ELIDA ELEMENTARY SCHOOL

300 PIONEER RD

Elida, Ohio 45807
(Telephone) 419-338-6803
(Fax) 419-338-6892

Michelle Allison, Principal **mallison@elida.k12.oh.us**
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2026-2027

THE MISSION OF ELIDA ELEMENTARY SCHOOL IS TO DEVELOP STUDENTS WHO ARE RESPONSIBLE LIFELONG LEARNERS.

NON-DISCRIMINATION POLICY

The Elida Board of Education prohibits any discrimination on the basis of sex, age, race, religion, color, handicap, national origin, or ancestry of any person, in any educational programs, activities, or employment procedures in the Elida Local Schools. 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:

Gwen Johns
gjohns@elida.k12.oh.us
419-338-6801
Section 504 Coordinator
Special Education Officer
401 E. North St.
Elida, OH 45807

TITLE IX-DISCRIMINATION/SEXUAL HARASSMENT

Under Policy 2266, 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").
Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and

independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Compliance Officers/Civil Rights Coordinators

Director of Curriculum	*High School Principal*
Alison Sites	*Krissa Worley*
asites@elida.k12.oh.us	*kworley@elida.k12.oh.us*
419-338-6804	*419-338-6801*
4380 Sunnydale	*401 East North Street*
Elida, OH 45807	*Elida, OH 45807*

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 writ-ten, 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
B. Threats
C. Intimidation
G. Physical Violence
H. Theft
I. Sexual, religious or racial harassment

D. Stalking
E. Cyberstalking
F. Cyberbullying
J. Public humiliation
K. Destruction of property

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	Krissa Worley
asites@elida.k12.oh.us	kworley@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

TOXIC HAZARDS AND ASBESTOS NOTICE

The Board of Education is concerned for the safety of the students and staff members and will at-tempt 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 re-quest 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 in-formation 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.

SCHOOL HOURS

Hours for students in Grades K-5 will be from 9:05 a.m. to 3:50 p.m. Students walking to school or arriving by car **should not arrive before 8:45a.m.** Staff will not be present to monitor any students prior to 8:45.

24-Hour Suicide/Crisis Lifeline- Call or text 988

BUILDING SECURITY/VISITING THE SCHOOL
The safety and general welfare of our students and staff is always of utmost concern. We attempt to keep this foremost, particularly since our buildings are expansive and difficult to monitor as a result. **Access to the building must be made through the doors of the main lobby/office area, which is located centrally on the west side of the building proper.** All visitors must press the buzzer and wait for office personnel to answer the intercom. Please face the camera and state your name and purpose for your visit. The office personnel will then "buzz you in". *When bringing items to school for your child, please bring them to the school office.* They will be promptly delivered to the student's room. If it is necessary to enter the building (beyond the office), you must sign in using your driver's license and wear a visitor pass. **At-will travel throughout the building is in violation of the district interloper policy.**

VISITING/OBSERVING IN CLASSROOMS
It is required that parents desiring to visit their child's classroom during the instructional period contact the teacher prior to the visitation. Arrangements for the visit should be mutually convenient and may last up to thirty (30) minutes. For further details of the guidelines for Classroom Visitations/Observations, please contact the main office. As deemed necessary by administration, parents may be requested to attend class with their child as an alternative form of discipline.

PARKING AT SCHOOL
Visitor parking during school hours is generally available in any spot that can be found; however, there are two areas that have **restricted parking**:

1. The bus stalls (including entire East parking lot)
2. Student Drop-off lanes in the West parking lot.

**You must be in a parking space, and not in the grass or blocking other cars in.

SENDING NOTES TO SCHOOL
It is important that parents keep the school informed of alterations in their children's normal schedule. Notes of explanation must be sent to the child's teacher explaining situations such as:

1. Absence (unless the school was called on the day of the absence)
2. Requesting early dismissal for appointment
3. Change in transportation
4. Remaining after school for activities or meetings
5. Restriction of outdoor recesses **requires a doctor's note.**
6. Permission to ride bicycles to and from school

***All notes should be from the parent or legal guardian and include the current date and parent/guardian's signature.**

BRINGING CHILDREN TO SCHOOL
Students who are driven to school by car may be dropped off at the front entrance between 8:45 and 9:05. If you are parking to enter the school, please park in the west parking lot. Students should not be left unattended prior to the 8:45 drop off time. The parent/guardian is responsible for watching their child if they are on school property prior to 8:45.

BICYCLE RIDERS

Any student riding a bicycle to school will need to have a note from a parent advising the school of the alteration to their regular transportation. Bicycles are to be removed upon leaving school in the afternoon. The school cannot be responsible for any lost or damaged bicycles.

CHILDREN LEAVING SCHOOL

If a student is dismissed from school in any manner other than by school bus or the regular end of day procedure, he/she is to be dismissed only through the school office. Parents are to come directly to the office upon arrival in the building with a copy of their driver's license or photo I.D. Students will then be called to the office for dismissal. A student will be dismissed only with proper permission from his parent or guardian. **A student will not be dismissed to anyone except a parent** without prior permission from parent or guardian during school hours.

PICKING CHILDREN UP AT DISMISSAL

Parents should remain in their vehicles as they enter the parking lot (West) or come to the front entrance and sign their child out. A staff member will be outside near dismissal time and begin taking names. The staff member will assign a numbered parking place in front of the elementary. A staff member will then send your child to that numbered parking space. When driving through the main entrance, please leave room for emergency vehicles to pass through.

The bell rings at **3:45** for students to be dismissed for busses.

> **If a student is to be picked up every day or regularly on a certain day of the week, a note should be on file in the office.**
>
> **If a student is to be picked up on occasion, the <u>office must receive a call or note that day by 2:00pm</u>.**

WALKER DISMISSAL

Students walking home will meet by the gym at the 3:40 bell. A school employee will escort them across the street. For safety reasons, this option will only be available for students living across from the school and not to be used as an option for a parent to avoid the pick-up line.

CHILDREN STAYING AFTER SCHOOL

Children are not permitted to stay after school unless they have a note from their parents. A child without a note or a parent here at dismissal time will result in the child being sent home as usual. Students from the middle and high school will not be able to come to the elementary after school unless they are on an approved list from a teacher.

SCHOOL RULES ON ATTENDANCE

The staff of Elementary 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 lunch and recess.** 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, Elementary 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.

Reporting Absences Elida Elementary: 419-338-6803
Regular attendance is required of all students. Whenever an absence occurs, parents need to contact the school prior to 9:05 a.m. on the day of the absence. Otherwise, the school will attempt to contact the home of the student by phone.

Regular school attendance is essential for students' academic success and overall well-being. In accordance with updated Ohio attendance laws, our school is committed to fostering strong attendance habits through early communication, supportive interventions, and partnerships with families. Ohio law emphasizes attendance not only as a legal responsibility but also as a key factor in student achievement, shifting the state's focus from reactive truancy procedures to proactive supports for students at risk of becoming chronically absent. Schools must prioritize early notification, monitoring, and tiered intervention strategies to reduce chronic absenteeism. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. All students are expected to be in all classes, including study halls and lunch. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced if not attending. 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 rea sons listed below. The determination as to whether an absence is excused or is unexcused rests with the building administration.

NOTIFICATION OF ABSENCE If a student will be absent, the parents must notify the School at 419-338-6803, Option 1 within 120 minutes of the start of the school day and provide an explanation. If contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician. Physician's notes must be an original or a verifiable fax from a physician's office. When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law. A student may have an excused absence for medical reasons, such as personal illness or a medical visit, subject to the following rules: • Parents/Guardians may medically excuse without a doctor's note

their student of ten (10) times during the school year. This policy will be extended beyond ten (10) in stances if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. 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 instance that a parent/guardian may excuse their son/daughter if approved by the administration. • A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days only if the absence or a parent call-in on the day of the absence is due to illness or a doctor's visit. Physician's notes must be an original or a verifiable fax from a physician's office.
EXCUSED ABSENCES Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Severe illness in the immediate family
- Personal Illness and/or medical appointments
- Death in the family
- Necessary work at home due to absence/incapacity of parent(s)/guardian(s)
- Religious expression days
- Out of State travel for district-approved enrichment activities (maximum of 24 hours per year, unless accompanied by a classroom teacher)
- Medical necessary leave for a pregnant student in accordance with Policy 5751
- Family vacation with prior approval (no more than 5 days per year)
- Absences due to a student's placement in foster care, or a change in foster care placement, or any court proceedings related to their foster care status.
- Absences due to a student being homeless or an emergency or set of circumstances, which in the judgment of the principal, constitutes a good and sufficient cause for absence

UNEXCUSED ABSENCES Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered unexcused. Unexcused absences include:

- Oversleeping/Sleeping In
- Missing the bus Car problems without a police report
- Truancy
- Any organized skip day
- Suspension
- 'Personal Reasons'
- Other absences as determined by the administration

A skipped class or missing part of the school day will be identified as a partial unexcused absence. Any student with a full or partially unexcused absence may be subject to disciplinary consequences.

TRUANCY Any unexcused absence from school (truancy) is not acceptable. Students who are truant will receive reduced credit for school work that is missed. A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse thirty (30) or more consecutive hours, or forty-two (42) or more hours in one (1) school month, or for seventy two (72) or more hours in one (1) school year. Legitimate excuses for the absence of a student who is otherwise habitually truant include, but are not limited to:

- the student was enrolled in another school district;
- the student was excused from attendance in accordance with R.C 3321.04;
- or the student has received an age and schooling certificate.

If a student is habitually truant and the student's parent fails to cause the student to attend school, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual truancy can also result in: • The District's attendance officer shall file a complaint in the juvenile court against any student who is habitually truant unless the District or the student's school determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school. If no determination of progress is made, or if the school determines that the student and the student's family have ceased to continue making progress in improving the student's attendance, the attendance officer shall proceed to file a complaint in juvenile court against the student. The complaint will allege that the child is unruly for being habitually truant, and the parent, guardian, or other per son having care of the child has violated Revised Code 3321.38.

• If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child. If a student under the age of eighteen (18) is considered habitually truant they will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver's license, if appropriate, as a result of this excessive absence.

CHRONICALLY ABSENT STUDENTS Under Ohio law, chronic absenteeism is defined as missing 10% or more of the school year, regardless of whether absences are excused or unexcused. All absences contribute to this total, including medical, unexcused, and suspension-related absences. When a student of compulsory school age is absent from school in excess of forty-five (45) or more hours, the District or school shall notify the child's parent or guardian of the child's absence, in writing. At the same time writ ten notice is given, any appropriate intervention strategy listed in Policy 5200 may be taken.

SUSPENSION FROM SCHOOL Absence from school due to suspension shall be considered an authorized but unexcused absence. A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained by contacting their teachers using Schoology beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension and turn them in to the teacher within two school days after their return from suspension.

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 should be original and indicate the time/date of the office visit; a copy can

be made at the school if you wish to keep the original. Documentation is due upon return to school or next morning. Backdated notes beyond 5 days may not be accepted. It should also be noted that there are many days during the school year that students are not required to attend (teacher work days, holiday breaks, etc) – this is a great time to schedule appointments in advance. 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,

ADVANCE ABSENCE NOTIFICATION FORM FOR VACATIONS, 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 truancy.

RELIGIOUS EXPRESSION DAYS

To receive accommodations for religious expression days, parents or guardians must submit writ ten requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. If approved, the student will then complete an Advance Absence Notification Form. Students who are absent on approved religious expression days will not face any academic penal ties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students shall be provided "release time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

HOMEBOUND INSTRUCTION The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the principal.

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 or packets provided from their child's teacher.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact their teacher(s) as soon as possible to obtain assignments. The first day a student returns will be considered a "contact" day so that assignments and materials not available on Schoology may be obtained. Any student who is absent only the day of a test/quiz will be expected to take the test/quiz the day 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 day at the teacher's discretion if notification of the assessment was available to them on Schoology. The number of days for completion of make-up work will be equivalent to the number of excused days of absence. If the student misses a State-mandated assessment test or other standardized test, the student should consult with the administration to arrange for administration of the test at another time.

MAKE-UP WORK FOR UNEXCUSED ABSENCES If a student has an unexcused absence, assignments may be made up, credit may 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 by providing proper documentation. The assignment(s) should be obtained by contacting the student's teacher through Schoology.

ENROLLING/WITHDRAWING STUDENTS

Enrolling or withdrawing a child from school is not a major task, but an important obligation.

1. To enroll a student, go to Elida Local School's website and register online. Of immediate importance is the name and address of the previous school your child attended. A *legal* birth certificate is requested to be presented to the office at the time of enrollment as is the student's social security card, immunization record, custody papers (if applicable), proof of residency (copy of deed, rental agreement, or notarized letter from owner of the property accompanied with the owner's proof of residency), and a current utility bill.

2. Once your child is properly enrolled, we will send for relevant records to bring their files up to date.
3. To withdraw a student, it is important to notify the school regarding the last day of attendance and the name and address of the new school your child will be attending.

Student records are not transported by parents from one school to the next. Records are only transferred upon request of the school in which the student is enrolling.

OPEN ENROLLMENT – INTER-DISTRICT

The Elida Board of Education believes that students should, under certain prescribed circumstances, benefit from an inter-district, open enrollment policy. Guidelines for the transfer of students are based upon criteria established by the Ohio Department of Education consistent with legislation recently enacted.

Interdistrict Open Enrollment Guidelines:

Applications

a. Applications for an inter-district transfer must be submitted to the Elida Superintendent.
b. One application must be submitted for each student who requests an inter-district transfer. Applications submitted after June 30 may be considered on a space available basis.

Acceptance Criteria

a. Applications shall be considered on a first-come, first-serve (chronological) receipt on site.
b. Applications will be judged on several factors including criteria evident in the legislation.
c. Local resident Elida students shall not be displaced from academic programs by open enrollment applicants (enrolled inter-district students will have access to all programs.)
d. Approved transfers are in effect for the school year and are in effect for **ONE SCHOOL YEAR**
e. Applications from previously accepted inter-district students may receive preference.

Transportation

a. Under provisions of ORC 3313.97 (D) the Elida Local School District will accept no responsibility for the transportation of students from other districts unless it is deemed practical by the Superintendent.
b. Any transportation provided by the District for an adjacent-district or other-district student takes place within established bus routes and bus stops within the District.

Students who are suspended from school for 10 days may have their open enrollment terminated.

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.

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 schoolwork. 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 schoolwork. 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.

TRANSPORTATION

ROUTING POLICY

Questions regarding transportation, bus routing and altering regular assigned bus stops for individual students are addressed by the Board of Education policy now in effect: Each pupil is assigned one designated bus stop for the pickup address and one designated bus stop for the drop off address. This stop may be for the home residence or a sitter location but must in all cases be a residence or a daycare facility, and at no time be for a business location. These stops will be for the home address unless a modification form is on file at the transportation office of the Elida Local Schools. Open enrollment students must have a modification form on file before any transportation commences. Bus passes will be considered in an emergency situation.

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.

STUDENT AND PARENT RESPONSIBILITIES FOR SCHOOL BUS TRANSPORTATION

1. Students shall arrive at the 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.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe classroom conduct and promptly and respectfully obey the driver.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use or possess tobacco products on the bus.
10. Students must not have alcohol or drugs in their possession on the bus. Prescription medications must be dropped off by the parent/guardian at school.
11. Students must not throw or pass objects on, from, or into the bus.

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.

12. Students must not put head or arms out of the bus window.
13. Students must be silent at railroad tracks until the crossing is completed.
14. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses. The driver has the authority to enforce the above regulations. The students shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Any major infractions, deemed major by administration, will result in an automatic bus suspension. Minor infractions will result in a student conference and/or parent contact (phone, e-mail, face-face, or mail). Continued disorderly conduct or refusal to submit to the authority of the driver shall be reason for refusing transportation due to misconduct; the building administration shall notify the parents of such refusal with a full explanation for this action.

SCHOOL DELAYS AND CLOSINGS

Occasionally during the school year, the weather conditions may cause schools to have a delayed opening or a complete closedown. In either of these events, the announcement will be posted on the district's Facebook page, Schoology, district text alerts, and WLIO TV. **Do not call the school**, but rather listen to your radio (or Lima WLIO TV) on days in question. **School lines must be kept open for emergencies**. There are two possible situations:

1. School is CLOSED for the day.
2. School is delayed by two hours. This occurs if weather and road conditions are bad, but not hazardous, or when conditions may improve by waiting. If this happens, our school will open one hour or two hours later than usual. **Dismissal times will be at the regularly scheduled times.** On days that school is closed, **all** after school activities will also be canceled. **Students are not to arrive at or to be dropped off at school prior to the announced starting time if school is delayed.**
3. Parents can sign up for the Elida Bulldog Alert phone/text message online at the Elida Local School's webpage.

STUDENT DRESS CODE

Our student body has always maintained an excellent reputation regarding its personal appearance and the image this projects. This image reflects the keen responsibility that the parents have consistently met. School is a semi-formal setting and attire should reflect this aspect.

1. Clothes that display/promote alcohol, or drugs, or inappropriate language are forbidden. Tight shirts, low cut tops, and bare midriffs are prohibited. Skirts must be an appropriate length (at least to finger tips with arms at the sides).
2. All items of personal adornment should be worn in good taste. They should be clean and mended and not draw unnecessary or undesirable attention to the student. Hats, sunglasses, and gloves should not be worn in school unless authorized by the principal.
3. Students should dress according to the season. An extra sweater or sweatshirt should be left in the locker during the winter season.
4. Flip flops, shoes with wheels or "spikes" are prohibited.

The above dress code is subject to change upon notification from the principal. Questions or comments regarding the standards and instances of possible nonconformance to the standards should be brought to the attention of the principal prior to wearing the article to school. **If a situation occurs which is not covered in the above Student Dress Code, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and to protect the safety and welfare of students and staff in the Elida Local Schools**.

Violations of the student dress code may result in the student being sent home for a change in dress. The student's absence will be considered unexcused.

TOYS AND NOVELTIES

Children should not bring toys, novelties, or other play things to school without permission from their teacher. Unauthorized play things may cause serious injury to other students, become lost or broken, and/or cause classroom, playground, and/or bus disruptions. Also, portable radios, tape recorders, CD players and other electronic games/devices are not permitted in the school and may be confiscated.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Elida Local School District has determined the use of cell phones and other personal communication devices by students during school hours is not permitted.

The objective of this policy is to strengthen Elida Local School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets, electronic readers, cell phones, smartphones, smart watches, and any other web-enabled device of any type, unless they are school issued.

I. Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones, in particular, distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability This policy applies to the use of cell phones and all other PCD's (such as watches, tablets, etc.) by students while on school property during school hours.

III. Use of personal communication devices Students are prohibited from using cell phones and other devices at all times during the school day, including while on school sanctioned field trips.

IV. Exception Nothing in this policy prohibits a student from using a cell phone or other personal communication device for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. However, prior to possessing and using these in school, parents and/or students shall initiate a conversation with the building principal and the special education director to make sure all parties are on the same page regarding use, storage, etc. Students with health concerns that require the use of a personal communication device shall also have prior approval granted by the building administrator and building nurse. Also, students taking college credit plus courses may require the use of personal

communication devices for authentication or course requirements. These shall be communicated and approved with the building principal in advance. In each of the instances mentioned above, the building principal will share the names of students who are provided with these exceptions to staff in their buildings. Students may only use their personal communication devices for the express reason that an exception has been made, and does not give them permission to access their devices for any other reason.

V. Cell phone/device Storage Students shall keep their cell phones (or PCD) powered off in a secure place, such as the student's locker, a closed backpack, or in their locked vehicles, at all times when cell phone use is prohibited. This goes for all PCD's.

VI. Discipline All students are given a verbal warning on the first day of school regarding the policy and consequences listed below. If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- Place the student's cell phone (or PCD) in the school's building central office for the remainder of the school day. In the high school, this will be in the Academic Office. Student's may retrieve their device at the end of the school day for a first offense and let them know that the next incident will a parent/guardian to retrieve it.
- Place the student's cell phone (or PCD) in the school's central office to be picked up by the student's parent/guardian (or someone listed on the student's emergency contact list, if approved by the parent/guardian, one time only). In the high school this will be in the Academic Office.
- Further violations will result in additional discipline, up to and including suspension from school.
- Any student failing to immediately relinquish their cell phone when requested by administration or creates a disturbance/disruption may receive additional discipline up to, and including suspension.

S.T.A.R.S. POSITIVE BEHAVIOR, ANTI-BULLYING AND CHARACTER EDUCATION

S.T.A.R.S is a program that has been developed specifically for Elida Elementary School to provide a positive learning environment and school culture for all students within our building. The acronym **S.T.A.R.S.** is derived from the four main character traits or pillars that we feel are essential for students to succeed in school and throughout life, on both a personal and social level.

Self-control **T**eamwork **A**ttitude **R**espect = **S**uccess for our students.

1. **Positive Behavior Intervention and Supports (PBIS)**– PBIS is an evidence based system that addresses the root of behavioral issues using three tiers of supports. Each level of support includes, but is not limited to, additional instruction of positive behavior, school counselor/social worker services, rewards for positive behavior, modified schedules or plans to help students achieve success. The data suggests that schools that implement PBIS systems create schools where all students are successful, and the school personnel feel more effective. A common language will be implemented throughout all areas of the school, including but not limited to

classrooms, buses, playgrounds, hallways and the cafeteria. Within the classroom, research based good behavior games will be played daily and S.T.A.R.S. terminology will be utilized. Staff and students will be encouraged to recognize and utilize positive behaviors and choices. Students, in turn, will have opportunities to be rewarded for their good choices.

2. Monthly class meetings will be used to provide a combination of character education and anti-bullying education, as well as review proper behavior on the buses and in non-instructional areas.
    1) Monthly character education - The classroom meetings allow the teachers to introduce and implement the character trait of the month through age-appropriate lessons tied directly to the four STAR pillars (Self-control, Teamwork, Attitude, Respect). These character traits will then be reinforced throughout the building on a daily basis through good behavior games, classroom medal winners, visual reminders and recognition on bulletin boards.
    2) Anti-bullying education - The classroom meetings will be designed to create cohesion and a safe classroom culture that addresses bullying and develops empathy within peer groups utilizing the monthly character trait.
    3) Bus behavior and non-instructional areas - The classroom meeting will utilize both the character trait, as well as the anti-bullying education to reinforce proper behavior and positive choices on the buses and within non-instructional areas.

Each student has the right to receive an education that is meaningful and appropriate. Students have the right to learn, teachers have the right to teach and no student has the right to interfere with the learning process. In order to grow educationally, socially and emotionally, it is important that children be in an environment in which there is a concerned teacher, school and parents that will work together. This is the goal of our S.T.A.R.S. program. We look forward to your help in supporting our efforts here at school. Throughout the school year, students who consistently show STAR behavior will have opportunities to participate in rewards such as: field trips, games, or earn prizes from the THOR Store.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The following Student Code of Conduct has been developed for students at Elida Schools in grades PK-5. The Student Code of Conduct provides a framework of expected behavior, identifies the responsibilities of the student along with his/her rights, and illustrates guidelines of penalties for infractions.

All behavior situations will be studied before a decision is made and the consequences are administered. Parents will be informed of the situation in all cases involving suspension or more serious disciplinary actions. Incidents occurring anytime, including the end of the school year, may result in school authorities taking whatever appropriate disciplinary action is necessary including carrying the disciplinary action into the next semester or school year. This may include legal action and notification of civil authorities. If a situation occurs which is not covered in the Student Code of Conduct, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and to protect the safety and welfare of students and staff in the Elida Local Schools. For students' safety and welfare, video surveillance cameras and other safety monitoring devices are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the

function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies. Due to privacy rights of students, these recordings are not open to public view.

ELIDA STUDENT CODE OF CONDUCT (Grades PK-5)

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.

STATEMENT OF DISCIPLINARY POLICY

The administration reserves the right to exercise flexibility and individuality in interpreting and implementing the rules of the Student Code of Conduct in compliance with the Elida Local Board of Education policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. Criminal acts committed at or related to the school will be reported to law enforcement officials as well as discipline at school. Certain criminal acts may result in permeant exclusion from school.

The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The administration reserves the right to incorporate such actions. Disciplinary actions are based on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties may be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate, undesirable student behavior.

RULE #1 – THREAT OR AGGRESSION TOWARDS SCHOOL PERSONNEL (Self-Control, Teamwork)

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. Assault of a staff member may result in criminal charges and shall subject the student to expulsion proceedings.

RULE #2 – DAMAGE TO SCHOOL OR PRIVATE PROPERTY (Self-Control, Respect)

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 (Self-Control, Teamwork, Respect)

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 (Self-Control, Teamwork, Respect)
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 (Self-Control, Teamwork, Respect)
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. Promoting or instigating a fight through verbal actions or behavior are also considered to fall under this category.

RULE #6 – DISREPECTFUL BEHAVIOR (Teamwork, Attitude, Respect)
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 (Teamwork, Attitude, Respect)
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 (Self-Control, Teamwork)
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 (Self-Control, Teamwork)
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 – HORSEPLAY/ROUGH-HOUSING/PLAY FIGHTING (Self-Control, Teamwork)
A student shall not cause physical injury, verbally harass, or behave in such a way that threatens or could cause injury to school personnel, students, or visitors due to horseplay or play fighting. Horseplay could be, but not limited to, playing too rough, tag turning into grabbing, hanging on students, shoving, pinning to ground, etc…

RULE #11 – DISHONESTY (Attitude)
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 (Teamwork, Attitude, Respect)
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 – LEAVING SCHOOL PROPERTY (Self-Control)
Leaving school property: While under the jurisdiction of school authorities, a student may not leave school premises without proper authorization of an administrator or the school nurse. When leaving school, students are **required to sign out in the office with a secretary**.

RULE #14 – MISCONDUCT NON-INSTRUCTIONAL AREA (Self-Control, Teamwork, Attitude, Respect)

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 (Self-Control, Teamwork, Attitude, Respect)
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 (Self-Control, Teamwork, Attitude, Respect)
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 (Self-Control)
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 (Self-Control)
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/ OBSCENE LANGUAGE/GESTURE (Self-Control, Attitude, Respect)
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 (Self-Control, Teamwork, Attitude, Respect)
A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. A student shall not accumulate various infractions of the Code of Conduct. Repeated offenses and violations of school rules and regulations may follow a disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

RULE #21 – SCHOOL TRANSPORTATION (Self-Control, Teamwork, Attitude, Respect)
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 (Teamwork, Respect)
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 (Self-Control, Respect)
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 (Self-Control, Teamwork, Respect)
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 (Self-Control, Teamwork, Attitude, Respect)
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.

Differentiating Bullying from Normal Peer Conflict or Mean Behavior

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

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
In accordance with HB 276, Elida Local Schools has implemented an anti-bullying policy. The entire policy can be accessed at the Elida Local Schools website under board policy section 5517.01.

Harassment, intimidation, or bullying means:

- any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior means:

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

Complaints:
Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying to any school staff member or administrator, and the complaints shall be promptly reviewed and investigated. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witness. Elida Elementary affords both parties (complainant and alleged perpetrator) a balanced and fair process. In resolving the complaint, Elida Elementary uses a preponderance of evidence standard, determining whether it is more likely than not that the harassment occurred. Documents created or received as part of the investigation shall be retained in accordance with Board Policies 8310, 8315, 8320, and 8330 for not less than 3 years.

Privacy/Confidentiality:
The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witness as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Consequences:
After a thorough investigation and the report of bullying/harassment has been verified, the administration will, depending on the severity of the offense, issue Non-Disciplinary Interventions or Disciplinary Interventions.

RULE #26– BOMB THREATS. OTHER FALSE ALARMS, TERRORISTIC THREATS (Self-Control, Teamwork, Attitude, Respect)
Making a bomb or shooting threat against a school building or any premises at which a school activity is being held at the time a threat is made, or against other students and/or staff may be expelled for a period of up to one (1) school year. This includes, but is not limited to, threats made through social media use, texting, etc. Additionally, intentionally giving or interfering with a false fire alarm or any other type of threat is prohibited. Making threats either directly or indirectly to commit a crime of violence with the purpose of terrorizing others or with reckless disregard of the risk of causing terror is considered a terroristic threat and may be grounds for expulsion.

RULE #27– OTHER SITUATIONS (Self-Control, Teamwork, Attitude, Respect)
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.

PROCEDURES, CORRECTIVE MEASURES, AND PENALTIES FOR VIOLATION OF THE STUDENT CODE OF CONDUCT AND SAFEGUARDS FOR DUE PROCESS RIGHTS

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

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

1. In every case before punishment is imposed, the staff member imposing the punishment will confer with the student to assure that he/she understands the nature of the unacceptable behavior and has a chance to present his or her story regarding the situation or of what happened.
Among the corrective procedures that may be used are the following:

a. Verbal reprimands, warning, and/or counseling,
b. Deprivation of privileges,
c. Suspension from some or all activities,
d. Referral to outside agencies or authorities,
e. AEP (Alternate Educational Placement)—students will complete work in a supervised learning environment within the school setting
f. Out of school suspensions,
g. Recommendation for expulsion,
h. Referral to the Intervention Assistance Team/PBIS,
i. Filing of charges through the proper legal authority.

3. In determining the exact nature of the punishment to be imposed, consideration will be given to:
   a. The seriousness of the violation,
   b. The age and maturity of the student,
   c. The student's past record of acceptable or unacceptable behavior,
   d. The type of punishment given to other students who have engaged in similar misbehavior,
   e. The likelihood that the punishment will be effective in preventing future misbehavior.

4. If a student's presence poses a danger to persons or property, or threat of disrupting the academic process, an emergency twenty-four (24) hour removal may be initiated. Because such removal is not subject to the normal suspension and expulsion procedures, no prior notice or hearing (or provide written notice of same) is required for removal. (Board Policy 5610.03)

5. SUSPENSION

The Principal or Assistant Principal shall not initiate suspension or expulsion proceedings against a student in any grades pre-kindergarten through 3 who was removed unless the student has committed one (1) of the following acts:

1.)The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board. Similarly, the Principal can initiate suspension or expulsion proceedings if the student possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extracurricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.

2.)The student commits an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).

3.) The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.
The superintendent or principal may suspend a student for ten days or less. When a suspension may be in order, a written notice will be given to the student explaining the reasons for the proposed suspension. An informal hearing will be held at which the student may ask questions, explain his/her actions, and tell his/her side of what happened, and question the reasons for the punishment. If, after the hearing a suspension is still forthcoming, the parent/guardian will receive notice (within 1 school day) which shall explain the reasons for the suspension, the duration of the suspension or expulsion, and the right of appeal to the local superintendent or his/her designee.

A student given an out-of-school suspension must remain off school property and may not attend any school-related activity, either home or away, during the length of the suspension. A student who violates this condition may be charged with trespassing. The student may be permitted to make up any work during an out-of-school suspension in the class or classes while he/she is suspended. Elementary students may receive full credit for missed work during the suspension.

6. EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the superintendent may expel a student.

Expulsion is the removal of a student for more than 10 days, but not more than 80 days duration, unless it is specifically provided for in policy, which may be for up to one year. An expulsion can extend beyond the end of the school year; if there are fewer school days than expulsion days remaining in the school year the superintendent may apply any remaining part of or all of the period of the expulsion to the following school year. Due process rights for an expulsion are similar to those for a suspension.

The superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year.

I. PERMANENT EXCLUSION

According to Elida Board Policy 5610.01:
If the student is sixteen (16) or older and has been convicted or adjudicated delinquent for committing one or more of the following violations of the Code of Conduct while on school grounds, s/he may be permanently excluded from the schools of this District or any other public school in Ohio:

A. possession or involvement with a deadly weapon (firearm or knife capable of causing serious bodily injury)

B. trafficking in drugs

C. murder, involuntary manslaughter, assault or aggravated assault

D. rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or if the victim is an employee of the District

E. complicity, regardless of where the complicity occurs, in any of the above crimes

I. Principal's Responsibility to Report

Regardless of the age of the student, if a principal while on duty either observes or obtains reliable information that the student has committed any of the above offenses on the property of any Ohio school district or at any event sponsored by an Ohio school district, s/he is to notify the Superintendent of the school district in which the action took place within one (1) school day. If the student is an adult, the Principal may report the offense to the law enforcement agency having jurisdiction in the school district in which the offense occurred. If a juvenile, s/he may report the offense either to that law enforcement agency or the one having jurisdiction in the community in which the student resides.

II. Exclusion Procedure

Upon receipt of information that verifies a student has been found guilty when s/he was sixteen (16) or older of one of the above stated offenses, the Superintendent shall make a determination, based on information from the student's principal whether or not the student's

continued attendance or return to school after suspension or expulsion poses a continuing threat to the health and/or safety of other students or staff members. (If the student has been expelled for one of the above offenses and the legal proceedings concerning the case are pending, the Superintendent may file a motion with the court requesting an order to extend the expulsion for the lesser of an additional eighty (80) days or the number of school days remaining in the school year.)

If such a threat exists, the Superintendent will advise the Board and recommend, in writing, that it pass a resolution within fourteen (14) days of receipt of the recommendation requesting the State Superintendent of Public Instruction to permanently exclude the student from the public schools of Ohio. S/he shall also notify the parents that the recommendation has been sent to the Board. The following information about the student is to be provided to the Board for its consideration prior to acting on the resolution:

A. academic, co/extra-curricular, and disciplinary records

B. response to prior imposition of disciplinary actions contained in the school records

C. social history

D. evidence regarding the seriousness of the offense for which the student was found guilty and which is the basis of this recommendation

E. any mitigating circumstances surrounding the offense that gave rise to the recommendation

F. evidence regarding the probable danger posed to the health and/or safety of fellow students or members of the staff and the probable disruption of the instructional process

G. evidence regarding the availability of alternative sanctions that would enable the student to remain in a public school without endangering the health and/or safety of others or posing a threat to the instructional process

The name of the person who should present the District's case to the State Superintendent should accompany the recommendation.

If the Board adopts the resolution, the Superintendent shall submit the request, together with the documentation of the student's conviction, entire school record, and any other relevant information to the State Superintendent for action. S/He shall also provide both the student and his/her parents with a copy of the Board's resolution.

If the Board does not accept the Superintendent's recommendation and does not adopt the resolution, it shall notify the Superintendent, in writing, who in turn, shall immediately provide written notification to both the student and his/her parents.

The State Superintendent's action and any subsequent actions on the Board's resolution, including procedures for revocation of permanent exclusion, development of a probation

admissions plan, and maintenance of records, shall be done in compliance with R.C. 3313.662

PLAYGROUND USE DURING SCHOOL HOURS

The hours from 8:45 **a.m. to 4:00 p.m.** during the school year may be scheduled for recess periods, physical education classes and other outside activities. **The school's playgrounds are not open to the general public between these hours.**

DRESS APPROPRIATELY FOR THE SEASON

The course of the school year will encompass both extremities in climatic conditions. Please consider the effects of weather conditions when you send your child to school, particularly in colder temperatures. There are many times during the winter months when recess periods will be outdoors. **All students are expected to participate in outdoor recess periods** except in specific situations with a physician's note.

The circumstances to be used in determining inside, outside, or modified recess will be:

a. a temperature below 20° F inclusive of wind chill factor
b. the physical condition of the play areas
    1. a significant snowfall that has not been removed
    2. ice factor
    3. standing water
c. the immediate threat of a sudden storm

OUTSIDE RECESS RULES AND STUDENT RESPONSIBILITIES

1. Demonstrate Elida Elementary STAR behavior at all times.
2. Follow directions of the playground supervisors at all times.
3. Use equipment properly.
4. Treat others with respect - no teasing, put - downs or harassment.
5. Follow school rules for all field activities and games.
6. Compliance with the student code of conduct

INSIDE RECESS RULES AND STUDENT RESPONSIBILITIES

1. Demonstrate Elida Elementary STAR behavior at all times.
2. Follow directions of the recess supervisors at all times.
3. Use games and inside recess activities properly.
4. Treat others with respect - no teasing, put-downs or harassment.
5. Activities should involve quiet voices so as not to disturb other classes.
6. Compliance with the student code of conduct.

The recess monitors implement the PBIS framework on the playground; therefore, they follow tiers of discipline to determine appropriate consequences for behaviors. Other factors that play a role in discipline will be age and frequency of offense. If a student witnesses or becomes a victim to another student who has violated one of the school codes of conduct, they **should immediately tell an adult DURING recess**. This will allow the recess supervisors to address the issue quickly and get appropriate witness statements if needed.

HOMEWORK POLICY

The Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

The amount and type of homework given is to be decided by the classroom teacher within the framework of overall instructional plans. As an extension of the teaching/learning process, homework should be assigned, assessed, and factored into the determination of the student's grade.

GRADING AND PROGRESS REPORTING

Grading periods will be at nine week intervals. We encourage parents to track their child's progress frequently through Schoology. This information shall emphasize the positive aspects of a child's progress in school indicating, therefore, what a child has accomplished. Every effort shall be made to prevent progress reporting from being punitive in nature. Progress reporting is based upon a child's placement in relation to the educational tasks he/she has been required to complete according to Ohio's Learning Standards.

The achievement mark in any subject should represent the most objective estimate by the teacher of the achievement of the student in the subject as related to his/her group, grade level, and individual ability.

Each teacher will have a definite set of criteria identified by which grades are issued. These criteria should be known to students and to parents when requested and should represent the degree of achievement of established educational tasks.

Documentary evidence will be available to justify any grades, achievement made, and/or rating given a student.

Electronic grade book will be maintained and updated at least weekly by every teacher. Parents shall, upon request, be provided with further explanation of the source of difficulties and level of achievements of their child in school. Questions regarding grades should be addressed with the teacher prior to contacting school administration.

INCOMPLETE POLICY

An "incomplete" (I) is sometimes necessary in order to give students a chance to make up work missed because of illness. Work missed during excused absences may be made up. **Students** must take the responsibility for contacting teachers for make-up work.

ACHIEVEMENT GRADING SCALE

A+	97 to 100
A	93 to 96
A-	90 to 92
B+	87 to 89
B	83 to 86
B-	80 to 82
C+	77 to 79
C	73 to 76
C-	70 to 72
D+	67 to 69
D	63 to 66
D-	60 to 62
F	59 – below
I	Incomplete

CONTENT STANDARDS AND SOCIAL AND WORK HABITS

(+)	Above expected performance
(✔)	Expected performance
(-)	Below expected performance
( )	Not evaluated

RELATED ARTS GRADING SCALE

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

Grades K-5: A student progress report card is issued at the end of each grading period. Achievement will be assessed using letter grades.

Achievement Grading Scale is used for:
Mathematics English Language Arts (Reading/Writing) Science Social Studies

Related Arts Grading Scale is used for:
Art Music Physical Education

WORK HABITS AND ATTITUDES
Students are expected to exhibit positive development of work habits and attitudes necessary for success in school. These habits and attitudes include the areas of self-discipline, respect for the rights of others, and preparation for work. A student demonstrates self-discipline through accepting and following school rules, working on appropriately assigned tasks, showing proper care for materials used in class, and accepting the consequences of his/her decisions.

A student respects the rights of others by not physically or verbally abusing others, not damaging or appropriating the property of others, and not disrupting the learning program of other students.

A student indicates his/her preparation for class when he/she brings designated tools and materials needed for the completion of daily assignments and performs assigned tasks within the limits defined by the teacher.

PARENT-TEACHER CONFERENCES
Elementary teachers schedule conferences with their students' parents during the school year. Participation in past years has been excellent and everyone has realized the importance and value of these conferences. Information regarding the conferences and the subsequent scheduling of them is

distributed in the fall and winter of each year. The first set of conferences will include an invitation to all parents. The second set of conferences will be determined by student based on student progress.

STUDENT PROMOTION

It is considered reasonable to expect that the majority of elementary students will progress satisfactorily through the grade levels.

Since children differ in motivation, interest, and ability, not all students will perform at grade level. For this reason, ***minimum*** expectations in the basic skill areas of writing, reading, mathematics, social studies, and science have been established which each student should meet as one condition for promotion to the next higher grade. These standards are such that each student promoted within the school is prepared for instruction at the next higher grade level.

Student promotion in our school is based upon a continuous evaluation of each student's competency in basic skills, attendance, and development of positive work habits and attitudes. Every effort shall be made by the staff to enable each child to develop sufficient skills, behaviors, and attitudes to warrant promotion. The expectations established for reading, mathematics, writing, social studies, and science are ***minimum***. The "average" student should perform well above these expected standards, while accelerated students will be performing well above the designated average material. Therefore, the accomplishment of minimum expectations in basic skills does not automatically result in promotion. Consideration must also be given to the achievement levels in other subject areas, attendance, and work habits and attitudes.

THIRD GRADE GUARANTEE

Elida Elementary will administer a reading diagnostic assessment from the Ohio Department of Education's approved list by the end of September for students in kindergarten through grade three (ORC 3313.608). The students that are identified as "on track" will continue with the current reading curriculum. The students that are identified as "not on track" will have a reading improvement and monitoring plan in place that uses researched-based reading strategies targeted to the identified reading deficiencies of that student. Parents will be notified about and involved in the reading improvement and monitoring plan. If this student does not attain the appropriate level of reading competency by the end of Grade 3, the student may be retained. Students that are on an Individual Educational Plan and students that are limited English proficient and have only been in the United States for less than two years may be exempt from the retention consequence of Third Grade Guarantee.

SELECTED SCHOOL HEALTH POLICIES AND PROCEDURES

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, with the exception of a prescribed rescue inhaler and/or Epinephrine pen, **must be kept in the principal/nurse's office 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.

Illness and Return to School Following Illness

Students may be sent home if any of the following symptoms are present:

Fever of 100 degrees or greater. Occasionally a lesser temperature elevation accompanied with symptoms such as headache, stomachache, diarrhea, or sore throat. Student should be fever free for 24 hours without the use of fever reducing medication before returning to school.

Nausea and/or vomiting or diarrhea

Skin rash (not seen by a doctor)

Reddened eyes with mattering or crusting (not seen by a doctor)

Guidelines for when a student may return to school following select illness or certain health concerns:

(Please note that this list in no way includes all possible illness or health concerns.)

Conjunctivitis (Pinkeye): May return when receiving appropriate medical treatment.

Fever: May return after fever free (less than 100 degrees) for 24 hours without the use of fever reducing medication.

Head Lice: Student excluded until treated and live lice are gone. Head lice can be treated in one day. Students are expected to return no later than second day after treatment. **One day only is an excused absence.**

Impetigo: May return after appropriate antibiotic treatment has begun and lesions are dry.

Ringworm: May return after treatment has begun and area is covered with band aid or clothing.

Strep throat and/or Scarlet Fever: May return 24 hours after appropriate medical treatment has begun; generally antibiotic therapy.

Ohio Immunization Summary for School Attendance

VACCINES	FALL 2022 Immunizations for School Attendance

DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K-12 Four or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.* Grades 1-12 Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3. Grade 7 One dose of Tdap vaccine must be administered on or after the 10th birthday. ** *All students in grades 8-12 must have one documented Tdap dose.*
POLIO	K-12 Three or more doses of IPV. *The FINAL dose must be administered on or after the fourth birthday,* regardless of the number of previous doses *and there must be six months spacing between doses 2 and 3.* If a combination of OPV and IPV was received, four doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
VARICELLA (Chickenpox)	K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to seventh grade entry. All students grades 8-11 must have one documented dose of MCV4. Grade 12 Two doses of MCV4 by age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger* or the *Catch-up immunization schedule for persons aged 4 months-18 years who start late or who are more than 1 month behind,* as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.

- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.

- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for school attendance and the ODH Director's Journal Entry on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.

- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.**

** Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.*

*** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*

**** The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the final and previous dose.*

***** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.*

Last updated 12/01/2021.

USE OF TOBACCO/SMOKING PRODUCTS ON SCHOOL PROPERTY

The Elida Board of Education is dedicated to providing a quality environment for the health, safety and comfort of students, staff, and visitors.

In order to maintain a quality environment, the Board prohibits the use of tobacco in all buildings, grounds, and vehicles owned and operated by this Board at all times. Further, in any activities under the auspices of the Elida Board of Education, the use of tobacco products is expressly prohibited.

For purposes of this policy, "use of tobacco" means a cigar, cigarette, pipe, smokeless tobacco, e-cigs, vapes or any other matter or substance that contains tobacco.

PREVENTION AND INTERVENTION

SECTION I. PHILOSOPHY

The Elida Local School District recognizes that the use of alcohol and other drugs and the problems associated with it are becoming increasingly commonplace in our society and among youth. One's own chemical use or that of a loved one can have serious and lifelong consequences.

The Elida Local School district also recognizes that the abuse of alcohol and/or other drugs often precedes the development of problems. At some point, an individual's use of alcohol or other drugs may be deemed destructive to him/herself or to others, causing problems in daily living. Where the capacity to make responsible decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Elida Local School District recognizes that students often need education, assistance, and support because of their own drug use or because of drug-related problems of those for which they care. Many students will require support for their decision to remain drug-free. Since chemical dependency is preceded by the abuse of alcohol and/or other drugs, the school system wishes to provide education and/or assistance to any student displaying signs of harmful involvement.

The Elida Local School District also recognizes that a person's use of alcohol or other drugs can lead to the illness of chemical dependency. Complete recovery is possible, however, if the illness is identified early and treated appropriately through referral to community agencies.

The Elida Local School District regards alcoholism, drug addiction and dependency as it does any other illness or chronic behavioral/medical problem. Our primary purpose is to be helpful, and to eradicate the judgments or blame which only continue to stigmatize those with such problems and make their recovery difficult or impossible.

The Elida Local School District believes that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community, it has a role to play in helping students remain drug-free.

Whenever factors arise which interfere with a student's school performance, the Elida Local School District wishes to cooperate with all segments of the community in making means of assistance available to all those individuals who develop alcohol or other drug-related disabilities.

SECTION II. GENERAL POLICY STATEMENT

The Elida Board of Education recognizes alcohol/drug abuse and dependency to be a serious social problem. Furthermore, the Board recognizes the dependency stage of chemical use to be a primary illness.

Health problems of youth are primarily the responsibility of the home and community. However, schools share in that responsibility as the community's youth spend a major portion of their time therein and chemical abuse problems often interfere with school behavior, student learning, and the fullest possible development of the individual. The schools then should have a major part in early detection of chemical use, abuse, and dependence; the protection of students from the promotion and sales of alcohol and non-prescribed drugs; and a partnership role with families and other institutions in seeking treatment for the chemically dependent person. Toward this goal, we are committed to achieving a "chemical free" environment, an environment of high risk for those who would use or abuse all prescribed and/or non-prescribed chemicals. This goal, however, cannot be achieved by the schools alone, regardless of funding, staffing ability, or program development. The family, church, police, community health services, mental health and treatment center, concerned citizens and others must also play a role if our goal is to be accomplished. In the case of a student's possession, sale, transmission or use, or exhibiting evidence of use of a prescribed and/or non-prescribed chemical during school or a school related activity/event the student may be suspended, counseled in school, referred to an outside agency, and/or reported to the proper law enforcement authorities. The specific course of action will depend upon the attitude of the student(s), the cooperation of the parent(s)/legal guardian(s), the seriousness of the offense, the frequency of such offenses, and disciplinary history.

The district's schools will also service the community as an informational resource with regard to chemical abuse and dependency. This will be done in a variety of ways including adult education programs regarding chemical abuse, making staff members trained in substance abuse intervention available through a speaker's bureau, and facilitating the training of interested community members. We believe that education offers one of the most effective tools to counter a potentially deadly problem. Further, we support combining and coordinating our efforts and recognize that this problem neither begins at the school door, nor is it contained within the geographical limits of the district. This problem will be resolved only to the degree that every element of the society which it wounds, combines to be a part of the solution.

SECTION III. ELIDA SCHOOL DISTRICT STUDENT ALCOHOL/DRUG GUIDELINES:
(EXPLANATION OF RULE #11 OF THE ELIDA STUDENT CODE OF CONDUCT)

1. The Board of Education intends that school activities, function, events, grounds, classes and instruction be completely free of controlled substances and alcohol. Therefore, the following student conduct is prohibited:
   a. The use, possession, purchase, transmission or sale of any alcohol or controlled substance during school, on school grounds, or at a school sponsored junction and/or activity, or on school-owned or provided transportation is prohibited.
   b. A student is also prohibited from consuming/ingesting beer, intoxicating liquor, prescription drugs** and /or controlled substance on or off school property during any calendar day when after such consumption/ingestion a student attends school or a school sponsored function and/or activity or is on school-owned or provided transportation or is on school grounds during that same calendar year.
   c. Furthermore, a student is prohibited from attending school, a school sponsored function and/or activity or being on school grounds or on school-owned or provided transportation having used alcohol or a controlled substance prior to such presence or attendance and exhibiting, manifesting or reflection any symptoms, sign, evidence or manifestation of such use or consumption of alcohol or a controlled substance, including but not limited to: smell of alcohol or chemical, reddened eyes, or any other sign or condition which a reasonable person would associate with the use or consumption of alcohol or a controlled substance.
2. Use or consumption of alcohol or a controlled substance prior to attendance or presence at school, on school grounds, or at a school sponsored activity, event, or transportation is not prohibited to the extent such use or consumption is allowed by state and federal law, and if the beer, intoxication liquor or controlled substance is given by a physician in the regular line of his/her practice or given for established religious purposes.

The Elida Local School District recognizes its responsibility to inform and involve the appropriate law enforcement officials of violations by adhering to the relevant provisions of the Elida Student Code of Conduct. Those found to be in violations of selling and/or transmitting alcohol, prescribed drugs, illicit drugs and/or look-a-like drugs will be prosecuted and/or referred to appropriate agencies. This policy covers:

1. Any place on school grounds, or in the school itself at any time including school activities, functions, or events.
2. Off school grounds at school activities, functions, or events.
3. On Board-owned vehicles or Board-rented carriers.

Students who violate this prohibition will be immediately removed from school, or the activity/function/event, for the remainder of the day.

DEFINITIONS:
<u>Drug (controlled substance)</u>
According to Elida Board Policy 5530, “drugs” shall mean:

A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
B. all chemicals which release toxic vapors;
C. all alcoholic beverages;

D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
E. anabolic steroids;
F. any substance containing betel nut (areca nut);
G. any substance that is a "look-alike" to any of the above.

Look-a-like Drug (counterfeit controlled substance)
Any substance that represents a controlled substance or which is represented in nature, appearance, or effect to be a controlled substance or if unpacked or packaged in a manner normally used in delivery of a drug. Any substance that is not labeled in accordance with the Federal Drug Administration. If a person says that a substance may be sold at a price substantially exceeding the actual value of a substance. (example: a small measure of powdered sugar being sold for $1.00)

Paraphernalia
Drug paraphernalia means any instrument, device, article or thing that is used or intended for use of the following:

1. preparing a controlled substance for ingestion, inhalation or other introduction into the human body;
2. ingesting, inhaling or otherwise introducing a controlled substance into the human body;
3. enhancing the effect of a controlled substance upon the human body;
4. testing the strength, effectiveness or purity of a controlled substance.

Any equipment specifically for the production, preparation, and/or use of mood altering chemicals. Examples of drug paraphernalia include, but are not limited to: blenders, bowls, containers, miniature spoons, vials, hypodermic syringes/needles, pipes, tubes, roach clips, chillums, and bongs.

**Prescription Drug
Prescription medications will not be administered except in those rare cases where medication is necessary for chronic/acute conditions as identified in writing by the student's physician, where special training is not required for the administration of the medication, and where the medication cannot be administered at times other than during school hours. Parents are encouraged to arrange dosages around school hours and to use time released medications when possible. In those circumstances where a student must take prescribed medication during school hours, the Elida Board of Education designates the following building level personnel for the security and administration of the prescribed medications: building administrators, school nurse, and clerical assistants. Parents may also come to school to personally administer medication or to administer a treatment that requires special training.

Possession
Under the control of the person; located on or about the person. (Includes, but not limited to; purses, wallets, lockers, desks, etc.....).

Selling
Distributing drugs:

a. for use and/or;
b. for profit.

School personnel may make a distinction between the two situations.

School Property / Jurisdiction

1. Any place on school grounds, or in the school itself at any time including school activities, functions, or events.
2. Off school grounds at school activities, functions, or events.
3. On Board-owned vehicles or Board-rented carriers.

SEARCH AND SEIZURES:

Pursuant to Board of Education Policy 5771, the following guidelines shall be used when school administrators have reason to suspect that an illegal or dangerous substance or object or stolen property may be in the possession of a student:

A. All requests or suggestions for the search of a student or his/her possessions shall be directed to the principal or the person in charge of the students while out of the District.

B. Wherever possible, before conducting the search, the building administrator shall notify the student, request his/her consent to the inspection if other than his/her locker, and inform the student that s/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. The principal shall conduct the search, however, with or without the consent.

C. Wherever possible, an adult third party shall be present at any search of a student or his/her possessions.

D. The principal may conduct a student search upon reasonable suspicion to suspect the presence of an illegal or dangerous substance or object, or anything contraband under school rules.

E. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student, whether during a student search or otherwise.

F. Wherever possible, the student shall be present at any search of his/her possessions.

G. The principal shall be responsible for the prompt recording of each student search. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, and the disposition made of them, and shall be kept in a secure location in his/her office.

H. Whenever the search is prompted by the reasonable suspicion that possession of a substance or object immediately threatens the safety and health of the student or others, the principal shall act with as much speed and dispatch as is required to protect persons and property in the school while keeping clearly in mind the student's rights and the potential consequences of inappropriate or hasty action.

III. Reasonable Suspicion

As used in this section, "reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

A. has violated or is violating a rule or behavioral norm contained in the student handbook;

B. has violated or is violating a particular law;

C. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property

IV. Method of Search

The scope of any search should be limited by the reasonable suspicion that motivated the search. If an item is found that leads to reasonable suspicion that additional, correlated items may also exist, the search may be extended. If the initial search produces no evidence of contraband, there should be no extension of the search based on simple curiosity.

V. Items Found

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. It may also be turned over to any law enforcement officer after proper notation and receipt

STUDENT SERVICES

Our elementary school has specialized personnel who may give assistance at times when a child may be having educational difficulties or benefit from specialized attention. As a ready reference, these people include:

1. The school psychologist has the responsibility for administering individualized tests and assessments upon referral by the classroom teachers and/or parents.
2. The district nurse coordinates screening of vision and hearing and keeps control of accurate and complete records of health information. He/she attends to minor illnesses and injuries on an as-needed basis and communicates accordingly with parents.
3. The speech pathologist who, after referral by classroom teachers, screens children for speech problems and gives classes in speech correction and language development throughout the year.
4. A social worker serves as counselor and resource person to students, parents, and staff where assistance is requested in working with children who exhibit academic, social, and emotional difficulties. The social worker may also work individually or in small groups with students.
5. The Intervention Teachers and Physical/Occupational Therapist assists with the mobility of students about the building who have restricting physical impairments. He/she also assists in special classrooms with manipulative activities and tutorial/clerical duties.
6. Supervising staff members monitor play and recreational activities of students at scheduled outdoor and indoor recess periods. They assist in creating opportunities for students to interact positively in an organized, guided social setting of play.

7. School-wide Title I is a federally funded program designed to intervene for “at risk” students. Elida students may be served through “School-wide Title I”. Service may be provided directly or indirectly, with the duration and location of services varying according to need. Title I staff works in close contact with the homeroom teachers, and views parental involvement and education as important components of the program.
8. Concerns about academic performance or emotional, social or behavior problems will be discussed by the Intervention Assistance Team (IAT), a group of teachers, counselors, administrators and other appropriate school personnel, in an attempt to resolve the problem. Parents may participate in the IAT process. All referrals for special education must be made through IAT.
9.

SCHOOL VOLUNTEERS

School volunteers are people who desire to help our school. They possess the ability to get along with others and to enjoy students. They also understand school goals and are adaptable and dependable.

The School Volunteer concept originated from an expressed need on the part of teachers and other staff for various means of assistance, and from an expressed desire by many community members willing to volunteer their time and talents to enrich our educational process at Elida.

All volunteers shall be classified in one of the two following categories:

CATEGORY 1 – Volunteers who are under the direct supervision of a staff member and are not directly responsible for students.
Category 1 volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services provided, and donations made.

CATEGORY 2 – Volunteers who are or may be directly responsible for students.
Category 2 volunteers must meet all of the following criteria:

1. Must have an application on file with the appropriate building principal or athletic director.
2. Must have a satisfactory criminal record check.

PARENT TEACHER ORGANIZATION

The purpose of this association is to promote the activities and best interests of the Elida K-5 students, through fundraising activities to financially support the P.T.O. programs, assist in providing community programs, and assist in the search for leadership for sponsored groups.

Constitutions are available by contacting P.T.O. officers. The P.T.O. meets regularly August through June at 7:00 p.m. at Elida Elementary School. See exact dates and location on each building calendar of events.

BULLDOG YOUTH ATHLETIC ASSOCIATION

The purpose of this association is to promote athletic activities that are in the best interest of Elida Local School District students. Fundraising activities to financially support the athletic programs may be conducted. Assistance will be provided to obtain leaders for the sponsored activities.

The activities sponsored by B.Y.A.A. are intended to be recreational and non-competitive. They will also be instructional, encouraging and fairly oriented in nature. The B.Y.A.A. does not recognize league winners in the various sponsored activities and therefore will not provide awards to any teams or individuals for being "league champions". A further purpose of this organization is to evaluate and implement additional activities to provide for greater student participation.

SCHOOL CAFETERIA

Students may purchase their lunch at school, or bring their lunch with them; however, **parents bringing "fast food" lunches to school is prohibited.** The cafeteria uses a computerized debit system to purchase lunches. Pop, soda, coffee drinks or energy drinks are discouraged.

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

The computerized debit system has two basic components: a touch screen computer monitor and a twelve-key PIN (personal identification number) pad. Students will use their library student ID number to access their account.

Money can be deposited into the account whether the student is a free, reduced or a full paying student. Money will only be deducted when the student uses the account. Checks should be made payable to Elida Elementary and the student's name and/or ID number should be on the check.

The student may use this account for meal purchases or ala carte purchases.

This is a completely confidential system. All students access the system in the same manner regardless of whether they receive free, reduced or full price meals. The computer will deduct a meal charge from the student's account according to their paying status. Students purchasing free or reduced meals can use any monies they have placed in their account for ala carte purchases.

Elida Elementary School offers breakfast each morning. Breakfast is offered to all students regardless of their meal status & is served every day except for delay days. The elementary school will offer breakfast in the cafeteria each morning 8:45am – 9:00am. Students wanting breakfast are to come directly to the cafeteria upon arrival at school. The USDA is an equal opportunity provider, employer and lender. The cashier will notify students when their account reaches a low balance. Charging is strongly discouraged; a student may charge a meal when necessary. Negative account balances will be converted to school fees annually. (Policy 8500) Any credits will be carried over from year to year. Students may not purchase a la carte items unless their account is brought current. No cash change will be given to students for fifty-and- 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. A credit card online payment service is available at www.payschoolscentral.com. Contact the Food Service Supervisor (419-338-6847) 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.
Any credits or charges will be carried over from year to year. A credit card online payment service is available at **payschoolscentral.com** . Contact the Food Service Supervisor for more information regarding this service.

Students are not required to purchase meals in advance. The computer will act as a cash register for those students not wishing to place money on account.

The Elida Local School District provides a breakfast program in each building. Breakfast is offered to all students regardless of their meal status. The elementary school will operate the program in the lunchroom each morning 8:40am - 9:00am. Students wanting breakfast are to come to the cafeteria directly from the bus or parent drop off area to purchase breakfast. The USDA is an equal opportunity provider.

The fee structure and criteria for eligibility under the free or reduced program is announced at the beginning of the school year, as is the menu.

Whenever there is an announced delay of school starting for any reason, the breakfast program will be cancelled for that particular day.

LIBRARY

Students are responsible for the proper care of their books and are charged damage fines or lost book fines when necessary. Students should return their book the first day they return to school after an absence. If students go on vacation, they are to return their library book prior to leaving. When school is canceled due to weather, library books are automatically renewed for another week.

CARE OF BOOKS

All textbooks and library books are loaned to students by the Board of Education and their care and proper use to keep them in good condition is a responsibility. If a textbook is lost or damaged, a charge for the loss or damage will be made. Fines for textbooks will be levied at the end of the school year for excessive wear.

CLASSROOM PARTIES

These guidelines have been established to answer the questions and acquaint everyone with the school's policy regarding classroom parties.

Scheduled Parties

Three parties are scheduled for each year: Fall, Christmas, and Valentine's Day. The room parents may assist in organizing and planning the Fall and Valentine's Day parties and the classroom teachers will organize the Christmas parties. The setting for the Fall party is to be selected by room parents and the classroom teacher to highlight a Harvest/Octoberfest theme which plays upon the fall season. Outside attendance at these holiday parties is limited to the designated room parents only. Drop in guests only

lend to distracting the room parent's and teacher's plans and compete for students' attention. Any parent or guardian who may object to their child's participation in one or more of the classroom parties may request they not take part or may have the child dismissed from school by notifying the teacher of such plans. **ANY FOOD ITEMS THAT ARE BROUGHT IN FOR THE FALL, CHRISTMAS AND VALENTINE'S PARTIES MUST BE STORE BOUGHT AND INDIVIDUALLY WRAPPED.**

Birthdays for Students and Teachers
Birthday parties are not acceptable for classroom activities. Instead of a party, the individual having the birthday may bring alternative items for the class or for the students. **ALL OUTSIDE FOOD WILL NOT BE ALLOWED TO BE BROUGHT IN TO THE CLASSROOM FOR BIRTHDAYS.** There are students with many food allergies and we are now a Healthy School. Students are not to organize a party for their teachers. If a birthday treat is brought to school, it will be sent home with the student.

Alternative to Class Treats
Parents and students are encouraged to consider donating a book to the school library in the name of the student having the birthday. This practice may also be considered for other special events being celebrated by the student or family. Some other good ideas would be fun pencils, fun erasers, stickers, bouncy balls, coloring pages, small activity booklets, bubbles, keychains, bracelets, notepads, small toys, etc. A donated board game to the classroom is a great idea too. Thank you for understanding the safety, health, and feelings of our children.

Any additional questions regarding classroom parties or collection of money from students for any other occasion should be directed to the principal.

FIELD TRIPS
Elementary students may participate in field trip experiences. Parents will be notified of an impending field trip. Permission slips will be provided at the beginning of the school year to cover all field trips for the entire school year. Parents will be notified of field trips. While on a field trip, students MUST ride the bus to the event and back to the school. Students will not be permitted to be signed out while off school campus. Field trips are considered a privilege. Students may be assessed a fee to offset the costs of field trips.

ASSEMBLIES
Entertaining and educational student assemblies are a part of the school year events. The individuals or groups performing are professional and do require a fee for their services.

USE AND RENTAL OF SCHOOL FACILITIES
It is the intent of the Elida Board of Education to cooperate with any responsible organization or qualified group desiring the use of a school facility. School and school connected organizations shall have first priority in the scheduling of the use of facilities. The organization or group requesting use of an elementary facility should file an application, obtainable through the school office or central office.

LOST AND FOUND

Articles that are found on the school premises should be turned in to the office. They will be returned to the owner when properly identified. Students are asked to place their names and room numbers on all workbooks, tablets, notebooks, and when appropriate on wearing apparel. Items will be held in the office for one week to be claimed.

STUDENT USE OF THE TELEPHONE
Student access to a telephone is obtainable only through permission of the school personnel. Excessive use is inconvenient to both the student and office personnel as well as disruptive to the office and will not be allowed.

CHANGE OF ADDRESS
Please advise your child's teacher and the school office of any change in your address or telephone number. This is extremely important for emergency situations that may arise at school and require your immediate notification.

DISTRIBUTION OF PERSONAL INFORMATION
The Elida Elementary School does not distribute information regarding either students or employees.

WRITING CHECKS TO SCHOOL
Should you pay any fees, lunch costs or other payments by check, please make checks payable to **Elida Elementary School**. Record keeping is greatly simplified if a separate payment is made for each type of charge. Please **do not** send money to one teacher for children in other classrooms.

STUDENTS OF THE MONTH

Students, staff members, and community members can nominate students for the "STUDENTS OF THE MONTH" award. A selection Committee of the Faculty Advisory Council from Elida High School, Elida Middle School and Elida Elementary School will choose three (3) or more "STUDENTS OF THE MONTH" for each month of the school year at each school. Any student selected as "STUDENT OF THE MONTH" at any school will not be chosen again during the current school year. The school principals will inform the deserving students who have been selected "STUDENTS OF THE MONTH". The award is based on academic performance, cooperation, outstanding leadership, proper conduct, etc. Additionally, students who exhibit our STAR behavior are rewarded with positive incentives.

Gifted Education

Gifted Identification Guidelines and Service Plan

Revised 01/26

Ohio defines a student who is gifted as one who "performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment" (Ohio Revised Code 3324.01).
The district ensures equal opportunity for all district students identified as gifted to receive any services offered by the district to which they meet the criteria.

Identification

Once identified as gifted, a student retains that identification regardless of subsequent testing or classroom performance.

Ohio law defines the criteria school districts must use for gifted identification. Below is an overview of the criteria students must meet for each area of identification recognized by Ohio Law.

Superior Cognitive Ability

Students are identified as gifted in Superior Cognitive Ability if, within the previous 24 months, a student accomplishes any of the following:

- Scores two standard deviations about the mean, minus the standard error of measurement, on an approved standardized individual or group intelligence test;
- Performs at or above the 95th percentile on an approved basic or composite battery of a nationally normed achievement test; or
- Attains an approved score on one or more above grade-level standardized, nationally normed approved tests.

Specific Academic Ability

Students are identified as gifted in specific academic ability if, within the previous 24 months, a student performs at or above the 95th percentile at the national level in a specific academic ability field on an approved individual or group standardized achievement test.

Creative Thinking Ability

Students are identified as gifted in Creative Thinking Ability, if with the previous 24 months, a student does both of the following:

- Scores one standard deviation above the mean, minus the standard error of measurement, on an approved standardized individual or group intelligence test; and
- Exhibits sufficient performance on either of the following:
    - An approved individual or group test of creative ability; or
    - A checklist of creative behaviors.

Visual or Performing Arts Ability

Students are identified as gifted in Visual or Performing Arts Ability when a student does both of the following:

- Demonstrates superior ability in a visual or performing arts area through a display of work, an audition, or other performance or exhibition; and
- Exhibits sufficient performance on an approved checklist of behaviors related to a specific arts area.

Approved Assessments Utilized by Elida Local Schools

Elida Local Schools recognizes all assessments approved by the state of Ohio. The district uses the following assessment instruments for screening and identification pursuant to Ohio Revised Code 3324. All students in grades 2 and 4 are screened for giftedness in Superior Cognitive Ability and Specific Academic Ability in the areas of Reading and Math.

Superior Cognitive Ability

- Cognitive Abilities Test (CogAT)- Form 7, VQN Composite
    - Identification Score, Composite Standard Age Score 128

Specific Academic Ability

- IOWA Assessments- Form E
    - Identification Score, 95th Percentile

Creative Thinking

- Gifted and Talented Evaluation Scales- Second Addition (GATES-2)

Visual or Performing Arts Ability

- Audition, performance, display of work, exhibition, or checklist

Referral

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

- Child request (Self-referral);
- Teacher recommendation;
- Parent/guardian request;
- Child referral of peer; and
- Others (psychologists, community members, principals, gifted coordinators, etc.)

Upon receipt of a referral, the district will:

- Follow the process as outlined in this document; and
- Notify parents of the results of screening or assessment and identification within 30 days.

Screening

The district ensures equal access to screening and further assessment for all district children including those from culturally or linguistically diverse backgrounds, low socioeconomic backgrounds, with disabilities, and those for whom English is a second language.

Reassessment

When the screening assessment has been completed, reassessment for possible identification occurs if the data is from an approved screening instrument or from an identification instrument on which the student is within a district-specified range below the identification score.

Transfer

The district ensures that any child transferring into the district will be assessed within 90 days of the transfer at the parent's request.

Appeal Procedure

Parents should submit a letter to the superintendent or district gifted coordinator outlining the nature of the concern. The superintendent or coordinator will convene a meeting with the parent/guardian, which may include other school personnel. The superintendent or coordinator will issue a final decision within 30 days of the appeal. This written notice will include the reason(s) for the decision.

Withdrawal

If a student wishes to withdraw from gifted services, the parent or the student should submit a written request to the building principal or the gifted coordinator. If children request to withdraw, parents will be notified.

Services

- Students in grades 2-6 who are identified in the areas of Superior Cognitive Ability or Specific Academic in the areas of Math and Reading are eligible to receive the following services:
    - Working in a small group with a Gifted Intervention Specialist in a resource room.
    - Participation in differentiated instruction and cluster grouping within the regular classroom setting.
    - Accelerated coursework.
- Students in grades 7-12 who are identified in the areas of Superior Cognitive Ability or Specific Academic in the areas of Math and Reading are eligible to receive the following services:
    - Participation in differentiated instruction and cluster grouping within the regular classroom setting.
    - Accelerated coursework.
    - Enrollment in advanced placement courses, independent studies, dual enrollment, and/or College Credit Plus options at the high school level.

Contact Information
Amy Wannemacher
Elida Local School Gifted Coordinator
awannemacher@elidaschools.k12.oh.us

Gifted Identification Guidelines and Service Plan Revised

01/26 Ohio defines a student who is gifted as one who "performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment" (Ohio Revised Code 3324.01). The district ensures equal opportunity for all district students identified as gifted to receive any services offered by the district to which they meet the criteria. Identification Once identified as gifted, a student retains that identification regardless of subsequent testing or classroom performance. Ohio law defines the criteria school districts must use for gifted identification.

Below is an overview of the criteria students must meet for each area of identification recognized by Ohio Law.

Superior Cognitive Ability Students are identified as gifted in Superior Cognitive Ability if, within the previous 24 months, a student accomplishes any of the following:
• Scores two standard deviations about the mean, minus the standard error of measurement, on an approved standardized individual or group intelligence test;
• Performs at or above the 95th percentile on an approved basic or composite battery of a nationally normed achievement test; or
• Attains an approved score on one or more above grade-level standardized, nationally normed approved tests. Specific Academic Ability Students are identified as gifted in specific academic ability if, within the previous 24 months, a student performs at or above the 95th percentile at the national level in a specific academic ability field on an approved individual or group standardized achievement test.

Creative Thinking Ability Students are identified as gifted in Creative Thinking Ability, if with the previous 24 months, a student does both of the following:
• Scores one standard deviation above the mean, minus the standard error of measurement, on an approved standardized individual or group intelligence test; and Exhibits sufficient performance on either of the following: o An approved individual or group test of creative ability; or o A checklist of creative behaviors.

Visual or Performing Arts Ability Students are identified as gifted in Visual or Performing Arts Ability when a student does both of the following:
• Demonstrates superior ability in a visual or performing arts area through a display of work, an audition, or other performance or exhibition; and Exhibits sufficient performance on an approved checklist of behaviors related to a specific arts area. Approved Assessments Utilized by Elida Local Schools Elida Local Schools recognizes all assessments approved by the state of Ohio. The district uses the following assessment instruments for screening and identification pursuant to Ohio Revised Code 3324.

All students in grades 2 and 4 are screened for giftedness in Superior Cognitive Ability and Specific Academic Ability in the areas of Reading and Math. Superior Cognitive Ability • Cognitive Abilities Test (CogAT)- Form 7, VQN Composite o Identification Score, Composite Standard Age Score 128 Specific Academic Ability • IOWA Assessments- Form E o Identification Score, 95th Percentile Creative Thinking • Gifted and Talented Evaluation Scales- Second Addition (GATES-2) Visual or Performing Arts Ability • Audition, performance, display of work, exhibition, or checklist Referral Children may be referred in writing on an ongoing basis based on the following:
• Child request (Self-referral); Teacher recommendation; Parent/guardian request; Child referral of peer; and Others (psychologists, community members, principals, gifted coordinators, etc.)
Upon receipt of a referral, the district will:
• Follow the process as outlined in this document; and Notify parents of the results of screening or assessment and identification within 30 days.
Screening
The district ensures equal access to screening and further assessment for all district children including those from culturally or linguistically diverse backgrounds, low socioeconomic back grounds, with disabilities, and those for whom English is a second language.

Reassessment
When the screening assessment has been completed, reassessment for possible identification occurs if the data is from an approved screening instrument or from an identification instrument on which the student is within a district-specified range below the identification score.

Transfer
The district ensures that any child transferring into the district will be assessed within 90 days of the transfer at the parent’s request.

Appeal Procedure
Parents should submit a letter to the superintendent or district gifted coordinator outlining the nature of the concern. The superintendent or coordinator will convene a meeting with the parent/guardian, which

may include other school personnel. The superintendent or coordinator will issue a final decision within 30 days of the appeal. This written notice will include the reason(s) for the decision.

Withdrawal
If a student wishes to withdraw from gifted services, the parent or the student should submit a writ ten request to the building principal or the gifted coordinator. If children request to withdraw, parents will be notified. • Services Students in grades 2-6 who are identified in the areas of Superior Cognitive Ability or Specific Academic in the areas of Math and Reading are eligible to receive the following services:
o Working in a small group with a Gifted Intervention Specialist in a resource room.
o Participation in differentiated instruction and cluster grouping within the regular classroom setting.
o Accelerated coursework. Students in grades 7-12 who are identified in the areas of Superior Cognitive Ability or Specific Academic in the areas of Math and Reading are eligible to receive the following services:
o Participation in differentiated instruction and cluster grouping within the regular classroom setting. o Accelerated coursework.
o Enrollment in advanced placement courses, independent studies, dual enrollment, and/or College Credit Plus options at the high school level.

Contact Information Amy Wannemacher Elida Local School Gifted Coordinator
awannemacher@elidaschools.k12.oh.us

STUDENT RECORDS
The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement

unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and

B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use it employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

    1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

    2. the parent or eligible student, upon request, receives a copy of the record; and

    3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record

The entire policy 8330 can be viewed on the Elida Schools website.

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.

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

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 housing1, 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

Gwen Johns
gjohns@elida.k12.oh.us
419-338-6801
Section 504 Coordinator
Special Education Officer
401 E. North St.
Elida, OH 45807

7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides education technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy **5136**, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("education technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of personal communication devices (that is, according to Policy **5136**, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("education technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the education technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its education technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a

gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the education technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the education technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the education technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's education technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s education technology.

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
76 F.R. 56295, 56303

Revised 12/20/05
Revised 1/19/10
Revised 5/17/11
Revised 4/17/12
Revised 11/18/14

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ELIDA LOCAL SCHOOLS: ELIDA ELEMENTARY SCHOOL ACCEPTABLE USE POLICY
Revised March 2015

Parent(s): Please read and sign separate permission sheet if you are giving your child permission.

The Elida Local School District is pleased to make available to its students access to interconnected computer systems within the District and to the Internet. Access to the Internet is provided through an agreement with our local Data Acquisition Site and approved by the Board of Education. While the District's staff members make reasonable efforts to supervise student use of network access, the District must have student cooperation in exercising and promoting responsible use of this access.

If the student or parent has any questions about the following provisions, s/he should contact the student's building principal or the District's technology coordinator. **If a student violates this policy, s/he should expect to have his/her network access denied or withdrawn, and s/he may be subject to additional disciplinary action.**

I. Personal Responsibility

By signing this Policy, the student agrees not only to follow the rules in this Policy, but s/he also agrees to report any misuse of the network to the District employee in charge. Misuse is defined as any violation of this policy and any use that harms the property or operation of any computer network or any other user.

II. Terms of Permitted Use

Students will be asked to read and sign a new policy each school year, and it will be valid only for the days on the school year calendar.

III. **Use of the Elida Local Schools' Network:** This includes the use of any type of computer software, word processing, saving files, printing, and the use of Internet browsers, such as *Internet Explorer*.

A. **<u>Acceptable Uses:</u> Educational Purposes Only**

1. Research for assignments, creating documents for reports, creating multimedia presentations, etc. are acceptable uses. Students must remember that school access is different from home access and that the District's rules may be stricter than home rules. If a student has any doubt as to whether a contemplated activity is educational, s/her must ask the District employee in charge of the area where the computer is accessed.
2. E-mail and blogging is acceptable only when directly supervised by the teacher in charge.

B. **Unacceptable Uses:**

1. Violating any Federal, State, or local laws or encouraging others to violate them is prohibited.
2. **Transmitting offensive information or harassing messages that include swearing, vulgar, suggestive, obscene, belligerent or threatening language is prohibited.**
3. **Viewing or transmitting pornographic, or other materials that are unacceptable to the school setting such as graphics, jokes, stories, or other materials based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation, or anything else deemed inappropriate by the District employee in charge is prohibited.**
4. Using another person's username and password to log into the network, or sharing your username or password with others is prohibited.
5. Using an anonymous identifier or any other user-identifier other than the one assigned by the District to transmit messages or others information is prohibited.
6. Accessing the computer files of others is prohibited.
7. Harming others by defaming their reputation (transmitting lies, name-calling, etc.) or damaging their property by deleting or modifying their files is prohibited.
8. Harming the District's Local Area Network in any manner is prohibited. This includes the uploading any kind of worm, virus, "Trojan horse," "time bomb," or any other harmful programming.
9. Participating in any type of "hacking" activity or any form of unauthorized access to other computers, networks or information systems is prohibited.
10. Using the District network to buy or sell anything is prohibited.
11. **Violating copyright laws if prohibited.** Even if materials on the network are not marked with the copyright symbol, a student must assume that law protects all materials unless explicit permission has been given for educational use. (By following the copyright guidelines linked to the library page, a student can be sure s/her is not violating copyright law)
12. **Accessing or using a home e-mail account such as those offered by Hotmail, Yahoo, etc. at school is prohibited.**
13. Sending messages using the Novell function is prohibited.
14. **Using the District network for game playing is prohibited, unless the game is educational and approved by the teacher in charge.**

IV. Internet Safety

A. General Warning: Each student and his/her parent or guardian are advised that access to the electronic network includes the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. The parent is encouraged to discuss with his/her child what kinds of sites are inappropriate for viewing. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to the adult supervisor in charge of the area.

B. Personal Safety: Each student is reminded to be safe. In using the computer network and Internet, the student should not reveal personal information such as home address, telephone number, real last name, or any other information that might allow someone to locate him/her unless a District employee has given permission as part of a class project.

C. Confidentiality of Student Information: Personally identifiable information concerning a student may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. A student should never give out private or confidential information about himself/herself or others on the Internet. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
D. Active Restriction Measures: Elida Local Schools will monitor the online activities of all Elida students through direct observation and/or technological means such as filtering devices to ensure that students are not accessing any material that is inappropriate to the school setting (this includes visual depictions that are obscene, pornographic, or otherwise harmful), as determined by the District employee in charge of the computer area or the building principal.

More specifically, this includes any picture, image, graphic image file, or other visual depiction whether actual or simulated that appeals to a prurient interest in nudity, sex, or excretion and taken as a whole lacks serious literary, artistic, political or scientific value. "Prurient interest" is defined as "indecent desires or thoughts" that are not appropriate to the school setting. (Communications Act of 1934, 47 USC Section 254).

Research databases such as those found in INFOhio cannot be filtered, so it is important that the student exercise care in selecting age-appropriate information.

V. Privacy

The Elida Local Schools Network and Internet access is provided as an educational tool. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such use or such materials.

VI. Failure to Follow the Policy

The student's use of the computer network and Internet is a privilege, not a right. A user who violates this policy shall, at a minimum, have his/her access to the computer network and Internet terminated, which access the District may refuse to reinstate for the remainder of the student's enrollment in the District. The District also may take other disciplinary action in such circumstances.

VII. Warranties/Indemnification

The Elida Local School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks including the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his/her parent(s) or guardian(s) arising out of the student's use of its computer network or the Internet under this policy. By signing this policy, the student takes full responsibility for his/her use and

the parent(s) or guardian(s) agrees to indemnify and hold the NOACSC, the Elida Local School District, its administrators and District's employees harmless from any and all loss, costs, claims or damages resulting from the student's access to the network and to the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by the student. The student and his/her parents agree to cooperate with the District in the event of the District's initiating an investigation of the student's use of his/her access to its computer network and the Internet, whether that use is on a District computer or on another computer outside the District's network.

VII. Updates

A student, and if appropriate, the student's parent(s) or guardian(s), may be asked to sign a new Student Agreement and/or Parent Agreement, to reflect changes in the law, school policy or developments in technology. If account information changes (such as student name, etc.), the student must notify the District employee in charge who will notify the District Technology Coordinator in order to continue access.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246

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