“Be A Bulldog”

EMS Matrix	Be Respectful	Be Responsible	Be Ready
Hallways	• Wait quietly • Speak appropriately • Keep hands, feet, and objects to self	• Walk safely • Be on time • Have a pass	• Stay on track • Do what is right even if no one is looking
Classrooms	• Speak appropriately • Listen and follow directions the first time given • Be positive in word and action	• Use materials/ equipment as intended • Bring materials to class • Use self-control	• Do what is right even if no one is looking • Put forth your best effort
Restrooms	• Speak appropriately • Respect other’s privacy • Keep the restroom clean	• Flush toilet and wash hands • Use self-control • Report concerns to your teacher	• Do what is right even if no one is looking • Use the restroom when given the opportunity

HALLWAY PASSPORT

NAME **GRADE**

First Quarter

DATE	TIME	OUT/IN	DESTINATION	TEACHER

Second Quarter

DATE	TIME	OUT/IN	DESTINATION	TEACHER

CODES FOR DESTINATION

G = GUIDANCE **N = NURSE**
L = LOCKER **O = OFFICE**
LB = LIBRARY **R = RESTROOM**
SRO = RESOURCE OFFICER

EMS Matrix	Be Respectful	Be Responsible	Be Ready
Hallways	- Wait quietly -Speak appropriately -Keep hands, feet, and objects to self	- Walk safely - Be on time - Have a pass	- Stay on track - Do what is right, even if no one is looking

HALLWAY PASSPORT

NAME **GRADE**

Third Quarter

DATE	TIME	OUT/IN	DESTINATION	TEACHER

Fourth Quarter

DATE	TIME	OUT/IN	DESTINATION	TEACHER

CODES FOR DESTINATION

G = GUIDANCE **N = NURSE**
L = LOCKER **O = OFFICE**
LB = LIBRARY **R = RESTROOM**
SRO = RESOURCE OFFICER

EMS Matrix	Be Respectful	Be Responsible	Be Ready
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Elida Alma Mater

Oh, come; let's sing Elida's praise,
And songs to alma mater raise.
While our hearts rebounding thrill,
With joy which death alone can still.

Summer's heat and winter's cold;
The seasons pass, the years will roll.
Time and change will surely show,
How firm our friendship –
Black, Orange, Gold

WELCOME

It is a real pleasure to welcome each of you to Elida Middle School. We hope you feel that it is your school and you will take an active part in maintaining its traditions and high standards. Elida Middle School offers a strong program in academics, sports, clubs, and recreational activities. We know that each of you has a special contribution to make. Our expectation is that you take advantage of the opportunities available.

The Elida Middle School staff is committed to assuring that every student progresses educationally. To achieve this objective, communication between the school and home is essential. Regular parent-school contacts can be expected. We invite parents to become actively involved with the Parent Teacher Organization and to volunteer to assist with activities at our school.

This handbook has been prepared to enable you to be aware of the policies, instructional and recreational programs, and extracurricular programs of the Elida Middle School. This information has been carefully prepared so that it will be of great value in helping you adjust to our school and become an integral part of it.

Best wishes for success and happiness during your years at Elida Middle School. All staff members are ready and willing to help you in every possible way. Please feel free to go to any member of the staff for assistance.

Douglas Drury, Principal

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.

DISTRICT BELIEFS

- Education is the collaborative responsibility of students, families, schools, and the community.
- All individuals are to be treated with dignity and have the opportunity to learn in a safe, stimulating and respectful climate that emphasizes the personal worth of all members of the community.
- Students should be challenged with high expectations and requirements, including the mastery of essential skills.
- Individuals learn in different ways at different rates.
- Education should promote learning skills that are relevant to a rapidly changing global community.
- School personnel will aspire to high standards and a commitment to innovative services (practices, programs, procedures, and approaches) through continued professional growth.

BUILDING GOALS

1. To increase our students' knowledge and proficiency in all areas of the core curriculum.
2. To integrate technology into the curriculum.
3. To enhance the curriculum through the use of innovative teaching techniques and practices.
4. To have a strong internal and external communication system in place.

SCHOOL HOURS

The normal school day for students will be from 7:40 A.M. to 2:45 P.M. The school office will be open from 6:45 A.M. to 3:30 P.M.

ARRIVAL

If students are going to be dropped off at school, they are to be dropped off in the front of the building**.** 7th and 8th grade students should report to the gym. 6th grade students are to gather in the Commons.

PICKING UP CHILDREN DURING SCHOOL HOURS

For the safety of the children, it is necessary that certain procedures be adopted and closely followed regarding the release of children at school. During school hours, students are released only through the school office. If you need to pick up your child during the day, please stop at the office and your child will be called over the intercom to come and meet you. If you know in advance that you will be picking up your child, it is desirable that you send a note and the student will have it approved at the office the first thing in the morning. Students are to be picked up in front of the building during and after school.

PUPIL INFORMATION/CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the office immediately. This is very important in keeping our records up-to-date and also in being able to contact a parent or guardian in the case of an emergency.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

Elida Middle School is committed to inspiring students to be respectful, responsible, and ready learners.

We strive to provide each student with a safe, supportive, and encouraging environment that fosters both learning and personal growth.

Elida Middle School has incorporated multiple building and community resources into a PBIS program. PBIS Rewards points, Thor Store, student activities, and community partnerships work together with our Student Code of Conduct and Behavioral Matrix to promote and recognize positive student behavior.

The PBIS program at Elida Middle School is designed to recognize and support the development of positive traits in young adults that we believe are part of the solid foundation that all students need to be successful.

This program is sponsored by a local partnering organization that rewards students weekly, monthly, quarterly, and annually for acts of positive behavior. The program is cumulative and acts of kindness, community involvement, or academic accomplishment are rewarded with PBIS Rewards points. Students may redeem their points for a variety of rewards and activities.

STUDENT ACTIVITIES

Elida Middle School has many after school activities for you. However, many of them have a charge. If you wish to attend you must buy your ticket before the event during the school day. If you attend, remember to let your parents know that you will be there and when to pick you up. If your parents are late to pick you up (over 15 minutes), it is possible that you will not be allowed to attend some activities in the future. Also, you are expected to follow our discipline code at all times. Athletic events and dances are good examples.

DANCES

All Elida Middle School (EMS) dances are PBIS activities. Therefore, there may be academic, attendance, and/or behavioral requirements to participate. All rules and policies listed in the student handbook and the student code of conduct, apply to student behavior at school dances. No high school or elementary students will be admitted to EMS dances. There will be NO exceptions. Students from other school districts will NOT be admitted to EMS dances. When attending an EMS dance, students must remain in the dance area unless special permission is given by a chaperone. Public display of affection will not be tolerated at EMS dances. The school dress code will be enforced at school dances. Students must be in attendance the day of the dance.

CODE OF CONDUCT AT ELIDA MIDDLE SCHOOL

In order for any organization to function properly, there must be certain expectations for performance. Elida Middle School has expectations of behavior that will provide for an orderly school atmosphere. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of other students.

In addition, this Code of Conduct includes
1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property: and
2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

DISCIPLINE

You are responsible for your own actions. All discipline will be handled on an **individual basis** when the need arises. The main goal in our school is education. Everyone should have an equal opportunity to work toward achieving this goal. Anyone who distracts or prevents others from reaching this goal will receive disciplinary action. Whatever steps are necessary to correct the problem will be taken. This includes parent conferences, staying after school, in-school and out-of-school suspension and expulsion. **The administration reserves the right to exercise flexibility in the administration of all disciplinary action**. Disciplinary actions are based on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate, undesirable behavior.

Unless otherwise indicated, the penalty for the violation of any of the following rules may be, but are not limited to, a warning, loss of privileges, lunch detention, Administrative Detention, Tues-Thursday school detention, Saturday School, suspension, recommendation for expulsion or permanent expulsion from school pursuant to the Ohio Revised Code, Section 3313.66.

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities, or on property controlled by the school.

DUE PROCESS

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

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

A. Demerits

Teacher intervention is the first stage in correcting inappropriate behavior. If you disrupt class, you can be asked to leave the instructional setting and report to the **Reset Lab**.

If you violate a classroom rule, the teacher will discipline you. Continued violation of classroom rules within a single class period may result in being issued a demerit.

Excessive demerits in one month may result in an office referral.

Reset Lab assignments may result in a lunch detention the following day.

***Excessive trips (2X in one day or 3X in 5 school days) to the Reset Lab room may result in further disciplinary action including after school detention or suspension issued by the office**.

B. Office Referral

Because it is not possible to list every misbehavior that occurs, misbehaviors not included will be responded to as necessary. The consequences for misbehavior described below are designed to be fair, firm, and consistent for all students. If the situation merits, a referral to the police and/or courts will be made.

RULE #1 – THREAT OR AGGRESSION TOWARDS SCHOOL PERSONNEL

A student shall not threaten or attempt to cause physical injury or behave in a manner that could reasonably result in 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.

RULE #2 – DAMAGE TO SCHOOL OR PRIVATE PROPERTY

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

RULE #3 – THREATENING BEHAVIOR / INTIMIDATING ACTS

A student shall not verbally threaten, or behave in such a way as to attempt to threaten to cause physical injury to other students, school employees, or other persons while under the jurisdiction of the school and/or on school property

RULE #4 – PHYSICAL AGGRESSION OR INAPPROPRIATE/UNWANTED PHYSICAL CONTACT

A student shall not engage in inappropriate or unwanted physical contact with any 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 toward another individual while on school property or under the jurisdiction of the school will not be permitted.

RULE #5 –FIGHTING

A student shall not engage in or be a participant in any kind of fight or fighting. Fighting is considered mutual combat in which both parties have contributed to the conflict by provocation or physical action. Promoting or instigating a fight through verbal actions or behavior is also considered to fall under this category

RULE #6 – DISREPECTFUL BEHAVIOR

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

RULE #7 –NON COMPLIANCE

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

RULE #8 –DISRUPTION TO CLASSROOM

A student shall not behave in a disruptive or excessively loud manner that interferes with the educational environment.

RULE #9 – DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, horseplay, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. This would include 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 or her urging.

RULE #10 – FAILURE TO ATTEND OR SERVE ASSIGNED DISCPLINE

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

RULE #11 – DISHONESTY

Lying - A student shall not lie, fabricate, distort, or misrepresent information, whether verbal or written, to school employees.

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

Plagiarism - A student shall not use another's work (author, critic, or peer) and pass it off as one's own. Students are expected to understand what constitutes plagiarism.

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 and cheating.

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

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

Sexual harassment includes unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or sexual assault, dating violence, domestic violence, or stalking, as each is defined by federal law.

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

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

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

A student shall not be truant, have an unexcused absence from school, or be tardy to school or classes. Excused absences from school must have appropriate school authorization and/or parental consent. Only the Legal Guardian of a student may call to excuse a student's absence from school or for early release from school due to an appointment.

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

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

RULE #14 – MISCONDUCT NON-INSTRUCTIONAL AREA

Student conduct in restrooms, corridors, cafeteria, on school grounds, and during school-sponsored activities on and off campus, is expected to reflect the rules of good taste and a respect for the welfare, rights and safety of others, and to comply with this Code of Conduct. Running, boisterousness, horseplay, and extreme loudness are not acceptable. Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students are expected to cooperate with custodians, secretaries, hall monitors, and cafeteria workers since these people have the necessary authority to fulfill their assigned responsibilities. Students should understand that the authority of the teacher does not end at the classroom door but extends to every inch of the building and grounds.

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

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

RULE #16 – MISCONDUCT AWAY FROM SCHOOL

The superintendent or his/her designee, pursuant to O.R.C. 3313.66, may suspend or recommend a student for expulsion 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 sold or distributed any controlled substance or drug-of-abuse off school property or at a non-school sponsored or related activity, function or event, or has engaged in an assault or battery upon a school employee or other student off school property.
3. That misconduct by a pupil that occurs off property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district.

RULE #17 – SMOKING / TOBACCO PRODUCTS AND PARAPHERNALIA

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

Students found to be in violation of this policy may be suspended.

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

To promote an alcohol and drug-free school system, Elida Local Schools enforce regulations which prohibit student contact with and/or consumption of alcoholic beverages, intoxicants, drugs-of-abuse, all products containing any amount of THC (including Delta 8), regardless of legal status, or a controlled substance consistent with Federal Law and Regulations. This provision shall be applicable to any conduct on school grounds before, during, and after school hours including weekends or days schools is not in session; off school grounds at a school-sponsored activity or event; on a school transportation.

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

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

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

A student shall not use profanity or obscene language, in written, verbal, or electronic communication. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

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

RULE #20 – REPEATED SCHOOL VIOLATIONS

A student shall not repeatedly fail to follow directions of from authorized school district personnel while under their supervision. A student shall not accumulate various infractions of the Code of Conduct.

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

RULE #21 – SCHOOL TRANSPORTATION

Students riding the 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. This applies to both daily transportation and any school sponsored trips.

RULE #22 – THEFT / ATTEMPTED THEFT / EXTORTION

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

Students shall not keep, conceal, or dispose of property they know, or have reason to believe, was stolen.

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

RULE #23 – ABUSE OF TECHNOLOGY

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

RULE #24 – WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

RULE #25 – BULLYING/CYBERBULLYING

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

Nonverbal harassment includes the posting of offensive objects, pictures, or graphic commentaries in the school environment or in other forums including any type of digital communication.

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

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

Differentiating Bullying from Normal Peer Conflict or Mean Behavior

***Normal Peer Conflict**

Equal power or are friends,
Happens Occasionally,
Accidental,
Not Serious,
Not Seeking Power,
Remorse afterwards –will take responsibility, Effort to solve the problem

***Bullying**

Imbalance of power,
Repeated, negative actions,
Intentional,
Physical/Emotional harm,
Seeking control/material things,
No remorse afterwards- blames the target,
No effort to solve the problem

RULE #26– BOMB THREATS, OTHER FALSE ALARMS, TERROISTIC THREATS

Making a bomb or shooting threat directed at a school building or any location where 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

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.

DRUGS, ALCOHOL AND TOBACCO POLICY

DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of any product that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event.

A student shall not exhibit, manifest or reflect any symptoms, signs, or evidence or manifestation of such use or consumption of alcohol or a controlled substance, including but not limited to: smell or odor 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.

Use of Tobacco Products on School Premises – The Elida Board of Education and the EMS are 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. A student shall not possess, use or transmit, or conceal tobacco products, lighters, matches, etc.

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

Distributing Alcohol/Drugs or "Look-Alike" Drugs

First Violation
10-day suspension with recommendation for expulsion.

Possessing, Using, or Under the Influence of Alcohol/ Drug Paraphernalia or "Look-Alike" Drug

First Violation
10 days out-of-school suspension with recommendation for expulsion.

Possessing or Using Tobacco

First Violation
10 days out of school suspension **or** 10 days reduced to 5 days out-of-school suspension with completion of tobacco/drug/alcohol education and prevention course by a Licensed Independent Chemical Dependency Counselor.

Second Violation
10 days out of school suspension.

Additional Violations
10 days out-of-school suspension with recommendation for expulsion.

BUS CONDUCT

Students must ride their assigned bus. Bus passes may be requested from the transportation department.

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

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. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
4. Behavior at school bus stops must not threaten life, limb, or property of any individual. While at the bus stop, students are to behave and conduct themselves in accordance with the Elida Student Code of Conduct and the Student Discipline Code.
5. Students are expected to enter and leave the bus in an orderly single file.
6. Students must go directly to an available or assigned seat.
7. Students should remain seated while on the bus at all times.
8. Students must keep aisles and exits clear.
9. Students must observe classroom-like conduct and obey the driver's authority promptly and respectfully.
10. Students must not use profane language.
11. Students must refrain from eating and drinking on the bus except as required for medical reasons.
12. Students are expected to meet all school expectations when it comes to tobacco, nicotine, vaporizer devices, alcohol, and or drugs on the bus.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students must keep all body parts in the bus at all times.
15. Students must be silent at railroad tracks until the crossing is completed.
16. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
17. Personal electronic devices are permitted on the bus; students are expected to make use of the device in accordance with school expectations.
18. Students will be permitted to carry aboard school buses all lab materials required for their academic studies as long as they do not have any sharp points or edges and that materials will fit under the seat.
19. Students are not permitted to bring blankets on the bus.
20. Students are prohibited from recording photos, videos, or audio on the bus using any device, including cell phones.

ADMINISTRATIVE DETENTION

Middle school students who have been assigned an Administrative Detention will be held in detention from 2:50-3:50 at Elida Middle School. Students must report directly to the middle school library immediately after school, with school tasks to work on during detention. Parents are required to pick up their students on time. The monitor will not stay to supervise students waiting for rides.

TUESDAY/ THURSDAY SCHOOL REGULATIONS

Tuesday-Thursday School is an alternative to in-school and out-of-school suspension. The assignment of a student to Tuesday-Thursday School provides the school the opportunity to administer effective, corrective discipline against a student who has broken school rules and allows that student to pay the assessed penalty without interruption to his/her educational program. Middle school students who have been assigned a Tuesday/Thursday School will be held in detention from 2:50-4:50. The monitor will not stay to supervise students waiting for rides. Parents are required to pick up their students on time.

SATURDAY SCHOOL REGULATIONS

Elida Local District Schools uses the Saturday School detention to help students stay in school and provide an opportunity for supervised study by providing a consequence as an alternative to out of school suspension. Arrangements must be made for students to be dropped off at the Middle School by 8:00 A.M. and picked up by 12:05 P.M. The monitor will not stay to supervise students waiting for rides. Parents are required to pick up their students on time.

STUDENT MEDICATION

If it is necessary for a student to take any type of medication during the school day, including over-the-counter and prescription medication, the student must have a completed Medical 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's 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, **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.

GRADING SYSTEM

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

LOST AND FOUND

All lost and found items, including books, should be turned in to the front office. Any student who has lost articles should report the loss and check to see if they have been turned in to the office.

LUNCHROOM

You may purchase a lunch at school or bring one from home. You may purchase your lunch on daily basis or deposit money in our computerized lunch system and draw from that account to purchase meals and extras. The cashiers will keep your child informed of their balance in this account and remind them to deposit into the account when the funds are low. Free lunches or reduced-cost lunches are available to students who are determined eligible following the return of applications. Applications are accepted all year at payschoolscentral.com or a paper application can be requested by contacting the school. The USDA is an equal opportunity provider, employer, and lender.

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.
Elida Middle School offers breakfast each morning. Breakfast is offered to all students regardless of their meal status and is served every day, including delay days. The middle school will offer breakfast in the commons area each morning 7:33am - 7:40am. Students wanting breakfast are to come to the cafeteria directly from the bus or parent drop off area.

The Elida Middle School has a closed campus lunch. You may not leave the building without permission. Outside deliveries of food are not permitted.

Parents/Guardians who would like to eat in the cafeteria with their student must request to do so through the main office, 24 hours in advance.

INTERROGATIONS AND SEARCHES

The Elida Middle School has the responsibility for the control and management of the students during the school day and hours approved for extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right of inspection of students' school lockers or articles carried upon their persons, vehicles parked on school property and the interrogation of an individual student are inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility.

LOCKERS

A locker is assigned for student convenience, for storage of outer garments, and school materials. The lockers are the property of the school and are not the student's private property. Lockers may be opened and searched by school authorities at any time. This statement is "prior notice" of locker searches. Any unauthorized items found in a locker may be removed. Students will be held responsible for the condition of their lockers. The school expects students to maintain their lockers in a manner befitting any school property. Graffiti, either inside or outside the lockers, is not allowed. Students who damage lockers will be held accountable. Students should not share lockers or locker combinations, as doing so compromises locker security.
THE SCHOOL IS NOT RESPONSIBLE FOR ANY GOODS LOST OR STOLEN AT SCHOOL.

NOTE: If you enter another student's locker without permission and take any items it could result in a suspension, and/or police action.

PERSONAL COMMUNICATION DEVICES

The use of cell phones and other personal communication devices by students during school hours is not permitted. A "personal communication device" (PCD) includes computers, tablets, electronic readers, cell phones, smartphones, smartwatches, smart glasses and any other web-enabled device of any type, unless they are school-issued. This policy applies to the use of cell phones and all other PCDs (such as watches, tablets, etc.) by students while on school property during school hours. Students are prohibited from using cell phones and other devices at all times during the school day, including while on school-sanctioned field trips. Students shall keep their cell phones (or PCD) powered off in a secure place, such as the student's locker, a closed backpack, at all times when cell phone use is prohibited. If a student violates this policy, a teacher or administrator shall place the student's cell phone (or PCD) in the school building's central office and take progressively serious disciplinary measures. 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.

Sexting: Students who are sending, sharing, viewing, possessing, or requesting pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device, are subject to school punishment that could lead to suspension and or expulsion. Students may also be subjected to criminal charges as defined by law.

ATTENDANCE

A. Absence from school

Regular attendance is required of all students. Whenever an absence occurs, parents should try to contact the school (419-338-6802) within 2 hours on the day of the absence. If the school office does not receive a phone call or note, the absence will be considered unexcused and may warrant school disciplinary action.

B. Excused Absences

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

1. Personal illness (10 days total for the YEAR), a physician's certificate will be required after the 10 days are used.
2. Illness in the family requiring student presence at home.
3. Quarantine of the home.
4. Death of a relative (please provide a copy of the obituary or memorial card)
5. Religious observances/Religious Expression Days – parents/guardians must submit written requests to the Principal with 14 days after the start of school or within 14 days after a new enrollment, and will be approved by the Principal.
6. An emergency or set of circumstances that in the judgment of the principal is sufficient cause for absence.

Note: **The determination as to whether an absence is excused or unexcused rests with the building administration.**
A student must have a medical excuse from a doctor when absences due to personal illness exceed 10 days in a school year and are not verifiable by other known circumstances. Any absence due to personal illness thereafter not accompanied by a medical excuse will be considered unexcused.

Unexcused absences include:

1. oversleeping,
2. missing the bus
3. shopping
4. baby-sitting
5. job-interviews, etc.

C. Medical Appointments

Students who have a scheduled medical appointment during the school day should bring a note signed by a parent/guardian no later than the morning of the appointment. Notes should be turned in to the attendance secretary. Medical excuse from doctor's office required upon return.

D. Vacations
Parents who wish to take students out of school for vacations/other trips should contact the principal at least a week in advance of the anticipated trip.

Vacation/trips, which exceed five school days, may be treated as unexcused absences. Students should complete a Pre-Approved Absence Request form. Vacation request forms may be obtained in the office. Failure to fill out the form in advance of the absences may result in the absence being considered unexcused.

E. Unexcused Absences
If a student (including suspended students) has an unexcused absence, assignments CAN be made up, credit will be reduced to 80% of that which a student normally would have received. Students are encouraged to complete work to remain current with the class.

Habitual truancy will be addressed in accordance to Board Policy and Ohio Revised Code. Students in violation of Ohio's mandatory school attendance laws, will be referred to Allen County Juvenile Court.

- **Unexcused absences from school may also warrant school disciplinary action.**

F. Tardy to School and to Class
All students entering school after 7:40 A.M. must report to the Middle School Office, sign in, and receive a class admission slip. The teacher will not admit the student to class without a valid admission slip.

Students arriving after 7:40 A.M. will be considered tardy to school. **After three infractions in a semester, a student may be issued an office referral and progressive disciplinary action may be taken.**

For the purpose of consistency, classroom tardiness is defined as a student not being in his/her assigned location at the appropriate time.

Teachers may define "assigned location" in their classroom rules. Students have the responsibility to be familiar with individual teacher expectations and teacher and office imposed penalties for classroom tardiness.

G. Make-up Work (Excused Absences)
The basic rule to follow is that a student is given an equal amount of time to make up work missed during an absence, which is equal to the number of days absent plus one. A student's grade will not be reduced due to an excused absence if the student's work is completed using the number of days absent plus one rule. The first day a student returns from an absence is to be considered a contact day with his/her teachers. It is the sole responsibility of the student to initiate contact with the teachers regarding work missed during an absence and appropriate arrangements for make-up work. The expectation for a student that misses the day before an announced test/quiz is that the student will take the test/quiz. If a student is absent the day(s) before the test/quiz, the equal number of days plus one will be given to the student.

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

ABSENCE AND EXTRA-CURRICULAR ACTIVITIES
A student's absence on the day of an athletic event, school production, or any other extracurricular activity will render the student ineligible for participation in that day's event (including practices and rehearsals). Students must be in attendance from 10:27 A.M. to 2:45 P.M. to be eligible to participate in school-sponsored, extracurricular activities that day. Exceptions would be a student leaving school for a doctor's appointment, funeral, or other justifiable absence other than illness that has been pre-approved by school administration.

PROHIBITION FROM EXTRA-CURRICULAR ACTIVITES
Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

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

1. Dress and grooming will be clean and keeping with health, sanitary, and safety requirements and will not be such as to disrupt the teaching-learning process.

2. Pants, Dresses/Skirts, Shorts**:** Pants should be pulled up to the waist. Appropriate dresses/skirts and shorts may be worn if they are fingertip length (mid-thigh) when standing up with arms at one's sides. Holes and tears in pants/shorts/skirts that show skin must be at or below fingertip length. Excessive holes and tears in clothing are not permitted. Overly fitted, and/or see-through, and/or sheer, and/or transparent legwear is only acceptable if it is covered by a skirt/dress, sweater, and/or top which is at least fingertip in length. The judgment of this will be made by appropriate school personnel.

3. Tops: Tops should be respectable and non-revealing. Backs, midriffs, and sides should all be covered. Spaghetti straps, crop-tops, see-through tops, and halter tops are not acceptable. All bra and cami-straps must be concealed. Off the shoulder shirts should not be worn. Clothing that is see-through, sheer, or transparent should have an appropriate undergarment that meets the dress code standards. Shirts and sweatshirts (hooded or zipped) should be appropriately sized and not "dress-like." Any shirt or sweatshirt worn in an effort to cover sagging pants will be considered a dress code violation. Only commercially produced tops will be permitted. Groups/organizations wanting to create their own design(s) need to be approved by the administration.

4. Clothing which contains sexually suggestive language or pictures, inappropriate language or gestures, or promotes the use of tobacco, alcohol, drug use, or violence shall not be permitted.

5. Hats, head coverings, hoods, bandanas, sunglasses, chains, studded bracelets or necklaces will not be permitted.

6. Shoes of some type must be worn at all times.

7. Coats, jackets, backpacks, and personal bags are not permitted in the classroom unless approved by the Principal.

8. Students are prohibited from wearing clothing/apparel that is, or may be perceived as gang identification or affiliation.

The final decision on appropriate dress shall rest with the building administration. In all cases of questionable dress, the administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing. Violations may result in a warning or progressive disciplinary action, including detention, Saturday School, or suspension. A student who is sent home for a change in dress will be considered unexcused during his/her absence.

NOTICE OF VIDEOS AND PICTURES

Throughout the year, the yearbook staff will be documenting activities using video and "still" pictures. The district may also have videos/pictures taken of activities to be included on the district website and/or multiple social media sites. If you are opposed to your student being included in these, please submit your written request to be excluded to the principal's office by September 15 or within ten (10) days after enrollment into Elida Middle School.

SURVEILLANCE CAMERAS AND DEVICES

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.

PARENT RIGHTS TO REVIEW EDUCATIONAL RECORD

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 individuals 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.

MCKINNEY-VENTO HOMELESS STUDENT NOTICE

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

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

A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
C. live in emergency or transitional shelters
D. are abandoned in hospitals
E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

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

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

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

NOTICE OF NONDISCRIMINATION AND OBLIGATIONS

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 in formation listed below for the Title IX Coordinator.

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

Director of Curriculum
Alison Sites
asites@elida.k12.oh.us
419-338-6804
4380 Sunnydale
Elida, OH 45807

High School Principal
Krissa Worley
kworley@elida.k12.oh.us
419-338-6801
401 East North Street
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 written, verbal or physical conduct directed against a student or school employee that:

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

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. cyberbullying;
G. physical violence;
H. theft;
I. sexual, religious, or racial harassment;
J. public humiliation; or
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.

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.

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

FERPA AND DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice, or a student's new enrollment date.

GIFTED INFORMATION

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 is-sue 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

USE OF ARTIFICIAL INTELLIGENCE/NATURAL LANGUAGE PROCESSING TOOLS

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

Section VI: TECHNOLOGY ACCEPTABLE USE POLICY – 7540.03

To access and use District Technology Resources (see definition in Bylaw 0100), including a school assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms. Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to

gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources. The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

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

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

STUDENT AGREEMENT – Acceptable Use of Technology

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

_____

Student Signature Date

PARENT OR GUARDIAN AGREEMENT – ACCEPTABLE USE OF TECHNOLOGY

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

Please check each that applies:

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

_____

Parent or Guardian Name (Please print.)

_____

Parent Signature Date

_____

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

STUDENT AGREEMENT – CODE OF CONDUCT

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

_____

Student Signature Date

PARENT/ GUARDIAN AGREEMENT – CODE OF CONDUCT

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

_____

Parent or Guardian Name (Please print.)

_____

Parent or Guardian Signature Date

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Address Home Phone#

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

24 hr. Suicide/Crisis Hotline/Text line Call or Text…….. 988

ADDICTION SERVICES

Addiction Hotline and Heroin……1-800-322-9195
Alcohol and Drug Treatment Center……1-800-616-7532
Lima UMADOP..... .419-222-4474
National Gambling Hotline 1-800-522-4700

MENTAL HEALTH

CHOICES Behavioral Health 419-296-1618
Coleman Professional Services 419-229-1527
Counseling Awareness Center.....567-376-9235
Family Resource Center.....419-222-1168
Health Partners of Western Ohio.....419-221-3072
Ohio Behavioral Healthcare.....419-222-7180
Professional Psychological Associates..... 419-999-2024
SAFY Behavioral Health 419-222-1527
We Care Crisis Center/PASS.....419-549-8530
Mercy Health Psychologist……..……..……..……...419-996-4008

MISCELLANEOUS

Allen County Children Services 419-227-8590
American Red Cross 419-227-5121
Bradfield Community Center..... 419-228-7766
Crime Victim Services.....419-222-8666
Cross Roads 1-877-228-4357
Guiding Light..... 419-236-7935
Health Department..... 419-228-4457
Jobs and Family Services 419-228-2621
Metropolitan Housing 419-228-6065
Ohio Means Jobs 419-999-0360
Salvation Army 419-224-9055
Sisters in Shelter (Human Trafficking Hotline) …..1-888-373-7888
West Ohio Food Bank.....419-222-7946
WIC 419-224-8200

RUNAWAYS

Children of the Night .....1-800-551-1300 National
Center for Missing and Exploited Children .....1-800-843-5678 National
Runaway Safe Line.....1-800-786-2929