



ELIDA MUNICIPAL SCHOOL

Student Handbook

STUDENT BODY

This is your school, and its reputation is what you make it. A school's reputation is based on the conduct, standards and general attitudes of its students.

At Elida Municipal Schools we firmly believe that a strong work ethic with respect for one's self and others promotes our philosophy: **ELIDA SCHOOL: STRAIGHT A'S- Attendance, Attitude, and Achievement.** Graduating not only with an excellent educational background and extra-curricular involvement, but with a sense of personal responsibility and pride makes for a well-rounded young person with the foundation and skills to meet future goals and dreams.

The purpose of this handbook is to inform and aid you and your parents in understanding the importance of and following school policy that is put into place to assist students in developing personal character and responsibility.

We hope that you will take every advantage of this school year and the opportunities available to make your high school years here both meaningful and enjoyable. **HAVE A GREAT YEAR!**

**ELIDA HIGH SCHOOL
STUDENT HANDBOOK
PARENT AND STUDENT ACKNOWLEDGEMENT**

Rights and responsibilities are part of the life of every high school. This student handbook describes very clearly what we expect from our students and staff. For all of us who are part of the Elida High School community, there are certain guidelines that we must follow in our daily activities on campus.

Ideally, we would like all students to be involved in the life of this school, participating in a wide variety of programs and activities and we expect all faculty members to contribute to the being of our students. Parents are an integral part of the school community. Your support and involvement with your student and the school nurtures and determines the success of both. Your ideas, comments and concerns are always welcome as we believe in an open door policy. We are working hard to create a school in which all students can grow to their full potential, academically and personally, and you are encouraged to participate in the many programs and events that are sponsored by this school.

However, we also know that it is necessary to set limits for students and to establish clear guidelines for student behavior and well-defined consequences for violations of these standards. The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to insure that all students and staff are treated with respect, and to assure that our school operates in an orderly manner. **It is understood that it is impossible to have regulations for every possible circumstance. Administrators and activity leaders will use discretionary judgment in dealing with individual situations not covered by a specific written regulation. Also, a chain of command must be followed in the following order if students or parents have a question concerning grades or discipline:**

- 1.) Teacher**
- 2.) Principal**
- 3.) Superintendent**
- 4.) Board of Education**

Please read this document carefully and note particularly the changes in policy from the past school year. Your signature on the handbook acknowledgement page of the enrollment package acknowledges that you have read the handbook, understand your responsibilities as a student, and agree to follow all the guidelines listed within this handbook.

ATTENDANCE POLICY

New Mexico State law provides that all students must attend school as long as school remains in session. It is important that parents/guardians and students be aware of the New Mexico "Compulsory Attendance Law." Relevant portions follow: "A person subject to the provisions of the Compulsory School Attendance Law (22-12-1 to 22-12-7, NMSA, 1978) shall attend school for at least the length of time of the school year that is established in the school district in which the person is a resident. Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the attendance of that person."

Make Up Work

Teachers are happy to assist a student with makeup work for absences, however, it is the student's responsibility to initiate make up work with each teacher. Students have the number of days absent plus one to make up their missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes. If he student fails to turn in the work within that time, he/she will be given a "0" (zero) for all work missed. Semester exams will be made up after the end of the semester, and within five (5) days of the end of the semester. If a student had a "verified" absence, he/she will be allowed full credit on any make up work. If a student missed work because of an "unverified" absence, he/she will receive half credit for the work. Work missed while a student is suspended from school is considered "unverified." If a student fails to complete and turn in assignments due to lack of responsibility or effort on his/her part, he/she will not have a chance to make up that work.

ABSENCES

Verified Absences

To excuse an absence, the parent or guardian must call the school. If this cannot be done, a note signed by the parent/guardian, including a phone number to verify the authenticity of the note, along with the date and reasons for the absence, must be presented to the principal prior to the first class of the day the student returns.

Unverified Absences

Unexcused absences, those absences for a day or period of the day without parental notice being received, unexcused by an administrator or in violation of the compulsory attendance laws of the state of New Mexico, may result in disciplinary action to encourage attendance. The school may require an appointment card or a letter from a hospital or clinic.

Compulsory School Attendance and the Coalition Against School Truancy

Ten absences, either verified or unverified, or in any combination, are considered excessive and may result in loss of credit for that semester. When a student is absent from a class five times, that student's parents will receive a letter indicating the number of days absent. Following the seventh absence in any one class during a semester, the student and his/her parent will meet with the principal and sign a contract which defines the expectations and future status of the student. If the student fails to adhere to the contract, and misses 10 classes or days the school counselor will be notified and the student will lose the credit for that class. The student may appeal to the Superintendent to show justification for excessive absenteeism. The Superintendent will at this time determine if the student will lose credit. The 10 days do not include approved extra-curricular activities.

Tardy Policy

Tardy students disrupt the educational process, and our goal is to have all students in class for the full instructional period. Students must be in the classroom and ready for class when the bell rings. Tardies will be recorded by the teacher, per semester: After the student has three (3) tardies in any one class period the student will receive one day of lunch detention. The student will receive one day of ISS for each additional tardy. Any student, who is tardy by more than ten minutes, although considered absent, must report to class or that student will be considered truant.

CAMPUS SECURITY PROCEDURES

To ensure a safe and academically sound environment, the Elida High School campus is closed. Transporting a student off campus who does not have permission to leave is a violation of school rules. Truancy incurred by leaving campus without permission may not be cleared after the fact.

In-class Time

Periods held each day are set aside for instruction. Therefore, students are expected to take care of other matters before school, after school, or during passing periods. Teachers are to release students from class for emergency reasons only.

Check-out Procedures

If a student must leave campus during the day, the following procedures must be followed:

1. The student **must have** written permission from the parent(s) or the school must have verbal permission from parent by telephone.
2. The student must sign the checkout sheet if leaving during the school day and sign in if returning. Failure to sign out will result in truancy and will be filed as such. NOTE: An admit slip must be obtained from the Attendance Office for those classes missed.

Notification of Law Enforcement

Administrative authority shall have the discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Visitors

ALL VISITORS ARE TO CHECK IN AT THE PRINCIPAL'S OFFICE.

All visitors to Elida Schools must be previously approved by the principal or superintendent. Student visitors who accompany Elida students for the purpose of "visiting" the high school frequently pose a classroom distraction. Therefore, students are strongly encouraged **NOT** to bring visitors to school. Students are **NOT** to bring younger children to class. Parent/guardians are always welcome. However, the administration asks your cooperation by notifying them in advance so necessary arrangements can be made.

Search and Seizure

Administrators or his/her designee are authorized to conduct searches when a search is permissible. An authorized person who is conducting a search may request the assistance of some other person, who upon consent becomes an authorized person for the purpose of that search only. Female students will be searched by a female authority and male students will be searched by a male authority. An authorized person may conduct a search when he/she has reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. An administrative authority may direct or conduct a search under the same conditions and also when he or she has reasonable cause to believe that a search is necessary to maintain school discipline. Students vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched.

Student Due Process

Students have the right to appeal disciplinary action taken against them. In the case of a suspension or expulsion students may request a formal hearing according to guidelines established by the Board and Administration.

GENERAL INFORMATION

Change of Address

Whenever there is a change of address or telephone number, parents/guardians should notify the Attendance Office immediately. In case of an emergency, it is to your advantage to have the correct address and telephone number on file so that parents can be contacted.

Collection of Debts

Any debt incurred by a student will be recorded as the debt is incurred. Debts may be incurred by the following descriptions: lost or damaged organization or club material; fund-raising merchandise or money not turned in; damages to school property, building or any other debt deemed to be legitimate by the administration. All money is to be turned in to the school bookkeeper where it will be receipted. Withdrawals, report cards and transcripts will not be issued until debts are paid.

Family Educational Rights Privacy Act (FERPA)

Elida Municipal Schools complies with the provisions of FERPA, the Individuals with Disabilities Act (IDEA), and the No Child Left Behind (NCLB) in the establishment, maintenance, correction, and disposition of student records.

Fire Drills

As per state law, the school must have a minimum of one fire drill per week during the first month of school and one every month thereafter. Evacuation routes are posted in each room. When the fire alarm sounds (loud buzzer) students must evacuate to the area designated for that particular class. Teachers are to review evacuation procedures with each of their classes. Evacuation by students should be orderly, quiet, and taken seriously. Students will return to classes after a bell rings and the teacher directs them.

Hall Passes

Before a student may leave any classroom, he or she must have a hall pass from the teacher. Students will not be given hall passes to leave campus to run errands for teachers or activities. This must be cleared through the office.

Hot Lunch and Nutrition Programs

Elida High School serves breakfast and operates a hot lunch program on a daily basis. **Application forms for free or reduced meals are available at the office.** These forms are confidential and allow many students appropriate nutrition through the Nutrition and Lunch Program. Students will be notified as soon as possible after forms have been submitted if qualifications for programs have been met. Food or drink will not be taken from the cafeteria. Only bottled water will be allowed in classrooms if the teacher approves.

Open Campus Lunch

Students in grades 9 thru 12 are allowed to leave the school grounds for lunch. They may not drive a vehicle, only bike or walk off campus. Students that are tardy returning to school will lose open campus privileges for one week on the first offense, two weeks on the second offense, and on the third offense the open campus privilege will be revoked for the remainder of the school year. A signed permission form is required.

Lockers and Personal Items

Student lockers are available and are assigned by grade. Students are responsible for the contents of their assigned locker. The school reserves the right to inspect the lockers. Inoperative lockers should be reported to the front office immediately. Students are not to share lockers. Students are discouraged from bringing valuable items to school. **The school is not responsible for lost or stolen items.**

Lost and Found

Any books or other articles found should be turned in to the front office where owners can claim lost articles after providing proper identification.

Medication

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.

- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

PE Dress Code

Interpretation of Dress Code will be ultimately up to the instructor, within the guides of the dress code.

Physical Education is a required course for graduation and students must dress out and participate to pass this class.

Physicals

Each student participating in high school and junior high school interscholastic athletics is required to submit to a physical examination when required by the New Mexico Activities Association or to submit evidence of being physically fit, as verified by competent medical personnel.

Student Insurance

Each year the school provides students with the opportunity to purchase insurance which will cover them in case of an accident while under school supervision. This is attributed to the fact that the school cannot be held liable for an accident on school property. All students taking part in extra-curricular activities must carry school insurance or present a signed affidavit (by parent(s) that the student is covered by the family's insurance

Telephones

Students will not be called out of class to use the telephone unless there is an emergency. The school phone, which is in the front office, is not to be used until students are given permission to do so. Permission will readily be granted. Telephones are to be used during passing periods and lunch only. As per the student policy, cell phones are strictly prohibited and will be confiscated if seen on campus unless for instructional purposes designated by instructor.

Textbooks

Textbooks, which are issued by title and number, are provided for students from the annual allotment made from the state textbook fund. Each student is responsible for seeing that each book checked out to him/her is well cared for. If your books show excessive damage when you check them in, you will be charged accordingly. Due to greatly increased textbook costs, it is absolutely necessary students pay for the lost books before new books are issued. Withdrawals, report cards and transcripts will not be issued until damaged or lost textbooks are paid for.

GUIDANCE AND CURRICULUM

Academic Letters

Each letter will be based on the cumulative semester GPA for each class. Students must have an "A" in all classes for both the fall and spring semester, and must be enrolled in seven classes each semester. Letters will be awarded once a year, during the second semester awards program.

First Year Academic Letter The academic "E" cloth letter

Second Year Academic Letter Gold Bar

Third Year Academic Letter Gold Bar

Fourth Year Academic Letter Gold Bar

Admission

New students entering Elida High School will be directed to the principal and the guidance counselor who will enroll the student in the proper classes. Students are admitted on the following conditions:

1. Promotion from 8th grade.
2. Transfer from another accredited high school. In the case of transfer students, all credits earned from another school in New Mexico will be accepted on the same basis as they were earned. Transfer from other states will be evaluated and equivalent credit will be awarded.
3. A parent or guardian must enroll students. All exceptions must be cleared by the school administration.
4. Homeschoolers- must have notarized, documented evidence of work/completion from an accredited program.

Class Focus

Each student is required to maintain a schedule of seven (7) courses. However, seniors are required to carry only four (4) courses. EHS highly recommends full schedules during a student's high school career to effectively prepare them for post-secondary endeavors.

Class Rank

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. Class rank shall be determined as follows: Class ranking will be determined each semester beginning with the first semester of the ninth grade. Total grade points begin accumulating with the ninth grade. These are divided by total units attempted to produce the grade point average. Students are then ranked according to their grade point average.

Classification of Students

Students are classified according to the following number of earned credits:

- A sophomore must have 6-11 credits
- A Junior must have 12-17 credits
- A Senior must have 18+ credits (Graduation requirements are 25 credits in order to earn a diploma)

Credit

Each course offered at Elida High School has been assigned credit. A student earns the assigned credit provided a semester's work is passed. Partial credit will not be given for a course not completed. There will be **NO** schedule changes after the 10th day for each semester. College classes may be dropped after the 10th day but the student will be required to pay for the class as well as all books associated with the class.

Grade Reporting

- Progress Reports – Sent home with students after the fourth week of each grading period.
- Nine Week Report Cards - One Week after the end of each nine week grading period or during the first week of the second semester.
- Weekly Progress Reports Available upon parent's request
- Incomplete Grades – Must be completed two (2) weeks after the end of each grading period. Must be completed five (5) days after the end of each grading period for all students involved in extra-curricular activities.

Grading System

Regular Grading System Dual Credit (Honors) Grading

A 90-100 (4.0)

B 80- 89 (3.0)

C 70- 79 (2.0)

D 60- 69 (1.0)

F 59 or below (0.0)

Graduation Requirements

Credit Requirements (24.5)	
English	4 units
Math	4 units -- one of which must be algebra II or higher
Science	3 units – 2 of which must be lab sciences
Social Studies	US History 1 unit World History 1 unit

	Government 0.5 unit Economics 0.5 unit New Mexico History 0.5 unit
Health	0.5 1 unit
Physical Education	1 unit
Career or workplace readiness, arts, or language course	1 unit
Electives	7.5 units
At least one course must be Honors (H), Advanced Placement (AP), Dual Credit (DC), or Distance Learning (DL).	

Honor Roll

To be named to any honor roll, you must meet the following points and may not have any grade below a "B".

A Honor Roll - An "A" average in all classes

B Honor Roll - An "A" or "B" average in all classes

Next Step Plan

As students move into the high school setting, it's important that they undertake a broad view of all available options. To provide students with a tool for exploring and organizing these possibilities, Elida High School has implemented the Next Step Plan. This process allows students and their parents to select courses that cultivate individual growth and development in view of personal goals beyond high school. Through this process, the guidance counselor will familiarize students with academic and personal goal setting, credits needed for graduation, and future course planning. Students will plan, year-by-year, which courses *best fit their academic* path. EHS recognizes that everyone may not have a firm grasp of their future plans and that many changes will occur during the course of the four years. It is important, however, to begin planning early to avoid missed opportunities or options.

Programs of Study

Comprehensive High School

Elida High School offers a full, four-year curriculum designed to prepare students for entry into a college or university and other post-secondary educational training programs including vocational school and military service. In addition, a general education is provided for those students who plan to enter the work world immediately after high school.

Special Education

Special Education Services are provided at Elida High School for students found eligible under the Individuals with Disabilities Education Act. Courses are developed to address student needs. Students in the Special Education Program generally receive a continuum of support from mainstream to self-contained services.

Dual Credit Enrollment (Honors)

For qualified students, our school will honor courses taken at a college, university, or vocational school for credit while simultaneously enrolled in high school. Dual Credit enrollment allows students to accelerate their learning and to supplement those courses offered in our regular program.

Students are advised to meet with a counselor prior to enrollment in any supplemental program to discuss limitations of concurrent enrollment classes. A transcript and the number of institutional hours completed must be received in order to document the assigned credit.

Schedule Changes

Schedules can be changed for the following reasons:

- Conflicts in schedules.
- Changes needed to satisfy graduation requirements.
- Changes needed for the health of a student.
- Inappropriate placement as determined by teacher/principal/counselor.

- The administration may be required to make late changes to balance class loads or correct student misplacement.

All schedule changes are to be approved by the Elida High School Guidance Counselor. The counselor will schedule a conference (among the administration, student, and appropriate staff member) to identify the reasons for the proposed schedule change. The counselor and/or principal will determine whether to honor the student request. **There will be NO schedule changes after the first 10 days of each semester.** College classes may be dropped after the 10th day but the student will be required to pay for all books associated with the class.

Testing

General Testing Information:

Each year the state of New Mexico requires a series of tests for specific grade levels. These tests are considered high stakes tests because it is the outcome of these tests that determine a school's ranking. It is important that students attend school every day of the test and make an effort to do well. Elida Municipal Schools also gives the short cycle assessment to specific grade levels. This test is given at intervals during the school year and provides information on student growth and proficiency. The data gleaned from these tests is used to assist in student placement, curriculum, intervention, and student support.

New Mexico High School Competency Exam

All graduates must meet state testing requirements.

College Entrance Examinations

Beginning in high school, students have the opportunity to take the *American College Test (ACT)* college entrance examination. This test is required for admissions. The counseling office will provide information on dates, deadlines and costs of the test. Also, for further information, you may visit *ACT's* website at www.act.org or www.collegeboard.org.

Compass Test

The *Compass Test* is a required test for students interested in taking Dual Credit courses through Clovis Community College unless they have taken the *ACT* and have received qualifying scores.

ASVAB

The Armed Services Vocational Aptitude Battery (ASVAB) is available to juniors and seniors. It is designed to help students identify strengths and interests with regard to career choices and can be used to provide information to the military.

Short Cycle Assessment

Elida Municipal Schools also gives the short cycle assessment to specific grade levels. This test is given at intervals during the school year and provides information on student growth and proficiency. Students are tested in the areas of Reading, Language Arts, Math and Science. The data gleaned from these tests is used to assist in student placement, curriculum, intervention, and student support.

Transcripts

Any student needing a transcript can request one from the counselor or high school principal. Transcripts will not be sent to any school or business until all bills due the school are paid.

Transfer of Transcripts from State Accredited Schools

Elida High School will accept credits and courses in progress from another school that is accredited by the State Board of Education.

Valedictorian/Salutatorian Policy

In order to qualify for valedictorian or salutatorian, a student must attend Elida High School his/her entire junior and senior years. Valedictorian and Salutatorian will be selected after the third quarter of their senior year and based upon their grade point average from 9th thru 12th grade. If grade point averages are identical, cumulative numeric averages will be used. Graduating classes will earn one full high school credit for each 3 hours of college credit. This is for calculating the Valedictorian/Salutatorian.

Withdrawal

A parent or guardian must accompany a student to withdraw from Elida High School. The parent/guardian will sign a withdrawal form, issued by the front office, which will be taken to each of the student's teachers. Teachers will check in all books and clear the student of all fees or fines prior to assignment of withdrawal grades. When all grades are obtained, the student will acquire the remainder of the checkout signatures and check out in the front office.

STUDENT ACTIVITIES & ATHLETICS

Students are encouraged to participate in extracurricular organizations and activities. This involvement helps students to become well rounded as an individual, acquiring experiences that cannot be taught in a classroom. The level of successful participation in these activities is important for scholarships, applications, and recommendations by the faculty. Elida High School is a member of the New Mexico Activities Association and abides by its rules and regulations with reference to extracurricular and co-curricular activities. This includes eligibility of students and compliance with Elida High School athletic and activity codes. Students will be given these codes, and they must familiarize themselves with them if they participate.

Eligibility Requirements for Athletic, Extra-Curricular, and Co-Curricular Participation

All organizations including clubs, athletics, cheerleading, homecoming ceremonies, class officers, student council, but not including National Honor Society will use the following standards of eligibility. In order to be eligible to participate in any extra-curricular or co-curricular activities for the current nine weeks period, a student shall have a 2.0 average on the 4.0 grading scale used by Elida Municipal Schools, for the nine weeks period immediately preceding participation. Also, the student must not be failing more than one (1) subject at the end of the grading period. At the end of the grading period, a student who is participating in extra-curricular or co-curricular activities has five (5) calendar days of school to make up assignments for an incomplete or that grade becomes an "F" for eligibility purposes. Progress reports will be sent out to parents and students at the end of the fourth week of the nine weeks grading period to help and encourage students to be proactive and to keep them informed of failing/passing grades. It is the responsibility of sponsors/coaches to check the eligibility of students each nine weeks. The use of an ineligible student is a violation of the New Mexico Activities Association rules and could result in disciplinary action taken against the sponsor/coach. All absences for school sponsored activities are considered extra-curricular and will not be counted against participants.

Activities and Organizations at EHS:

Cheerleading, Class Officers, FCCLA, FFA, National Honor Society, Student Council, and Yearbook Staff.

Athletic Program

Elida Municipal Schools strive to provide the best possible athletic program for our students. We want athletic participation to be a valuable educational experience. The school is a member of the New Mexico Activities Association.

School Sponsored Activities and Trips

- All rules that apply to student behavior on campus and in the classroom apply to any student attending a school-sponsored activity. Even if the activity is after school and at another location, the students must behave in such a manner as to credit Elida Schools. Any student participating in activities that discredit the school will be excluded from participating in future activities.
- On a field trip or activity trip where school transportation is being used and where the school is providing supervision, a signed parental permission form to attend the event will be required before the student is allowed to board the bus. Conduct on all school buses and vehicles will be in accordance with all campus and classroom conduct requirements.
- Students are not allowed to return if they leave a school dance or party.

STUDENT BEHAVIOR AND DISCIPLINE

The purpose of this document is to assist students, parents, teachers, staff and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of a democratic society.

The quality of the school community, both socially and academically, depends in a significant way on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn. Students may exercise their constitutional rights of free speech, press, assembly, and privacy. The exercise of such rights, however, must be conducted in a manner that does not disrupt the learning of others in the educational process. Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents, and administrators, working together create a common willingness to learn. Certain student behaviors and attitudes foster the desirable, healthy learning environment schools encourage. Among these are the following:

- Friendliness and acceptance of people of different political, economic, social, religious, and racial backgrounds and abilities.
- Eagerness to participate in both academic and non-academic activities.
- A spirit of cooperation and willingness to share abilities, time, skills, not only to further one's own goals but also to help others to succeed.
- Prompt and regular attendance in classes and at activities of school-sponsored organization.
- Willingness to adhere to school rules and to make positive contributions to the school's academic and social climate.

Certain other student behavior disrupts the educational process. School authorities shall promptly, efficiently, and with a district-wide consistency, deal with such negative behaviors. Unacceptable behavior is defined, and the consequences of this behavior are outlined in this document. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

The principal has the responsibility to take discretionary action any time the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, or principal or other administrator from using his/her best judgment with respect to a particular situation.

Statement of Behavioral Expectations

The right to attend public school is not absolute. It is conditional on each student's acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through established processes.

Teachers, administrators, and other school employees also have rights and duties. Teachers are required by law to maintain a suitable environment for learning in their classes and to assist in maintaining school order and discipline. Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public schools. **In discharging their duties, all school employees have the right to be free from intimidation or abuse and to have their lawful requests and instructions followed by students.** Students are required to follow staff requests promptly without argument or disruption. Failure to follow school rules will result in administrative referral. Students will have the opportunity to discuss problems and concerns in private with the administration but must not disrupt the learning environment of the school. Schools have both the authority and responsibility to ensure those suitable rules of student conduct and appropriate disciplinary processes are established.

PLEASE NOTE: UPON REQUEST FOR ENROLLMENT/ADMISSION TO ELIDA HIGH, a student's history will be used in determining enrollment/admission and /or disciplinary action by the school administration.

Alcohol and Drug Abuse

The nonmedical use, possession, distribution, delivery, or sale of drugs or counterfeit substances on school property or at school events is prohibited. Students in violation of this policy shall be subject to removal from

school property and may be subject to prosecution in accordance with the provisions of the law and shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

Bullying and Hazing

Bullying and hazing will not be tolerated by Elida Municipal Schools as per Elida Board Policy. Bullying and/or hazing are prohibited in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events.

Cell phones and Electronic Devices

The school is not responsible for such items being lost, stolen or destroyed. To prevent distractions in the learning environment, the use of all electronic devices are strictly prohibited during class. In the event of an emergency, parents/guardians and students are to use the school phones. Parents/guardians may call the school to relay emergency information. Students are not to call their parents/guardians directly to pick them up if they feel sick. They must report to the office will contact their parents/guardians.

Computer Use

All students will abide by the rules set forth in the Elida Municipal Schools Board Policy and will sign an Acceptable Use Policy with their parents prior to using any school technological device.

Tobacco

The possession or use of tobacco products is prohibited on school grounds, school buildings, school parking lots, school playing fields, school buses and other district vehicles, and off-campus school-sponsored events. Disciplinary penalties may include, but are not limited to suspension or expulsion.

Motor Vehicles

Students who drive to school must observe posted speed limits and yield to school bus traffic. Reckless driving may cause a student to lose driving privileges. The students are required to park and lock their cars upon arrival on campus and are prohibited from going to their cars or loitering in the parking lots at any time during the school day unless they have checked out of the front office and have permission to leave. Student vehicles when on campus or otherwise under school control may be searched in accordance with school board policy.

Reckless driving around campus before, during and after school is a serious issue. Students must be responsible when behind the wheel during the school day or face school related and/or legal consequences.

Sexual Harassment

Sexual harassment is a violation of the policies of the Elida Municipal Schools and it is against the law. As a student, you do not have to tolerate sexual harassment of any kind. A copy of the Elida Municipal School's Board Policy is available for your review in the school office or the Central Administration office. If you feel you are being sexually harassed by another student or students, please report the matter to administration. If you feel you are being sexually harassed by any employee or official of the District, please report the matter to administration or the superintendent. If you have any questions about sexual harassment issues, please discuss them with the school counselor or administration.

Weapons

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. The administration retains final authority in determining what constitutes as a weapon, especially when evaluation potential danger. A student who violates this policy shall be subject to disciplinary by the District and/or law enforcement.

What types of behavior disrupts the educational process ?

This list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel. This document does not attempt to set societal standards. The criterion used

for defining unacceptable behavior is whether or not it has the potential to disrupt the educational process. These guidelines follow municipal and state guidelines. The following are some of the prohibited activities:

- Criminal or delinquent acts
- Gang related activity
- Sexual harassment
- Disruptive conduct
- Refusal to identify self
- Refusal to cooperate with school personnel
- Engages in conduct that is disorderly
- Fighting or engaging in violent behavior
- Making unreasonable noise
- Using abusive or obscene language or gestures
- Obstructing vehicular or pedestrian traffic
- Creating a hazardous or physically offensive condition
- Engages in conduct that is insubordinate
- Selling, distributing, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia
- Selling, distributing, using or possessing weapons, fireworks, or other dangerous instruments or contraband
- Selling, using or possessing obscene materials
- Using profane, vulgar, or abusive language
- Gambling
- Hazing
- Engaging in lewd behavior
- Lateness, or missing or leaving school or class without permission or excuse
- Cheating
- Plagiarism
- Use of electronic devices
- Record of absenteeism

How will the school handle unacceptable behavior?

The Discipline Matrix will be used to determine consequences for unacceptable behavior. The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning
- Written warning
- Phone call to parents or parent conference.
- Written notification to parents.
- Probation
- Detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular participation
- Suspension of other privileges
- Exclusion from a particular class
- In-school suspension
- Community service
- Out of school suspension
- Expulsion

Discipline Matrix				
Code	Offense	Level 1	Level 2	Level 3
A	Failure to Comply with General Classroom Rules	Teacher/Student Conference Seating Change One day Lunch Detention Letter of Apology	Parent Contact Office Referral and Two Days Lunch Detention Behavior Essay	Parent Contact Office Referral and 3 Days Lunch Detention Counselor Conference
B	Dress Code Violation	Office Referral Dress Code Clothing Parent Contact	Office Referral Student sent home with parent or the parent brings clothing for the student 1 day Community Service	Office Referral Parent Contact 1-3 day(s) Suspension
C	Tardy to School or Class	Teacher/Student Conference One Day Lunch Detention Student-Generated Solution	Parent Phone Call Two Days Lunch Detention Teacher-Generated Solution	Parent Conference Three Days Lunch Detention
D	Tardy to Class from Lunch	Lose 4 Days of Open Campus Privileges	Lose 8 Days of Open Campus Privileges	Complete Loss of Open Campus Privileges for the School Year
E	Inappropriate use and/or display of technology in class including: cell phones, music players, personal computers, tablets, etc.	Confiscate the device until the parent(s) can pick up the electronic device. Letter of Apology	Confiscate the device until the parent(s) can pick up the electronic device. 1-day Community Service Parent Conference Behavior Essay	1-3 Day(s) Community Service Confiscate the Device and Privileges are lost. The length of time to be determined by the principal. Parent Conference
F	Cheating/Academic Misconduct Forgery, or Lying to the Staff	Parent Conference No Credit for Assignment Alternative Assignment Letter of Apology	Parent Contact 2-day suspension No Credit for Assignment Alternative Assignment Teacher-Generated Solution	No Credit for Assignment 2-5 days Suspension Placed on Academic Probation If a dual-credit class, loss of credit for the course.
G	Missing/Late Assignments	Parent Phone Call Teacher/Student Conference 1 day-deduct 1 full grade (11 pts).	Parent Phone Call Principal/Teacher/ Student Conference 2 days-deduct another full grade (10 pts.) Pull from elective to work on assignments	Office Referral Lunch Detention Remove from class to work in the office 3-days-deduct another full grade (10 pts.) Sit out of school-related activities, i.e., Athletics, FFA, Cheer, Dance, Prom, etc.
H	Public Display of Affection (hallway, school-related activities, classroom, bus, etc.	Teacher/Student Conference Parent Contact Alternate Seating Arrangement Behavior Essay	Parent Contact 1 Day Lunch Detention Counselor Conference	Parent Conference Office Referral 2 Days Lunch Detention Alternate Education Placement (AEP)
I	Caps/Hats worn Indoors	Student removes Hat/Cap Teacher/Student Conference Letter of Apology	Parent Contact Parent may pick up cap from teacher One Day Lunch Detention Behavior Essay	Office Referral Parent Contact Parent may pick up cap from Principal Two Days Lunch Detention
J	Insubordination: Defiance, Disrespect, Disruptive behavior or Uncontrolled behavior.	Parent Contact Community Service Student-Generated Solution Letter(s) of apology to those affected.	Parent Contact Community Service Letter(s) of apology to those affected 1-3 day(s) Suspension Behavior Essay	Parent Conference 3-5 days Suspension Consider AEP or Expulsion

STUDENT DRESS

A student's appearance will be governed by standards that are compatible with good taste, decency, cleanliness, safety and an atmosphere of learning. Dress, which disrupts the educational process, will not be allowed. The school has the right and responsibility to intervene anytime it feels that the appearance of a student does not meet these standards. Sponsors and coaches may require participants to adhere to a predetermined dress code for some events.

CLOTHING WHICH IS UNACCEPTABLE

1. Tank tops, crop tops, or shirts/blouses with excessively large arm openings. Shirts worn open more than two buttons from the top.
2. Clothing which contains symbols, pictures, and/or printing referring to drugs, alcohol, obscenities, and other clothing which is deemed offensive.
3. Clothing may not contain holes or tears that expose under garments or excess skin.
4. Skirts, shorts, and dresses must be fingertip length. Biker shorts may only be worn under regulation shorts.
5. No spaghetti straps. Straps must be at least 3 fingers in width.
6. Hats, caps, sunglasses, and any other type of headgear may not be worn in the classroom or buildings and must be worn facing forward.
7. Clothing that is worn in any way to represent gang activity or membership.
8. Chains, (including wallet chains) are not permitted.
9. Tattoos and piercings, colors and styles that are such an extreme deviation from the norm that they attract attention to an individual are considered inappropriate and should they disrupt the educational process are unacceptable.
10. Pants must be worn around the waist in an appropriate manner (NO SAGGING, BAGGING or DRAGGING).
11. Shoes, sneakers or appropriate footwear must be worn at all times unless specified by an adult authority.
12. No trench coats, dusters, or blankets.
13. Hair length, colors and styles that are such an extreme deviation from the norm that they attract attention to an individual are considered inappropriate and should they disrupt the educational process are unacceptable.

DRESS CODE DON'TS



The administration has the authority to use discretion for any instance that Dress Code may be questionable or when violations are not specifically mentioned above. Activity sponsors/coaches have the discretion for stricter requirements in order to participate; these requirements must be at the approval of the administration.

STUDENT SERVICES

Community and Parent Volunteers

The Board of Education recognizes that the development of good schools is promoted when community members, parents, and educators, work together. Community/parent volunteerism and direct involvement in the schools is a principle means of promoting cooperation and understanding between community members, parents, and educator. Elida Municipal Schools promotes community member and parent volunteerism in the district.

Guidance and Counseling

The guidance counselor is available to students to assist them in making their high school careers successful and in making plans for the future. We encourage you to use this resource to help you meet your needs and interests.

Library

The library operates as an educational media center to serve faculty and students with print, audio, and visual materials. The use of its facilities is encouraged for personal enjoyment and academic achievement. Teachers may schedule classes for individual reading and research or for lectures in the facility. Students may use the library before school, during lunch, and after school. There is a checkout policy for books, magazines and reference materials. Fines are collected for overdue materials to encourage prompt return.

Directory Record Information

Directory information is information, which may be of general interest to students, parents, or the public. The following is student information classified as directory information:

- The student's name
- Grade in school
- Name of student's school
- Eligibility and participation in officially-recognized activities, including but not limited to fine arts exhibits, performing arts programs, other performances, graduation programs, and sports events
- Weight and height of members of athletic teams
- Honors and awards received
- Yearbooks
- Identification in visual media, including photographs, videotapes, and digital images, depicting school programs or activities

Unless the parent/guardian or eligible student, requests otherwise, this information may be disclosed to the public upon request. The parent/guardian or eligible student have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If the parent/guardian or eligible student wishes to exercise this right, notification must be filed, in writing, with the superintendent of Elida Municipal Schools within 15 days of the date of enrollment.

IT IS YOUR RESPONSIBILITY TO KNOW THE POLICIES, RULES AND PROCEDURES AT EHS

This handbook contains a wealth of important information about our school’s mission, and organization, concerning its academic and behavioral standards and about its daily practices and procedures. Please take the time to read this document closely and familiarize yourself with its contents. It is your responsibility to know and adhere to the school’s policies, procedures and rules. You have the right to a full and rewarding high school experience at Elida High School. It is our job to provide an environment in which you are safe and free from fear and intimidation and where you can grow and prosper as a young adult. Within this school you will be expected to exercise good judgment in all matters and to make responsible decisions that will benefit you and the rest of our school community. The rules and standards outlined in this handbook have been developed to protect the rights of everyone, to ensure that all students and staff are treated with respect, and to assure that our school operates in a safe and orderly manner. The policies and regulations in this handbook apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity or event, or whose conduct at any time or any place interferes with or obstructs the mission of the school, the operations of the school/school district, or the safety and welfare of any student or employee.

Please sign that you have read and understand the Elida School Student Handbook policies and procedures.

Student Signature

Parent Signature Date