

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	419-338-6801
High School Fax	419-338-6890
Athletic/Attendance Fax	419-338-6895
Central Office	419-338-6804
Transportation Office	419-338-6805

ELIDA HIGH SCHOOL

ADMINISTRATIVE STAFF

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

Melissa Schultz, Guidance
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Quetz Prinwood, Guidance
qprinwood@elida.k12.oh.us
Stacy McAdams, Social Worker
smcadams@elida.k12.oh.us

ADMINISTRATIVE ASSISTANTS

Ashley Young, Principal
Melody Newland, Attendance
Laura Fingerle, Guidance
Ashley Wiechart, Special Education
Jolene Sarno, Athletics

2024-2025
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 SCHOLOGY.

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		2-HOUR DELAY		
Period 1	7:40 – 8:27	Period 1	9:40 – 10:11	
Period 2	8:31 – 9:16	Period 2	10:15 – 10:45	
Period 3	9:20 – 10:05	Period 3	10:49 – 11:19	
Period 4	10:09 – 10:54	Period 5-1	11:23 – 11:53	
Period 5-1	10:58 – 11:28	Period 5-2	11:57 – 12:23	
Period 5-2	11:32 – 11:58	Period 5-3	12:27 – 12:53	
Period 5-3	12:02 – 12:28	Period 4	12:57 – 1:27	
Period 6	12:32 – 1:17	Period 6	1:31 – 2:01	
Period 7	1:21 – 2:06	Period 7	2:05 – 2:33	
Bulldog Period	2:10 – 2:33			
2-HOUR EARLY RELEASE		1-HOUR DELAY		
Period 1	7:40 – 8:11	Period 1	8:40 – 9:21	
Period 2	8:15 – 8:45	Period 2	9:25 – 10:04	
Period 3	8:49 – 9:19	Period 3	10:08 – 10:47	
Period 4	9:23 – 9:53	Period 4	10:51 – 11:30	
Period 6	9:57 – 10:27	Period 5-1	11:34 – 12:04	
Period 5-1	10:31 – 11:01	Period 5-2	12:08 – 12:34	
Period 5-2	11:05 – 11:31	Period 5-3	12:38 – 1:04	
Period 5-3	11:35 – 12:01	Period 6	1:08 – 1:47	
Period 7	12:05 – 12:33	Period 7	1:51 – 2:33	
BLOCK A / B SCHEDULE		ASSEMBLY SCHEDULE		
A B				
Period 1	/ 2	7:40 – 9:25	Period 1	7:40 – 8:21
Period 3	/ 4	9:29 – 11:14	Period 2	8:25 – 9:04
Period 5-1	/ 5-1	11:17 – 11:47	Period 3	9:08 – 9:47
Period 5-2	/ 5-2	11:50 – 12:17	Period 4	9:51 – 10:30
Period 5-3	/ 5-3	12:20 – 12:47	Period 5-1	10:34 – 11:04
Period 7	/ 6	12:50 – 2:33	Period 5-2	11:08 – 11:34
			Period 5-3	11:38 – 12:04
			Period 6	12:08 – 12:47
			Period 7	12:51 – 1:30
			Bulldog Period	1:30 – 1:36
			Assembly	
			1:40 – 2:33	

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 the students to enter the hallways.

Students will be dismissed by the bell at the end of the school day. In order to ride school transportation home, students at the high school must board the appropriate shuttle bus at the high school building. They will NOT be permitted to walk or ride to the Middle School to board the buses without prior authorization from the administration. Students are NOT permitted to enter the Middle School building once arriving without permission from the Middle School administration on-site.

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 business/agency listed.

24 hr. Suicide/Crisis Hotline/Text line

Call 1-800-567-4673 or Text 741741

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
Ohio Behavioral Healthcare.....	419-222-7180
Professional Psychological Associates.....	419-999-2024
SAFY Behavioral Health	419-222-1527
We Care Crisis Center/PASS.....	419-549-8530
Mercy Health Psychologists.....	419-996-4008

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
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 considerate of the physical 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. Responsibility includes the willingness to accept the outcomes of your actions and choices.

BE SAFE

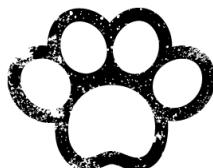
Safety is being protected from danger or harm from physical, social, and emotional environments. Safety supports learning by creating and promoting a comfortable and consistent climate for students, staff, and visitors.



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 in the hallway
- display affection in an appropriate manner
- keep possessions in their assigned locker
- clean up after them self
- stay in their seat
- use a bottle with clear liquid to and from the cafeteria
- dress appropriately
- cheer and act in a positive manner
- attend events and get involved
- follow the appropriate site guidelines off school property



RESPECTFUL

A Bulldog will...

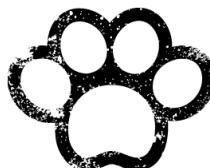
- honor the personal space and property of others
- engage in suitable conversation
- use appropriate volume and tone
- address peers and staff appropriately
- allow others to voice their opinions
- appreciate diversity in its many forms
- focus on who is speaking
- demonstrate good sportsmanship
- use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



T.H.O.R. BADGE

THOR stands for Teachers Honoring Our Results. It is an incentive program for students to promote positive attendance, grades, and discipline at 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 "As" and "Bs" 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 assigned to a Tuesday-Thursday School, Saturday School or 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 for an incentive reward at the year's end.

SKILL GROUPS

Throughout the year, as part of Positive Behavioral Intervention Support Team (PBIS) at Elida High School, your student may be offered participation in small groups for a variety of skill development opportunities. Small group sessions are intended to help students strengthen and manage his/her social skills, executive functioning skills, and/or ability to be successful in the academic environment. If you are opposed to your student being included in these groups and activities, 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.

If you have any questions or concerns about your child's participation or progress in these groups, please contact the school social worker in the guidance office at 419-338-6801.

SECTION I: ATTENDANCE

A 24-hour attendance line at 419-338-6801, Option 1 is provided for your convenience outside of school hours.

The staff of Elida High School is committed to providing a high-quality education to our students. To achieve this goal, students must consistently attend school. All students are expected to be in all classes **including study halls and lunch**. Attendance and promptness to class are the responsibilities of each individual student and his/her parents or guardian. Attending classes regularly and being on time allows students the opportunity to positively benefit from the instructional program and 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 achieve higher grades, are more self-confident, enjoy school more, and are more employable after leaving school. Therefore, to ensure the highest level of success for each of our students, Elida High School will work cooperatively with parents and students to promote increased student attendance. Our policy is based on state attendance standards and clear and enforceable guidelines.

Ohio law entrusts us with accounting for the attendance of all students. Both Students and parents/guardians are 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.**

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

- A. Parents/Guardians may medically excuse their student for the equivalent of 10 times during the school year. Time missed from a "medically excused absence" does not count towards a student's excessive absence threshold. Additionally, parents/guardians may excuse their student for an additional 5 times, but these hours will count towards the student's excessive hour threshold. After this threshold is met, a physician's note may be required. Once a student is required to have a physician's note, the Principal or the Assistant Principal would have to excuse any absence without documentation. Prolonged absences in a row for one illness may count as one absence occurrence that a parent/guardian may excuse their son/daughter if approved by the administration.
- B. **Steps to follow when a student is absent.** It is the Parent/Guardian responsibility to call 419-338-6801 each day to explain a student's absence, or the student must present any documentation from their absence to the Activities office **on the day the student returns to school**. A student will be considered unexcused until documentation is on file. **Disciplinary action may be considered if absences are considered unexcused.** Potential Consequences for Unexcused Absences are administrative detention, 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.**

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/Sleeping In
2. Missing the bus
3. Baby-sitting
4. Car problems without a police report
5. Truancy
6. Any organized skip day
7. Suspension
8. "Personal Reasons"
9. Other absences as determined by the administration

EXCESSIVE ABSENCES

It is important for every child to attend school every day. In an effort to address truancy among students, the Ohio General Assembly has passed a truancy law, House Bill 410. Under this law, all Ohio schools are mandated to enforce House Bill 410 to reduce the number of truant students. Elida High School will work with students, staff, parents/guardians, and outside community organizations to address truancy issues. House Bill 410 requires the following:

- Attendance tracking has changed from **days of school to hours of school**. Students are considered to have **excessive absences** if they are absent from school with any combination of **nonmedical** excused absences and unexcused absences in excess of 38 hours in a single month; or **65 or more hours** in a school year. This will result in a warning letter being sent home.
- Students are considered to be a **habitual truant** if they miss **30 or more unexcused hours** consecutively; **42 or more unexcused** hours in a month; or **72 or more unexcused** hours in a school year.
 1. Upon a student reaching the threshold of habitual truancy, **the parent/guardian will be notified in writing and contacted by phone** to set up an Absence Intervention Team meeting. The Team may consist of school staff, the child's parent/guardian, and/or someone from an outside community organization that can offer help with lowering student absences.
 2. **The student and the parent/guardian are mandated by law to actively participate on the Absence Intervention Team. Failure to participate and comply will result in truancy filing on the student and/or parent/guardian.**
 3. **If the student fails to comply with the Absence Intervention Team's plan, it will result in mandatory filing of truancy with the Allen County Juvenile Court.**
- If students continue to be truant, the superintendent may notify the Registrar of Motor Vehicles and Juvenile Court for purposes of recommending suspension of a student's driver's permit/license.
- If students continue to be truant, the superintendent may revoke or deny any work permits that have been issued.

APPOINTMENTS DURING SCHOOL HOURS

Medical, clinical, dental or legal appointments should be made after school hours. Because this is not always possible, the student will be excused from school with documentation from the professional staff regarding the appointment time and duration of the appointment. **Documentation must be original; a copy can be made at the school if you wish to keep the original.** Documentation is due upon return to school or next A.M. Backdated notes **may not be accepted.**

Students are expected to attend class before and after appointments. When leaving the building during the school day for an appointment, the student must sign out (with permission from parent/guardian) in the activities office. Upon returning to school from an appointment, the student must sign in at the activities office and receive an admission slip to class. **Failure to adhere to the 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 and Bulldog Period** to be eligible to attend and participate in school-sponsored and/or extracurricular activities that day. Exceptions would be a student leaving school for a documented appointment, funeral or other justifiable absence other than illness that has been pre-approved by school administration.

ADVANCE ABSENCE NOTIFICATION FORM FOR VACATIONS, COLLEGE VISITS, AND OTHER ABSENCES

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 they missed, it is never possible to regain the information and learning experience provided by the daily classroom instruction and activities.

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 Activities office or school website. This form must be filled out with teacher and parent's signatures and returned to the Activities Office **at least 2 days prior to the vacation, college visitation, or other absence or the absence may be considered unexcused.**

Students who take an extended vacation during the school year and follow the procedure for advanced notification will be excused one time for up to 5 consecutive days (the number of days may be extended at administration discretion) for a vacation. The hours from these absences will count towards a student's excessive absence threshold.

Students participating in the Allen County Fair must submit an Advance Absence Form to the Activities Office. Students will be encouraged to attend school during this time when able but will be excused from school when it is necessary, they attend the Fairgrounds. This will be considered a Field Trip opportunity for those students and these hours will not count towards their excessive absence threshold.

College visits 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 visitations are limited to 3 days total per year and are only for 11th and 12th graders.

Students requesting absence prior to semester or final exams are discouraged due to the importance of the completion of these tests in a timely manner. Students will be required to fill out an additional form that they can get from the Activities Office that will layout the plan for the student to make up and complete their exams.

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 an extended vacation absence in the school year

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. Teachers are not responsible for allotting time for tutoring upon their return to school. Students should make use of resources such as Schoology to communicate the need for additional instruction or clarification with their teacher ahead of time.

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 students' responsibility to initiate contact with their teachers regarding work missed during an absence and make the appropriate arrangements for make-up work.** Students are encouraged to make contact, if possible, on the day they are absent through Schoology. **Schoology may be utilized to deliver coursework work to the student.** 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.

The following guidelines should be followed towards make-up work from an absence:

- The first day a student returns will be considered a "contact" day so that assignments and materials not available on Schoology may be obtained.

For example: If a student is absent on Monday and returns to school on Tuesday, Tuesday will be considered a "contact" day and assignments will be due on Wednesday.
- 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 notification of the assessment was available to them on Schoology.
- If a student is absent during a period of time when work from a previous absence is being made up, the deadline for the work to be turned in should not change unless the student is physically unable to do make-up work during the second absence. If a student is absent on the date make-up work is due, the make-up work is due on the day the student returns to school.
- In classes where participation grades are given, the student will not be penalized for an excused absence.

UNEXCUSED ABSENCES (MAKE-UP WORK)

If a student (including suspended students) has an unexcused absence, assignments **CAN** 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 receiving full credit on assignments and classroom work. A Student, except for a student who has 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. The administration will determine the time frame that students must complete any coursework that caused a grade to be considered Incomplete. Any assignments not made up during that time period will result in a zero (0).

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. Student absences labeled quarantine do not count against a students' attendance excessive hours.

REMOTE LEARNING

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 schoolwork through Schoology.

PERFECT ATTENDANCE AWARD

To qualify for a perfect attendance award, a student may not be out of 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. Student absences due to quarantine will not count against their perfect attendance provided they stay current on work through Schoology.

TARDY TO SCHOOL

All students entering school after 7:40 A.M. must report to the Elida High School Activities office, sign in, and receive an 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:

- 1st and 2nd Tardy to school in a semester will result in a warning
- Any additional tardy to school in a semester (i.e., 3rd, 4th, 5th, etc) by a student will be issued a lunch detention to be served that school day. The student may be asked to complete the work from their 1st period class during this time.
- Students will be told to report to the lunch detention location after getting their lunch, failure to do so will result in progressive discipline.

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 will result in a warning.
- Any additional tardy to class in a semester (i.e., 3rd, 4th, 5th, etc) by a student will be issued a teacher detention.
- Students failing to serve the teacher detention will be referred to the office for progressive discipline.

SECTION II: PERSONAL ELECTRONIC DEVICE

- Students are NOT permitted to use personal electronic devices such as but not limited to cell- phones, smart watches, earbuds/air pod/headphones, tablets, or personal laptops during the school day at Elida High School. Personal devices should be turned off and stored in lockers during instructional time, study hall, lunch, and passing times between classes.
- Students are NOT permitted to use personal electronic devices for calculators, checking time, music, reading a book, checking their grades, or any other reason during school.
- Students are not allowed to use their personal electronic devices in restrooms.
- 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 the photography or video applications of their cell phones or personal electronic device during the school day.
- Students are prohibited from using personal electronic devices during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a personal electronic device to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a personal electronic device to violate the privacy rights of another person may have their device confiscated. If the violation involves potentially illegal activity, the confiscated- personal electronic device may be turned over to law enforcement.
- Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing personal electronic devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted.
- Sexting: Students who create, send, share, receive, view, or possess sexually oriented content including both images or words via personal electronic devices, email, social media, or

other online communities may be subject to school discipline. Students may also be subject to criminal charges as defined by the law. If there is a suspicion content of a personal electronic device could be a violation of any Federal or State law, then law enforcement may be contacted to investigate the situation.

- 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 policy for personal electronics their device will be confiscated and taken to the office. The student's parent/guardian will be contacted to pick up the device from a building administrator.

Elida High School does not assume responsibility for any personal 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 this policy at any time.

TELEPHONES

The Activities office has a phone that may be for students in an emergency. If a student needs to make a personal call, they should come to the Activities office and ask for permission to use the phone. If a student wishes to use their own device to make an emergency call, they should first ask to come to the Activities office and receive permission. Students should NOT make any personal calls or their personal electronic device without first coming to the office to ask for permission.

SECTION III: STUDENT INFORMATION

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 image of students and our school. Dress and grooming may be regulated when it is 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. **Bottoms:** Pants/Skirts/Shorts should be worn at the waist. Dresses, skirts and shorts may be worn if they are fingertip length when standing up with arms at one's sides. Holes and tears that show skin must be at or below fingertip length.
3. **Tops:** Tops should be respectable and non-revealing. Backs, midriffs, and sides should all be covered. All undergarments should be covered. Tops that are see-through or transparent should have an appropriate top that meets the dress code underneath. 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. Student will be asked to change if their clothing contains sexually suggestive language or pictures, inappropriate language or gestures, or promotes the use of tobacco, alcohol, drug use, or violence.
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 discipline. 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.**

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 that they feel they need a book bag that is not clear during the day, they should seek prior approval from the principal.

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.
4. ++Other planned Student Activities will be open to **ONLY** Elida High School students unless otherwise promoted by the Student Activities Committee.
5. The Prom will be open to all Elida High School Juniors and Seniors.
6. 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 the 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.
7. 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.
8. Students/guests leaving a dance may not re-enter.
9. Students will not be admitted an hour after the posted start time.

The final decision on appropriate dress for any school dance 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.

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.

CARD PLAYING/GAMBLING

Card playing, dice, and gambling of any type in school or on the school campus must be tied to academic instructional purposes and may only 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)
- Stay in the lunch line and wait your turn.
- Return trays to designated area and leave tables neat and clean.
- Put trash in trash containers. Dispose of all trash items appropriately.
- Keep items on your tray. Do not throw or toss items at any time.
- 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.
- Outside beverages brought in student lunches should be water or juices, pop or soda is discouraged.

Free lunches or reduced-cost lunches are available to students 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 the 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 for 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 (419-338-6801) 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.

FOOD AND BEVERAGE

- Food & Drink is only permissible in the commons, unless prior approval from administration.
- Items purchased in the cafeteria other than bottled beverages 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 a student is found to be in possession of and/or consuming food in the hallway, they will be reported to the office, and it may be confiscated by the administration until the end of the school day.
- Only the Administration can approve the outside delivery of food (Door Dash, Parent's delivering McDonalds, etc.)
- Outside beverages brought in student lunches should be water or juices. Pop, soda, coffee drinks, or energy drinks are discouraged.
- Students are responsible for any beverages they carry with them during the school day and may face disciplinary consequences if their food or beverage does not meet the expectations for school consumption.
- It is recommended that students use a container that will not spill if knocked over. A water bottle with a secure lid is preferred.
- Students should not bring food or beverage to school to pass out or sell without the administration's prior approval.

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. Be aware of your surroundings and others when in the hallways. Be considerate of others when classes are in session.

INFOHIO (infohio.org)

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.

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.

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 hands.

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 purpose of a study hall is to provide an area where students may study. 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.

MEDIA CENTER RULES & PROCEDURES

The Media Center is a "flexible" study hall area and is a privilege not a right. Students must sign up in the MC prior to coming during their assigned study hall period. Students have the option to participate in the many STEM activities planned weekly, use the 3D printer, or work on group projects.

- Student must be passing all classes to be admitted into the MC.
- Students are to bring books, assignments, and study material.
- Phones are to be used at a minimum and should only be used for school purposes.
- Studying with another student is allowed at the discretion of the supervisor.
- Food or drink is not allowed in MC.
- After arriving, students must remain in the MC 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 MC supervisor in order for the student to be released.

- Inappropriate or disrespectful behavior will not be tolerated in the MC. Students who cannot meet the expectations of the room will be sent back to study hall and/or will not be allowed to return for an amount of time depending on the incident.

POSTING OF SIGNS OR POSTERS

Students wishing to display materials 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.

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.

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. Visitors who would like to eat in the cafeteria with a 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.

SECTION IV: DISCIPLINE

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.**

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. 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 their 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.

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 may 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. Saturday School is equal to 2 Tuesday-Thursday School assignments.

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 or 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.

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 up to eighty days, unless otherwise provided for in policy, which may be for up to one year in accordance with Ohio law and Board Policy. 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. Any students who are suspended from school for 10 days may have their open enrollment terminated.

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.

TUESDAY-THURSDAY SCHOOL EXPECTATIONS

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. Arrive on time. Late arrivals are considered 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 schoolwork 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. Student's personal electronic devices should not be used or visible without the permission of the monitor.
5. Students are expected to stay in the assigned location for the full 2-hour duration of the detention.
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.
8. If the student misses a Tuesday-Thursday school assignment, they may be assigned additional detention dates.
9. 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.
10. 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.

TENTATIVE TUESDAY-THURSDAY SCHOOL DATES FOR 2024-2025

9/10	9/12	9/17	9/19	9/24	9/26
10/1	10/3	10/8	10/10	10/15	10/17
10/22	10/24	10/29	10/31	11/5	11/7
11/12	11/14	11/19	11/21	12/3	12/5
12/10	12/12	12/17	12/19	1/7	1/9
1/14	1/16	1/23	1/28	1/30	2/4
2/6	2/11	2/13	2/18	2/20	2/25
2/27	3/4	3/6	3/11	3/13	3/189
3/20	3/25	3/27	4/1	4/3	4/10
4/15	4/22	4/24	4/29	5/1	5/6
5/8	5/13	5/15	5/20	5/22	

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 schoolwork 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 four-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

Potential Dates for Saturday School 2024-25

Dates will be determined at the time a student is issued with this disciplinary consequence.

SECTION V: STUDENT & SCHOOL SAFETY

SCHOOL RESOURCE OFFICER INFORMATION

The mission of the SRO program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO program aims to create and maintain safe, secure, and orderly learning environments for students, teachers, and staff. The SRO will establish a trusting channel of communication with students, parents, and teachers. The SRO will serve as a role model to instill in student good moral standards, good judgement and discretion, respect for other students, and a sincere concern for the school community.

SURVEILLANCE CAMERAS AND DEVICES

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.

SEARCH AND SEIZURE

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.

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.

INTERROGATION OF STUDENTS

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to be cooperative with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as a witness or suspect in any alleged criminal violation, the building administrator will attempt to contact a parent/guardian prior to questioning and shall remain in the room during questioning unless compelling reasons for exclusion are provided by the agency. If the student is questioned as the subject of alleged child abuse or neglect investigation, the building administrator will attempt to contact a parent/guardian prior to questioning, and he/she (or designated school counselor) will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency. If the agency investigating the alleged child abuse or neglect suspects the parent/guardian is the perpetrator, neither parent/guardian will be contacted prior to questioning, but the building administrator (or designated school counselor) will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency. If law enforcement or children's services agency removes a student from school, the building administrator will notify the parent/guardian.

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.

SECTION VI: ACADEMIC INFORMATION

ACADEMIC/COURSEWORK POLICIES

Please reference the Elida High School Academic Handbook located on the guidance department webpage. Information on course offerings, graduation requirements, testing requirements, College Credit Plus, and GPA & Class Rank can be found in this document.

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.

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

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; the teacher will contact the parent/guardian; Office is notified of offense.

2nd Offense – “0” for the paper or test; the teacher will contact the parent/guardian; A Tuesday or Thursday School will be issued.

3rd Offense – “0” for the paper or test; the teacher will contact the parent/guardian; progressive discipline will be issued.

USE OF ARTIFICIAL INTELLIGENCE/NATURAL LANGUAGE PROCESSING TOOLS

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.

EXAM INFORMATION

GENERAL INFORMATION FOR SEMESTER AND FINAL EXAMS

- Exams count 20% of a student's semester grade.
- 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.
- 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 – 2:33
7th Period	1:13 – 2:33	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 – 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.

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

HONOR ROLL REQUIREMENTS

Honor Roll 1: 3.667 - 4.0

Honor Roll 2: 3.0 - 3.666

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.

SECTION VII: MEDICAL/NURSE INFORMATION

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 IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education adopts policy (5320) regarding the immunization status of the students who attend Elida Local Schools.

COMMUNICABLE DISEASE NOTICES

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to

immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a casual-contact communicable disease, district staff will isolate the student in the building and contact the parents/guardians. Protocols established by the State or County Health Department shall be followed.

EMERGENCY MEDICAL AUTHORIZATION FORM

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

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.). 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 should remain seated while on the bus at all times.
8. Students must keep 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 are expected to meet all school expectations when it comes to tobacco, nicotine, vaporizer devices, alcohol, and or drugs on the bus.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students must keep all body parts in the bus at all times.
15. Students must be silent at railroad tracks until the crossing is completed.
16. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on buses.

17. Personal electronic devices are permitted on the bus, students are expected to make use of the device in accordance with school expectations.
18. Students will be permitted to carry aboard school buses all lab material required for their academic studies as long as they do not have any sharp points or edges and that materials will fit under the seat.
19. Students are not permitted to bring blankets on the bus.

SECTION IX: DISTRICT NOTICES

FERPA AND DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the district's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice, or a student's new enrollment date.

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

NOTICE OF VIDEOS AND PICTURES

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.

MCKINNEY-VENTO HOMELESS STUDENT NOTICE

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness. Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the district. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The district shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals

- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

The district will provide services to homeless students that are comparable to other students in the district. The Board designates the following individuals to serve as the District's Compliance Officer

Special Education Director
Gwen Johns
gjohns@elida.k12.oh.us
419-338-6840
401 E. North St.
Elida, OH 45807

NOTICE OF NONDISCRIMINATION AND OBLIGATIONS

The Elida Local School District does not discriminate on the basis of disability in its programs and activities. The following person has been designated to handle inquiries regarding the Nondiscrimination policies:

Special Education Director
Gwen Johns
gjohns@elida.k12.oh.us
419-338-6840
401 E. North St.

TITLE IX - DISCRIMINATION/SEXUAL HARASSMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex, 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 Alison Sites asites@elida.k12.oh.us 419-338-6804 4380 Sunnydale Elida, OH 45807	High School Principal Darren Sharp dsharp@elida.k12.oh.us 419-338-6801 401 East North Street Elida, OH 45807
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CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. For purposes of this policy, a controversial issue is a topic on which opposing points of view have been publicized and are likely to arouse both support and opposition in the community. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

The Board will permit the introduction and educational use of controversial issues provided that their use in the instructional program:

- A. Is related to the instructional goals of the course of study and level of maturity of the students;
- B. Does not tend to indoctrinate or persuade students to a particular point of view;
- C. It encourages open-mindedness and is conducted in a spirit of academic investigation.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction, and it is not substantially disruptive to the educational setting. When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal. In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. All materials or activities proposed by outside sources for display on school property, at school events, for student or staff use shall be reviewed by the superintendent and/or principal related to education contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group. Non-School Literature, Posters, Signs, Flags, and/or artistic depictions of these items are prohibited from being displayed and/or distributed on District Property if:

- A. The materials contain defamatory statements about public figures or others
- B. The materials advocate disruptive action and are likely to incite or produce such action
- C. There is reasonable cause to believe that the distribution or display of the material will cause a disruption to the educational environment because it contains content that one could easily believe to be aimed at creating hostility or violence towards individuals based on race, color, national origin, sex, disability, age, or religion.

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY

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
Alison Sites	Darren Sharp
asites@elida.k12.oh.us	dsharp@elida.k12.oh.us
419-338-6804	419-338-6801
4380 Sunnydale	401 East North Street
Elida, OH 45807	Elida, OH 45807

HAZING POLICY

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

SELECTIVE SERVICES NOTICE

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.

TOXIC HAZARDS AND ASBESTOS NOTICE

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.

MISSING CHILDREN NOTIFICATION

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.

RELIGIOUS LIBERTIES ACT

The Ohio Student Religious Act of 2019 defines religious expression as prayer, religious gatherings, and distribution of materials or literature, any activity of a religious nature, such as wearing symbolic clothing, expressing a viewpoint, provided that the activity is not vulgar, offensively lewd, or indecent. This allows a student enrolled in a public school to engage in religious expression before, during and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities. This gives the same access to school facilities to students who wish to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to content of the student's or group's expression. The district shall not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments.

SECTION X: STUDENT CODE OF CONDUCT

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, 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, 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.

RULE #1 – THREAT OR AGGRESSION TOWARDS SCHOOL PERSONNEL

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 OR INAPPROPRIATE/UNWANTED PHYSICAL CONTACT

A Student shall not engage in any kind of inappropriate or unwanted physical contact with any other member of the school community. Physical aggression or similarly inappropriate conduct including but not limited to inappropriate or unwanted touching, hitting, or making a physical threat towards another individual while on school property or under the jurisdiction of the school will not be permitted.

RULE #5 – FIGHTING

A student shall not engage in or be a participant in any kind of fight or fighting. Fighting is considered mutual combat in which both parties have contributed to the conflict by provocation or physical action.

RULE #6 – DISRESPECTFUL 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, other appropriate school personnel, or any other member of the school community. A student should not behave in any way that is indecent, profane, unreasonably loud, or that otherwise 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.

RULE #10 – FAILURE TO ATTEND OR SERVE ASSIGNED DISCIPLINE

Failure to attend a detention or other assigned discipline 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 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 or signature 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, peer, or AI) 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, gender, ethnicity, religious belief, disability, or physical characteristics.

Sexual harassment includes (i) A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; (ii) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or sexual assault, dating violence, domestic violence, or stalking, as each is defined by federal law.

Students, Board members, and District employees are required, and other members of the School District community, and Third Parties, are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

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 have appropriate school authorization and/or parental consent. 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.

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 the 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, and to comply with this Code of Conduct. 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, consume, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products at any time (twenty-four (24) hours a day, seven (7) days a week) on District premises, in District-owned vehicles, within any indoor facility owned or leased or contracted for by the District, and/or used to provide education or library services to children, and at all District-sponsored events. This prohibition applies to any product that contains tobacco, is derived from tobacco, does or does not contain nicotine, e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), or other smoking paraphernalia such as lighters, matches, or other smoking-related items.

Students found to be in violation of this policy 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, 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.

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

A student shall not use profanity or obscene language, either written, verbal, or electronic, 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 lead to 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 in accordance with the procedures described above. 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 including any type of digital communication.

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
<ul style="list-style-type: none">• Equal power or are friends,• Happens Occasionally,• Accidental,• Not Serious,• Not Seeking Power,• Remorse afterwards – will take responsibility, effort to solve the problem	<ul style="list-style-type: none">• 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 XI: 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 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 XII: 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, Safety Policy, and related Guidelines. The principal may take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct

Acceptable Use Policy will be agreed to/accepted through Final Forms