

## Table of Contents

School Calendar	2
Welcome	3
District Beliefs	3
Building Goals	3
School Hours	3
Arrival and Pickup Times	3
Pupil Information	3
Change of Address	3
Positive Behaviors	3
Student Activities	4
Code of Conduct	4
Hazing	5
Drugs, Alcohol, Tobacco	6
Bus Conduct	7
Detention Guidelines/ Saturday School	7
Student Medication	7
Grading System	7
Lost and Found	7
Lunchroom	7
Interrogations/Searches	8
Lockers	8
Portable Electronic Devices	8
Attendance	8
Absence/Extra Curricular	9
Dress Code	9
Notice of Videos	10
Surveillance Cameras	10
FERPA/Directory Information	10
Gifted Information	10
Computer Acceptable Use	11
Parent/Student Agreement	12
Behavior Matrix	13
PAW Point Signatures	14



## Calendar

<b>Aug. 23</b>	5 <sup>th</sup> Grade Orientation, 4-6 PM
28	First Day of School
28	Bulldog Card Sale 8/28-9/10
29	5 <sup>th</sup> /6 <sup>th</sup> Grade Level Meetings in Commons
29	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Open House, 6-8 PM
30	7 <sup>th</sup> /8 <sup>th</sup> Grade Level Meetings in Commons
<b>Sept 3</b>	Labor Day – No School
14	Team Day
20	Fall School Pictures
24	Professional Development, No School for Students
<b>Oct.1</b>	PTO, 6 PM
10	8 <sup>th</sup> Grade DC meeting, 7 PM
24	Fall Dance, 6-8 Grade, 6-8 PM
25	Fall Picture Retakes
26	End of First Quarter
29	Two Hour Delay
<b>Nov.9</b>	Veterans' Day Assembly
12	Two Hour Delay
13	Parent-Teacher Conferences, 4-8 PM
15	Parent-Teacher Conferences, 4-8 PM
21-23	Thanksgiving Break - No School
<b>Dec. 3</b>	EMS PTO, 6 PM
5	Dance 6-8 Grade, 6-8 PM
10	Two Hour Delay
12	5 <sup>th</sup> /6 <sup>th</sup> Grade Christmas Choral Program, 7:30 PM
13	7 <sup>th</sup> /8 <sup>th</sup> Grade Christmas Choral Program, 7:30 PM
19	Middle School Band Christmas Concert, 7:30 PM
20	Two Hour Early Release
21-1/2	Christmas Break
<b>Jan. 3</b>	School Resumes
11	End of Second Quarter
14	Two Hour Delay
21	Martin Luther King Day – No School
<b>Feb. 4</b>	EMS PTO, 6 PM
12	Parent-Teacher Conferences, 4-7:30 PM
13	Mid-Year (Spring) Pictures
13	Dance, 6-8 Grade, 6-8 PM
18	Presidents Day – No School
25	Professional Development – No School for Students
<b>Mar.22</b>	End of Third Quarter
25	Two Hour Delay
<b>Apr. 8</b>	Two Hour Delay
8	EMS PTO, 6 PM
17	Two Hour Early Release
18-22	Easter Break
23	School Resumes
30	7 <sup>th</sup> /8 <sup>th</sup> Grade Choir Concert, 7:30 PM
<b>May 7</b>	5 <sup>th</sup> /6 <sup>th</sup> Grade Spring Choir Concert, 7:30 PM
8	7 <sup>th</sup> /8 <sup>th</sup> Grade Spring Band Concert, 7:30 PM
9	8 <sup>th</sup> Grade Career Shadow Day
13	Two Hour Delay
14	7 <sup>th</sup> /8 <sup>th</sup> Grade Blue Ribbon Breakfast
15	5 <sup>th</sup> /6 <sup>th</sup> Grade Blue Ribbon Breakfast
15	Dance 6-8 Grade, 6-8 PM
16	Frosh Fest (8 <sup>th</sup> Grade lunch at High School)
17	Real World-Real Money, 8 <sup>th</sup> Grade
19-23	Washington, D.C. Trip, 8 <sup>th</sup> Grade
23	5 <sup>th</sup> /6 <sup>th</sup> Grade Band Concert, 7:30 PM
27	Memorial Day – No School
28	Field Day
28	8 <sup>th</sup> Grade Graduation Rehearsal
29	8 <sup>th</sup> Grade Graduation
29	Last Day for Students – 2 HR early release

## 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  
Nick Morris, Assistant 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, parents should arrange this so that the students **DO NOT ARRIVE PRIOR TO 7:15 A.M.**  
**Students are to be dropped off in the front of the building.** Those students that arrive before the buses unload must be seated 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 are committed to giving each student a safe, secure, and encouraging environment to learn, and nurturing traits that will support them into adulthood. Elida Middle school has incorporated multiple building and community resources into a PBIS program. As part of a positive behavior intervention and support system, PAW cards, PAW Points, student activities, and partnerships with local organizations are used in conjunction with our student code of conduct and building behavioral matrix to provide a system of behavior intervention and recognition.

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 on a weekly, monthly, semester, and annually for acts of positive behavior. The program is cumulative and acts of kindness, community involvement, or academic accomplishment is rewarded with a teacher signature on the student's PAW Points sheet. Students may submit their PAW Points to for a variety of rewards and activities. All students participate and have equal opportunity to be drawn and may be drawn more than once. The more slips a student collects, the more opportunities they receive.

## CHARACTER

**Elida Middle School will focus on character traits monthly. Each trait will be emphasized and we will encourage acts demonstrating these traits as staff discuss each during the month, rewarding students with CIA slips.**

**SEPTEMBER- BUILDING MATRIX / GOALS**

**OCTOBER- RESPECT**

**NOVEMBER- 7 HABITS OF HIGHLY EFFECTIVE TEENS**

**DECEMBER- TRUSTWORTHY**

**JANUARY- RESPONSIBILITY**

**FEBRUARY- CARING**

**MARCH- FAIRNESS**

**APRIL- CITIZENSHIP**

**MAY- DECISIONS / PEER PRESSURE**

## **P. A. W. CARD**

### **(Positive Attitudes Work)**

This program encourages learning and promotes positive academic achievement and good behavior. Each student will be initially given a PAW card and randomly throughout the year opportunities/rewards will be presented to students who have maintained their PAW card.

#### **How to lose a card:**

An office referral of any kind.

#### **How to earn your card back:**

No office referrals of any kind for TEN SCHOOL DAYS. Student must be in attendance those ten days, and earn recommendation of team and exploratory teachers.

## **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 a good examples.

## **DANCES**

All Elida Middle School (EMS) dances are P.A.W. activities. Therefore, every student in grades 6 through 8 who attends a dance must show a valid P.A.W. card at the door to enter.

All rules and policies listed in the student handbook the student discipline and the student code of conduct apply to student behavior at school dances.

No senior high, fifth grade, 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 not limited to a warning, lunch detention, Administrative Detention, Tues-Thursday school detention, in-school suspension, suspension, 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.

**NOTE:** The fifth office referral, and/or any subsequent offense may result in progressive discipline, including suspension and suspension with the possible recommendation for expulsion.

## **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 for the remainder of the period. You will resume your regular schedule the following period.

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 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 PERSONEL**

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

## **RULE #2 – DAMAGE TO SCHOOL OR PRIVATE PROPERTY**

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

## **RULE #3 – THREATENING BEHAVIOR / INTIMIDATING ACTS**



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

#### **RULE #4 – PHYSICAL AGGRESSION**

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

#### **RULE #5 – FIGHTING**

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

#### **RULE #6 – DISRESPECTFUL BEHAVIOR**

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

#### **RULE #7 – NON COMPLIANCE**

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

#### **RULE #8 – DISRUPTION TO CLASSROOM**

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

#### **RULE #9 – DISRUPTION OF SCHOOL**

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

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

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

#### **RULE #10 – FAILURE TO ATTEND OR SERVE ASSIGNED DISCIPLINE**

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

#### **RULE #11 – DISHONESTY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **RULE #14 – MISCONDUCT NON-INSTRUCTIONAL AREA**

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

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

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

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

#### **RULE #16 – MISCONDUCT AWAY FROM SCHOOL**

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

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

#### **RULE #17 – SMOKING / TOBACCO PRODUCTS AND PARAPHERNALIA**

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

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

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

To promote an alcohol and drug-free school system, Elida Local Schools enforce regulations which prohibit student contact with and/or consumption of alcoholic beverages, intoxicants, and drugs-of-abuse. This provision shall be applicable to any conduct on school grounds

before, during, and after school hours including weekends or days schools is not in session; off school grounds at a school-sponsored activity or event; on 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, or any look-a-like substance of abuse. Characteristics of use could include but are not limited to odor, reddened eyes, or any other sign or condition which a reasonable person would associate with use or consumption.

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

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

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

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

#### **RULE #20 – REPEATED SCHOOL VIOLATIONS**

A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. A student shall not accumulate various infractions of the Code of Conduct. Repeated offenses and violations of school rules and regulations may follow a disciplinary progression of suspension from school with the possibility of an expulsion recommendation.

#### **RULE #21 – SCHOOL TRANSPORTATION**

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

#### **RULE #22 – THEFT / ATTEMPTED THEFT / EXTORTION**

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

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

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

#### **RULE #23 – ABUSE OF TECHNOLOGY**

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



#### **RULE #24 – WEAPONS AND DANGEROUS INSTRUMENTS**

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

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

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

#### **RULE #25 – BULLYING/CYBERBULLYING**

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

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

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

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

#### **Differentiating Bullying from Normal Peer Conflict or Mean Behavior**

##### **\*Normal Peer Conflict**

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– 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 a product containing a substance 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 or 10 days reduced to 5 days out-of-school suspension with alcohol/drug assessment and education by a Licensed Independent Chemical Dependency Counselor.

###### **Second Violation**

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

##### **Possessing or Using Tobacco**

###### **First Violation**

3 days out of school suspension.

###### **Second Violation**

5 days out-of-school suspension.

###### **Additional Violations**

5 - 10 days out-of-school suspension and/or recommendation for expulsion.

##### **BUS CONDUCT**

Students will always ride on their assigned bus. Bus passes are not normally granted.

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. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from where the bus stops.
3. Pupils 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.
5. Pupils are expected to enter and leave the bus in an orderly single file.
6. Pupils must go directly to an available or assigned seat.
7. Pupils are not permitted to stand while the bus is in motion.
8. Pupils must remain seated, keeping aisles and exits clear.
9. Pupils must observe classroom conduct and obey the driver's authority promptly and respectfully.
10. Pupils must not use profane language.
11. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
12. Pupils must not use or possess tobacco products on the bus.
13. Pupils must not have alcohol or drugs in their possession on the bus.
14. Pupils must not throw or pass objects on, from, or into the bus.
15. Pupils must not put their head or arms out of the bus windows.
16. Pupils must be silent at railroad tracks until the crossing is completed.
17. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
18. Radios, cell phones, cassette players, or compact disk players of any type are not permitted on buses without the express permission of the bus driver.
19. Students are not permitted to bring blankets on the bus.

Pupils will be permitted to carry aboard school buses all lap material required for their academic studies as well as carry-on parcels that do not have any sharp points or edges and that will fit under the seat.

#### **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 are expected to report to the middle school library immediately after school, with school task 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 bused to the high school after-school, on the day of their assignment. They will be held in detention from 3:00-5:00, and will need transportation home from the high school by 5:05. The monitor will not stay to supervise students waiting for rides. Parents are required to pick up their students on time. especially in cold weather.

#### **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. especially in cold weather.

#### **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 62-60

#### **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. No cash change will be given to students for fifty (\$50) dollar bills, or greater. Any student giving the cashier a fifty dollar bill or greater, will have it deposited directly into their student meal account. 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.

~~We offer a breakfast program in the Commons each morning at 7:38. Students who choose to eat breakfast, must take a breakfast clip and report to class by 7:50. Whenever there is an announced delay of school starting for any reason, the breakfast program will be cancelled for that particular day.~~

Elida Middle School offers breakfast each morning. Breakfast is offered to all students regardless of their meal status & 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 USDA is an equal opportunity provider

Students may not charge more than 3 lunches. Students who are over the charge limit will receive a cheese sandwich and milk until the charges are paid. Any credits or charges will be carried over from year to year. A credit card online payment service is available at [payschoolscentral.com](http://payschoolscentral.com). Contact the Food Service Supervisor for more information regarding this service

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. They 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. Such actions compromise the security of student lockers. **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.

### **PORTABLE ELECTRONIC DEVICES**

Portable electronic devices such as CELL PHONES, MP3 players, iPods, radios, cassette players, CD players, and laser pointers and any other electronic devices are not permitted to be used during class or class exchanges. Students may possess wireless communication devices in school, on the school property, during after school activities (e.g. extra-curricular activities) and at school related functions. The wireless communication devices should be powered completely off (i.e. not just placed on vibrate or silent mode), if they are used or disrupt class they will be confiscated. Headphones may not be used or worn at any time classroom, hallway, or restroom. Headphones should be removed once a student enters the building. Students are permitted to use headphones during their lunch period in the cafeteria. Students are prohibited from capturing pictures or videos. School personnel will confiscate these items if they are being used or heard in the classroom, hallway, or restroom. Parents will need to pick the phone up in the office. Students may receive an after school detention and repeated violations of any part of this policy may result in progressive disciplinary actions being taken against the student.

**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 (419-331-2505) prior to 8:00 a.m. on the day of the absence. If the school office does not receive a phone call or note within 24 hours of the student's return to school, 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 (15 days total for the YEAR); a physician's certificate will be required after the 15 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. Observance of religious holiday.
6. An emergency or set of circumstances that in the judgment of the principal/ or vice 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 15 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 or assistant 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 62% of that which a student normally would have received. Students are encouraged to complete work to remain current with the class.

Excessive 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 between 7:40 A.M. and 8:15 A.M. will be considered tardy. Students who choose to eat breakfast, must take a breakfast slip and report to class by 7:45. Students arriving after 8:15 A.M. will be considered late and be assigned ½ day absence. 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.

#### **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 10:31 to 2:45 to be eligible to attend and participate in school-sponsored, extracurricular activities that day. Exceptions would be a student leaving school for a doctor's appointment, funeral or other justifiable absence other than illness that has been pre-approved by school administration.

#### **PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES**

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 images 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. Holes and tears in clothing anywhere on the body that are excessive are not acceptable. 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 judgement of this will be made by appropriate school personnel.
3. Tops: Tops should be respectable and non-revealing. Backs, midribs, and sides should all be covered. Spaghetti straps, crop-tops, see-through tops, and halter tops are not acceptable. All bra and cami-straps must be concealed. Off the shoulder shirts should not be worn. Clothing that is see-through, sheer, or transparent should have an appropriate undergarment that meets the dress code standards. Shirts and sweatshirts (hooded or zipped) should be appropriately sized and not "dress-like." Any shirt or sweatshirt worn in an effort to cover sagging pants will be considered a dress code violation. Only commercially produced tops will be permitted and any groups/organizations wanting to create their own design(s) need to be approved by the administration.
4. Clothing which contains sexually suggestive language or pictures, inappropriate language or gestures, or promotes the use of tobacco, alcohol, drug use, or violence shall not be permitted.
5. Hats, head coverings, hoods, bandanas, sunglasses, chains, studded bracelets or necklaces will not be permitted.
6. Shoes of some type must be worn at all times.
7. Coats, jackets, and backpacks are not permitted in the classroom unless approved by the Principal or Assistant 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 of the dress code may result in a warning, administrative detention, Tuesday-Thursday school assignment, Saturday School Assignment, or progressive suspension. A student who is sent home for a change in dress will be considered unexcused during his/her absence.

The purpose of the student dress code is to encourage you to "Dress for Success" and to come to school properly prepared for participation in the educational process. You are expected to wear clothes appropriate for a school setting and to practice good grooming and personal hygiene. In all cases of questionable dress, the administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing.

1. Sagging pants and shorts below the hipbone are prohibited. **Pants must fit around the waist and be properly belted at the waist.**
2. Hats, head coverings, gloves, gauntlets, and sweatbands are not to be worn. This is considered a matter of courtesy.
3. Chains on pants, wallets, etc. are not allowed.
4. Any clothing or items with inappropriate statements or gestures that are vulgar or obscene, including sexual innuendoes or advertisements that promote alcohol, tobacco, drug use or violence are prohibited.
5. Shorts, skirts, skorts, and dresses must be a least fingertip length when students are standing with arms hanging loosely by their sides. Slits in shorts, skirts, skorts, and dresses should be fingertip length as well.
6. All shirts must cover the upper body. Bare midriffs, tank tops, muscle shirts, backless shirts, halter tops, thin strapped, including spaghetti straps, are not permitted. Sleeveless shirts must extend to the end of the shoulder and fit closely under and around the arms. Shirts must have a moderate neckline or be buttoned to a modest height. (NO CLEAVAGE)
7. Garments that are see through, sheer or transparent or show under garments are not permitted. Appropriate undergarments must be worn under the clothing. Undergarments must not be visible.
8. Skin tight, spandex type material, regardless of length or design may not be worn as pants.
9. Outer jackets or coats will not be worn in the building. Students should dress according to the season. An extra sweater or sweatshirt should be left in the locker for use on cool days.
10. Dark glasses may not be worn in school except under a doctor's care.
11. Students are prohibited from wearing clothing/apparel that is or may be perceived as, gang identification or affiliation.
12. Holes or tears of any kind must be below fingertip length and not show skin.
13. 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.
14. No pajama pants
15. **The final judgment of appropriate dress rests with the administration.** Violations of the dress code may result in a warning, Tues-Thursday school assignment, or progressive suspension.

#### **NOTICE OF VIDEOS AND PICTURES**

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

#### **SURVEILLANCE CAMERAS**

For Students' safety and welfare, video surveillance cameras 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 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 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.

#### **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.

#### **GIFTED INFORMATION**

**DEFINITION** - "Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and are identified under (A), (B), (C), or (D) of section 3324.03 of the O.R.C. **SCREENING AND ASSESSMENT** - The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts.

##### **Stage 1: Pre-Assessment**

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

##### **Stage 2: Assessment For Screening**

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary. In making decisions about additional assessment, existing test data for students is not the sole determining criteria. School personnel examine all available information about a student to determine if an evidence of possible giftedness exists for that student and conduct necessary additional assessment. District-determined cut-off scores, to move students from screening stage to the assessment stage, are lower than the scores necessary for identification. Parents must be notified within thirty days of the results of screening.

##### **Stage 3: Assessment For Identification**

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

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



**REFERRAL** – The district ensures there are ample and appropriate scheduling procedures for assessments and reassessment using: Group tests, Individual-administered tests, Audition, Performance, Display of work, Exhibition, Checklists  
Children may be referred on an ongoing basis, based on the following: Child request (self-referral), Teacher recommendation, Parent/Guardian request, Child referral of peer, Other (e.g. psychologist, community members, principal, gifted coordinator, etc.)

Upon receipt of a referral, the district will follow the process as outlined in this brochure and notify parents of results of screening or assessment and identification.

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

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

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

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

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

**APPEAL PROCEDURE** – An appeal by the parent is the reconsideration of the results of any part of the identification process, which would include:

Screening procedure or assessment instrument (which results in identification)

The scheduling of children for assessment

The placement of a student in any program

Receipt of services

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

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

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

If you have any questions or to receive a copy of HB282, please call your building principal.

## **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.**

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

#### **STUDENT AGREEMENT – ACCEPTABLE USE OF TECHNOLOGY**

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

Student Signature

Date

#### **PARENT OR GUARDIAN AGREEMENT – ACCEPTABLE USE OF TECHNOLOGY**

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

Please check each that applies:

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

Parent or Guardian Name (Please print.)

Parent Signature

Date

Please Print Student's Name on Line  
Student Grade

**STUDENT AGREEMENT – CODE OF CONDUCT**

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

Student Signature

Date

**PARENT/ GUARDIAN AGREEMENT – CODE OF CONDUCT**

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

Parent or Guardian Name (Please print.)

Parent or Guardian Signature

Date

Address

Home

Phone#





# “Be A Bulldog”



<b>EMS Matrix</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Ready</b>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Wait quietly</li> <li>• Speak appropriately</li> <li>• Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk safely</li> <li>• Be on time</li> <li>• Have a pass</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on track</li> <li>• Do what is right even if no one is looking</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Speak appropriately</li> <li>• Listen &amp; follow directions the first time given</li> <li>• Be positive in word and action</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials/ equipment as intended</li> <li>• Bring materials to class</li> <li>• Use self-control</li> </ul>	<ul style="list-style-type: none"> <li>• Do what is right even if no one is looking</li> <li>• Put forth your best effort</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Speak appropriately</li> <li>• Respect other's privacy</li> <li>• Keep the restroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet and wash hands</li> <li>• Use self-control</li> <li>• Report concerns to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Do what is right even if no one is looking</li> <li>• Use the restroom when given the opportunity</li> </ul>

## PAW POINT SIGNATURES

[illegible]

Teacher signatures on this page recognize positive behaviors displayed by the student.  
Students may redeem signatures for rewards and activities, as defined by the classroom teachers.  
Thank you for being a Bulldog!

Student Name \_\_\_\_\_

Grade \_\_\_\_\_