasing;       | G. Physical Violence;                       |
| B. Threats;       | H. Theft;                                   |
| C. Intimidation;  | I. Sexual, religious, or racial harassment; |
| D. Stalking;      | J. Public Humiliation; or                   |
| E. Cyberstalking; | K. destruction of property.                 |
| F. Cyberbullying; |                                             |

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the compliance Officer(s) for review and action. These reports can be formal, informal or anonymous.

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s):

|                        |                        |
|------------------------|------------------------|
| Director of Curriculum | High School Principal  |
| Julie Simmons          | Justin Firks           |
| julie@elida.k12.oh.us  | jfirks@elida.k12.oh.us |
| 419-338-6804           | 419-338-6801           |
| 4380 Sunnysdale        | 401 East North Street  |
| Elida, OH 45807        | Elida, OH 45807        |

## 12) Pg. 35 – Hazing Policy – NEW

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, coach, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, coaches, consultants, alumni, or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, coach, consultant, alumnus, or volunteer of the District who is acting in an official and professional

capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, teachers, and coaches who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, consultants, alumni, and

volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

Board employees, consultants, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities

## 13) Pg. 35 – Selective Service Notice – NEW

Federal Law requires nearly all male US citizens and male immigrants, 18 through 25, to register with Selective Service. Registration is a way our government keeps a list of names of men from which to draw in case of a national emergency requiring rapid expansion of our Armed Forces. By registering all young men, Selective Service ensures that a future draft will be fair and equitable. Registering with Selective Service does not mean you are joining the military. Information is available through the guidance counselors.

14) Pg. 35 – Toxic Hazards and Asbestos Notice – NEW

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all federal and state statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

15) Pg. 36 – Missing Children Notification – NEW

The Board believes in the importance of trying to decrease the number of missing children; therefore, efforts are made to identify missing children and notify the proper adults or agencies. School personnel are required by law to provide law enforcement officials access to a student's record when conducting a missing child investigation, providing they have the permission of the parents.

Whenever the District is notified by a law enforcement agency that a missing child report has been filed regarding a student who is currently, or was previously, enrolled in the District, the staff member in charge of admission at the school shall mark that student's records in such a manner that whenever a copy of or information regarding the records is requested, any school official responding to the request is alerted to the fact that the records are those of a missing child. Upon any request for a copy of or information regarding a student's records that have been so marked, the staff member in charge of admission immediately shall report the request to the law enforcement agency that notified the school that the student is a missing child. When forwarding a copy of or information from the student's records in response to a request, the staff member in charge of admission shall do so in such a way that the receiving district or school is unable to discern that the student's records are marked as identifying the student as a missing child.

**Section X – Student Code of Conduct**

16) Pg. 37 – Student Code of Conduct

a. Additional Language

It shall be the policy of Elida High School to encourage student conduct that will maintain a proper educational 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, extracurricular 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, a student who elects 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, denial of privileges, emergency removal, suspension, expulsion, or referral to law enforcement agencies. Criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

In addition to the above-mentioned types of disciplinary action, the administration may impose disciplinary measures in the nature of after schoolwork, 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.

17) Pg. 40 – Rule #18 – Alcohol, Narcotics, Drugs, Counterfeit Controlled Substances and Paraphernalia

a. Additional Language

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, drugs-of-abuse, all products containing any amount of THC (including Delta 8) regardless of legal status, or a controlled substance consistent with Federal Law and Regulations. This provision shall be applicable to any conduct on school property, on school transportation, or at any school-related activities or event, 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 consumption, transmit, sell, or conceal any alcoholic beverage, drug, drug-of-abuse instrument/paraphernalia including electronic smoking or vaporizing devices, any intoxicant, any look-a-like substance of abuse, or a controlled substance consistent with Federal Law and Regulations. Characteristics of consumption 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.

Additional Notes:

Julie Simmons name will be removed before printing and replaced with new person.