

2023-2024

Student
Handbook

Elmwood
HS/MS

DISTRICT POLICIES

Absence Procedures

Parents of absent students are required to call the school on the morning of the absence to report the absence (655-2583). If the school has not been contacted the attendance officer may call the home of the absent student to verify the absence. Voice mail is available for messages to be left for those who must call when the office isn't open.

Students are required to present a note to their office when returning to school after being absent signed by a parent or guardian stating the reason for the absence. Students who forget their notes will be issued an unexcused absence until the note is presented to the office and the absence is excused. Students must report to the office first thing in the morning on the day they return from an absence.

If a student arrives at school after the first period begins, he/she is to report to the office to sign in and get an admit slip to class.

Students who plan to leave before the end of the school day for an appointment, i.e., Dr. appointment, dental appointment, must get an early dismissal excuse from the office before the first period.

A student must have permission from the office before leaving the building due to illness or other reasons and is to be signed out in the office.

Acceptable Dress and Grooming

1. No student shall dress in a manner that interferes with or disrupts any lawful mission, process, or function of the school; is destructive to school property (such as cleats); or creates health or safety problems. The administration reserves the right to make a decision on acceptable clothing.
2. In the interest of student health and/or safety, students may be required at specific times to conform to stricter standards than the general rules contained herein.
3. Clothing, jewelry, buttons, badges, etc. that advertise or promote any substances whose use or possession is not allowed by the Elmwood Conduct Code including alcohol and tobacco will not be permitted.
4. Any clothing, jewelry, buttons, badges, etc. displaying profane or obscene words, drawings or pictures relating to gangs or gang activities or having sexual insinuation will not be permitted.
5. As a matter of common courtesy, students will not wear hats, hoods, bandanas, durags, head coverings, or sunglasses in the building during school hours.
6. Footwear must be worn at all times.

7. The upper torso may not be exposed except for the arms and neck. Tube tops, and shirts with spaghetti straps, loosely fitting and low cut halter tops, mesh shirts (unless t-shirt is worn underneath) or shirts that expose the midriff are not permitted. Tops must be of sufficient length to be able to be tucked in. Sleeveless shirts are acceptable.
8. Skirts, shorts, and skorts may not be excessively short, tight, or torn.
9. Students will not wear chains as part of their clothing.
10. Baggy pants with no belt are not acceptable to wear to school. All pants or shorts must be worn at waist level.
11. No make-up and/or hair coloring should be worn that becomes a distraction to the educational process.

Assemblies - Students are to move quickly to the assembly and will be seated with their class and teacher. Regardless who the speaker or performer is, each deserves to have your undivided attention. Assemblies are a privilege and should be treated as such.

Athletic Eligibility

In the immediate preceding grading period, a student must receive a passing grade in a minimum of five (5) one (1) credit courses or the equivalent, which count toward graduation and those grades must, when combined, generate a grade point average of at least 1.50 on a four (4) point (4.00) scale.

A student enrolled in the first grading period after advancement from the eighth to ninth grade must have passed five courses in the preceding grading period in which the student was enrolled and those grades must, when combined, generate a grade point average of at least 1.50 on a four (4) point (4.00) scale.

A student in grades 9-12 who meets all athletic eligibility requirements established by the Ohio High School Athletic Association, but fails to meet the required 1.50 grade point average is ineligible to participate during the next nine (9) week grading period. This student may elect to go on a nine (9) week academic probation to regain the privilege to participate. There is no probation available if the student is ineligible because of not meeting the five (5) credit rule. Academic Probation is handled through the Athletic Director.

If the student meets both requirements during the probationary period, s/he regains full eligibility for the next nine (9) week grading period. If the student fails to meet both requirements, s/he is ineligible to participate during the next nine (9) week grading period.

Students in grades 9-12 will have the opportunity to opt for academic probation one (1) nine (9) week grading period to regain participation privileges once during grades 9 and 10, and once during grades 11 and 12.

A student in grade 7-8 must have received passing grades in four courses in the preceding grading period in which the student was enrolled and those grades must, when combined, generate a grade point average of at least 1.50 on a four (4) point (4.00) scale.

ATTENDANCE POLICY

I. Introduction

A primary obligation of the school is to encourage regular attendance by students of their assigned classes. The relationship between success in school and good attendance has been proven to exist. A good attendance and punctuality record may also prove to be useful in job applications and recommendations coming from the school. Parents are urged to reinforce the importance of regular attendance and punctuality. Hopefully, this policy will stress to the students the importance of regular attendance, and it will promote a habit that will transfer into adulthood.

A) Excused absences shall include the following:

- 1) Personal illness - Medical Doctor excuse required after six (6) total days of absence during one Semester or twelve (12) days for the entire year (see above).
- 2) Severe illness in the immediate family.
- 3) Medical appointments - Students will not be excused for the entire school day unless it can be shown that the appointment necessitates this.
- 4) Emergency at home (validity determined by Administration)
- 5) Deaths in the immediate family.
- 6) Drivers License Exam (same as #3).
- 7) Religious observances.
- 8) Vacation - Students who plan to be absent from school due to vacation with parents must follow the Pre-Planned Absence policy. Arrangements for making up work that will be missed shall be made with each teacher prior to the vacation. Extended vacations should not occur in the last month of school.
- 9) Hunting - only one hunting day per year will be excused unless the trip is out of town at which time the student is permitted up to three days excused if they follow the Pre-Planned Absence procedure. This privilege will be allowed only once per year.
- 10) State-level athletic contests (prior permission obtained from the principal or assistant principal)

- 11) Reasons for absence from school other than the above must be approved by the principal or assistant principal.
- B) Unexcused absences shall include the following:
- 1) Car trouble or repairing car.
 - 2) Oversleeping.
 - 3) Missing the bus or ride to school.
 - 4) Staying out of school an unnecessary length of time due to a doctor's or other appointment.
 - 5) Babysitting in non-emergency situations.
 - 6) Running errands in non-emergency situations.
 - 7) Suspension from school.

NOTE: The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the Administration according to Ohio Attendance Laws.

Pre-Planned Absence - Students planning to be absent from school due to vacation with parents or other reasons are to request permission from the Principal at least five days prior to the absence. Once permission for the absence is granted the student will be directed to complete a PRE-PLANNED ABSENCE FORM which is to be returned to the office prior to the absence.

C) Truancy

Truancy will be monitored and determined according to House Bill 410, Ohio Revised Code 3321.01

Chronically Absent-Student has missed 38 hours in one month or 65 hours or more in one school year. Parent letter will be mailed.

Habitual Truant-Student has missed 30 consecutive hours, 42 hours in one month or 72 hours in one school year. Parent letter will be sent and an attendance hearing scheduled

Absence Intervention Plan- and absence intervention plan will be created at the Habitual Truant parent meeting. Failure of the student to follow the terms of the plan will trigger notification of the Juvenile Prosecutor's Office.

Busses – To ensure the safety of students who ride the buses, it is imperative that the instructions of all bus drivers are followed on a daily basis. Students may not leave their seats, eat or drink on the bus, throw objects, or be disruptive. In accordance with the board of education policy,

parents/guardians must sign an acknowledgement form on Final Forms that indicates they have reviewed all transportation rules with their child at the beginning of each school year.

Bus Passes / Changes – Students are to ride their assigned bus both to and from school. A bus pass will only be issued for “emergency” situations providing the student brings in a note to the office signed by the parent stating the request. All pass requests are subject to approval. Any changes to a student’s normal bus routine must be handled at least one hour prior to dismissal or the office reserves the right not to honor the request. Emergency situations will require administrative approval. Any transportation issues or changes that involve more than one day must be handled by the transportation supervisor.

Gambling-Gambling is not permitted during school hours.

Class Dues, Extracurricular School activities, and Programs - To avoid too many selling projects in the community, to avoid mandatory participation as far as time commitments on the part of all students, yet to help each class and organization maintain a balance of funds in its treasury, the following policy is in effect.

1. All classes and organizations may have one major fundraiser.
2. All classes may maintain their traditional selling projects.
3. Minor fundraisers not affecting the entire community may be approved by the administration after approval of the class, or organization and advisors.
4. All fundraisers and student activities must be approved by the administration and placed on the Master Calendar.
5. This schedule will be followed by the four classes and these class dues will be collected from all students as part of the course fees.

Freshman class dues	=	\$10.00
Sophomore class dues	=	\$10.00
Junior class dues	=	\$20.00
Senior class dues	=	\$15.00

6. Class dues are fair and equitable to all and are used for class activities in which all may participate including Prom and Graduation.
7. Exceptions will be made to #1 above for major organizations such as Band Boosters, Athletic Boosters, etc. and only with Administrative approval.

CODE OF CONDUCT

Students are entitled to basic civil liberties guaranteed to other citizens, such as freedom of expression, association, assembly and the right to petition. Furthermore, the school community is entitled to responsible action in the exercise of these civil liberties. Therefore, the purpose of the school is not only to encourage the exercise of these liberties, but also to develop a sense of responsibility and good citizenship within its students.

No institution can operate effectively without some form of control over the behavior of the people involved. This form of control is usually called "rules and regulations." At Elmwood these rules and regulations listed below are appropriate. They are based on common sense and the idea that a rule which has no real purpose or meaning need not exist.

The purpose of listing these violations and their appropriate disciplinary action is obvious:

1. To inform students of what is considered unacceptable behavior at curricular and extracurricular activities.
2. To give the student some idea of "what might happen to him" if he should ever violate any of them.

At Elmwood each student is considered an individual. There are varying degrees of an individual's involvement with any violation. With this in mind disciplinary actions listed below are basically general. What will specifically happen to a violator will depend on the violator himself and the severity of the offense. Therefore, Elmwood is not limited to the specific disciplinary actions as follows. Repeat offenders can expect to see their discipline level continually escalated.

Listed below are possible disciplinary actions from less severe to more severe.

1. Warned and advised.
2. Loss of Privileges
3. Detention
4. Parent notification
5. Conference with parents
6. Referral to helping agency
7. Suspension from a specific class
8. Suspension from a specific class with no credit.
9. Saturday School
10. Lunch detention
11. In-school detention
12. In-school suspension

13. Out-of-school Suspension (one to ten days)
14. Referral to Juvenile Court
15. Withdrawal of student under Elmwood Board's "18 year old policy"
16. Expulsion

Regarding the above, especially items 12, 13, 15, and 16, students will be afforded due process if these disciplinary actions are possible in the situation being heard and/or considered.

This conduct code applies to all Elmwood Local School property, transportation, the property of employees of Elmwood Local School, and related activities both at school and away from school.

If an offense listed in this code occurs when school is not in session or just before school is not in session (example summer or Christmas vacation), the action or penalty will begin when school resumes. Expulsions may extend into the next school year.

Students of any age who attend Elmwood or Penta County Vocational High School must abide by this behavior code or accept the punishment.

Students will be referred to the office for any behavior which could potentially involve suspension.

This policy does not define all types and aspects of student behavior. Any conduct which causes an interference with any school function, activity, or purpose, or which interferes with the health, safety or well-being or the rights of other students or with the staff is prohibited and may result in disciplinary action as outlined within this policy.

Age and maturity of the student committing the offense are mitigating factors in determining appropriate discipline.

Offenses

- 1) Tardiness to:
 - a) Class - see specific tardy policy on following pages
 - b) School
 - c) Detention
- 2) Cutting (defined as an unexcused absence from any of the following)
 - a) Class or study hall
 - b) Detention
 - c) Assembly
 - d) In-school suspension
- 3) Class Behavior (defined as being referred to office or sent to the office because of offensive behavior toward other students, staff, or teacher during class).
- 4) Truancy (defined as unexcused absence from school for ½ day or more)
 - a) Excessive truancy - suspension to referral to Juvenile Court

(see truancy policy)

- 5) Fighting (two or more students engaged in physical combat)
 - a) If it can be clearly established that a student in a fight was merely defending himself, he will receive a lesser penalty or no penalty, depending on the circumstances.
 - b) Additional incidences will result in additional suspension time to recommendation for expulsion
- 6) Tobacco, Alcohol, and Drugs
 - a) Smoking, using tobacco, or having a tobacco product in one's possession in any form is prohibited anywhere in the building, on school property, on school buses, in the parking lot, during field trips, or at extracurricular activities in or out-of-school.
A student will be in violation of the tobacco policy if any of the following exists:
 - a) A student is seen with a tobacco product
 - b) A student is seen throwing any tobacco product
 - c) A student is seen exhaling smoke or expectorating tobacco juice or tobacco product
 - d) A tobacco product is seen in a student's hand or on his/her personFirst offense will result in suspension.
Subsequent violations will result in suspension to expulsion.
 - b) Students will not use, possess, or there be evidence of their having used or possessed narcotics, alcoholic beverages, or other dangerous drugs or any other substance purporting to be the same or use of any paraphernalia either intended or adapted for use with such substances described above on school premises or school controlled premises. Students will not report to school or school controlled premises after using alcoholic beverages, narcotics or other dangerous drugs.
First offense- suspension to expulsion.
Successive offenses-expulsion.
 - c) E-cigarettes, vaping, juuling, or the use and/or possession of other similar devices that are used to inhale or ingest foreign substances, will be treated as a drug offense. Within twenty-four (24) hours of the violation, the student may complete an approved drug screen with an ELSD approved testing facility. Test results must be sent directly to the school administrator from the testing facility. Upon receipt/review of the results, if the administration is able to clearly establish that no illegal substance has been discovered, the administrator may reduce the violation to a smoking or use of tobacco offense. If the student refuses to complete an approved

drug screen or does not complete the screen within 24 hours, this will be considered a positive result for an illegal substance and will be treated as a drug offense.

- 7) Theft
 - a) A student shall not engage in or be party to the theft of private or school property while on school grounds or in the school buildings or at a school related activity.
 - b) Unauthorized use or possession of school district or staff member property including keys.
- 8) Destruction and damage or malicious action toward property (destruction or damage that is not accidental).
 - a) School property - includes payment for repairs/damages.
 - b) Student's property - includes payment for repairs/damages.
 - c) Faculty /staff property - includes payment for repairs/damages
- 9) Offensive language and obscene gestures, either oral or written, directed toward school employees - using profanity, making obscene comments or giving obscene gestures or other forms of disrespect toward any school employee either on or off school property.

Profane: Showing disrespect, contempt or irreverence for sacred things.
Obscene: Offensive to modesty or decency.
- 10) Offensive language and obscene gestures, either oral written, directed toward another student - using profanity, making obscene comments or gestures toward another student.
- 11) Disruptive behavior (refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved).
- 12) Public display of affection (refers to kissing, embracing, holding hands, or other displays of affection not appropriate to the school setting).
- 13) Out of the building or leaving the building without permission.

Elmwood High School has a closed campus. Some form of permission through the office is needed to be out of the building or to leave the building other than when scheduled to do so.
- 14) Setting off fire alarm - suspension to expulsion plus referral to Juvenile Court
- 15) Forging and/or changing school or parental documents.

It needs to be understood that a student who may forge or change a school or parental document for another student may also be subject to disciplinary action.
- 16) Cheating - loss of credit for work done to failure of the course.

Disciplinary action could include suspension.
- 17) Driving Violation - refers to excessive speed, acceleration, reckless operation, parking in an unauthorized area, or failure to register a car.

Warn and advise to loss of driving privileges for up to two weeks.
Successive offenses - loss of driving privileges for an extended period of time to suspension from school.

- 18) Bus behavior - refer to the specific bus rules - Suspension from riding the bus to suspension from school.
- 19) Insubordination (refers to disregarding or refusal to obey reasonable directions or commands given by school personnel. Repeated violations of minor rules, directions, or discipline procedures shall also constitute insubordination). These directions can come from any school personnel including but not limited to: administrators, teachers, substitute teachers, teachers aides, bus drivers and all other school personnel who are authorized to give such directions during any specified period of time when they are subject to the authority of such school personnel.
- 20) A student shall not possess, handle, or transmit knives, razors, razor blades, ice picks, explosives, laser pointers, guns or other objects that can reasonably be considered weapons. Suspension to permanent exclusion.
- 21) No student shall threaten or assault or cause physical injury to students or any school personnel. Physical altercations and/or fighting are strictly prohibited. Suspension to expulsion.
- 22) Collusion - No student shall assist or aid in any way another student in violating school rules, regulations, or policies.
- 23) Harassment – (any unwanted attention) Harassment, intimidation, or bullying behavior by any student in the Elmwood Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
 - A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
 - B. Is sufficiently severe, persistent, or pervasive that it creates an

intimidating, threatening, or abusive educational environment for the other students.

- 24) Hazing activities of any type or inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- 25) Conduct of students representing the school. Any student whose conduct at a school sponsored function (home or away) or whose conduct outside the school day or off school property is such that it brings discredit to the school or its programs; or whose behavior is a threat to the other students or places them at risk, may be deprived of participating in or attending school functions for a period of time. Participation in extracurricular or co-curricular activities is a privilege, not a right, and participation may be denied if it is deemed appropriate.
- 26) Use of computers or technology in violation of the Acceptable Use Policy. Includes possible revocation of use of school technologies.
- 27) Failure to follow reasonable directions from school officials.
- 28) Providing false information or lying to school officials.

Detentions

Office Assigned and Supervised Detentions

- 1) Detentions which are assigned by the office or are to be served through the office will be assigned after school or before school on the assigned day, usually Tuesdays and Thursdays for one hours and fifteen minutes.
- 2) Detentions will be served in an assigned area and supervised by the Principal, Assistant Principal or designee.
- 3) One day advance notice must be given to the student being assigned a detention.

Teacher Assigned Detentions Served in Teacher Classroom

- 1) Teacher assigned detentions will be served after school on any day of the week usually for forty-five minutes.
- 2) One day advance notice must be given to the student being assigned a detention.
- 3) Teachers may assign students detentions as follows;
 - a) Complete and issue the detention notice to the student.
 - b) Submit the following information to the office of the Principal or Assistant Principal; student's name, reason for detention, and date and time the student is to report to detention.
 - c) When the student has completed the detention, the teacher is to notify the office that the detention has been completed.

- d) If the student fails to complete the assigned detention time, the teacher will notify the office the same day. Additional detention time will be assigned through the office.

Student Rules for Serving Detention

- 1) The supervisor will meet all students outside the office and take them to the assigned detention area. The supervisor will call the detention to order, assign seats and dismiss the students at the appropriate time.
- 2) It is the student's responsibility to keep track of assigned detentions.
- 3) If a detention is missed one day of Saturday School will be assigned.
- 4) Students in detention may do any of the following:
 - a) Study
 - b) Read appropriate material
 - c) Perform school related writing assignment
 - d) Perform work detail
- 5) Students in detention may not do any of the following:
 - a) Communicate with others in any form
 - b) Leave the assigned seat without permission from the supervisor
 - c) Leave the detention without permission of the supervisor
 - d) Sleep

Cell Phones-

- Middle School: Use of cell phones is not permitted during the school day. This includes classrooms, study halls, lunch room, hallways, and locker-rooms. First offense-Phone will be taken to the office and picked up at the end of day. Second offense-Phone will be taken to the office and parents will have to pick the phone up. Third or further offenses- Phone will be taken to the office and discipline may be issued.
- High School: Use of cell phones is permitted during non-academic time. Non-academic time is defined as any time not during a class period. Cell phones should not be used from "bell to bell". All rules pertaining to electronic devices apply to cell phone use. Teacher will issue detention for each offense.

Electronic Devices- Electronic device use is to be determined and managed by the individual classroom teacher or study hall teacher in accordance with their classroom rules. (Classroom and study hall use of electronic devices should have an educational purpose.) Violations of the District Technology Policy, harassing or bullying activities, threats, or other potential for possible harm, through the use of school owned or privately owned electronic devices

is a conduct violation and will result in Saturday School, Suspension or Expulsion depending on the offense.

Recording Devices- The use of all recording devices of any type is prohibited, except pursuant to the instructions of a teacher. It is prohibited for students to record teachers or other students without their permission.

Equal Educational Opportunity – It is the policy of the Elmwood Schools to provide equal educational opportunities for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence, within the boundaries of the district, or social or economic background has a right to file a complaint. Inquiries concerning the application of this policy may be referred to the Superintendent.

Fees and Fines – The board of education supplies textbooks and Chromebooks to all students. Books and Chrome Books should be covered and must be kept in good condition. Students will be charged for any damage or loss of school or library books, materials, or equipment loaned to them. School fees must be paid as soon as possible in the fall. Parents may also establish a payment plan to meet this obligation. Delinquent fees will accumulate from year to year. Final grades will not be issued to any student who owes school fees or fines. No student will graduate from the Elmwood School District if fees and/or fines are outstanding.

Fire Drills and Tornado Drills - The procedure to follow in building or on grounds during a fire or tornado drill is posted in each classroom. Teachers will review the directions and it is important that each student become familiar with the procedures. Additional Crisis plans are covered in a handbook in each teacher's classroom.

Grade Cards / Progress Reports – Report cards will be available on Progress Book one week after the end of the grading period. It is the responsibility of each student to share his/her progress report with his/her parents. Parents wishing to schedule a conference with teachers to discuss their child's academic progress should contact the appropriate office for assistance. The Elmwood Schools uses Progress Book "Parent Access" as a way for our teachers to share their grade book with you via web access. For information on setting up your account to be able to monitor your student's grades, please contact the Guidance Office.

Interrogation - School officials have the right and duty to interview students concerning misconduct which may have occurred during school hours or on school property or at school events.

Interrogation by Police:

- a) Permission must be secured from the principal or assistant principal prior to the interrogation.
- b) Every reasonable effort must be made to notify a parent or guardian prior to the interrogation
- c) The principal, assistant principal, or the person in charge of the building if the principal or assistant principal is absent, must be present at the interrogation

Whenever possible, criminal investigations should be left to law enforcement officers and proper search and/or arrest warrants secured.

Lockers - All students will be assigned a locker and are responsible for seeing that it is well cared for. Each physical education student will also be assigned a locker in the dressing room. Students are **not** to make any permanent markings or place stickers that cannot be removed on their lockers. Nothing is to be secured to the outside of lockers with tape unless prior permission is granted by the office. All lockers are to be cleaned out at the end of the school year.

The school reserves the right to inspect the contents of lockers and remove anything contrary to school rules or detrimental to the school. The school does not assume responsibility for articles taken from the lockers. Items that are not school related or school work should be left at home. Students should keep all personal articles locked in their lockers

Lost and Found Articles - Articles which are found by students should be turned into the office. Students are to report missing articles to the office.

Lunch – The Elmwood Schools uses a pre-pay Café Terminal system for lunch. All students are issued PIN numbers to access their individual accounts to pay for lunch. Students must place money in their accounts first thing in the mornings. Cash is not accepted in the lunch lines. Middle and high school students are to go directly to a cashier in the morning to add money to their accounts. Elementary students will turn money into their classroom teacher in an envelope that has the student’s first and last name and PIN number on the outside of the envelope. Parents are asked to make all deposits a minimum of \$5, but may be for any amount above that. It is possible to pay for the accounts online with a credit card. For more information on that feature, please contact the school cafeteria. Account

balance information may also be obtained by calling the cafeteria. Parents wishing their child to not have access to ala carte items may contact the cafeteria to have the account restricted.

All students are to remain in the cafeteria during their lunch period and not go to lockers or leave early for their class so as not to disturb other classes.

Food is to be purchased and consumed in the cafeteria area, and is not to be taken out of the commons area without special teacher permission (e.g. an entire class). Failure to follow this directive may result in school discipline.

Makeup Work

It is the responsibility of the student when absent to obtain the makeup work according to the procedures as outlined by each of their teachers. A student will have as many days to make up class work as were missed.

Permanent Exclusion from Schools - A student may be permanently excluded from school for the following conviction of a crime or being ruled a delinquent based upon a crime for the following reason:

- 1) Conveying deadly weapons or dangerous ordinance onto school property or to a school function.
- 2) Possessing deadly weapons or dangerous ordinance on school property or at a school function.
- 3) Carrying a concealed weapon on school property or at a school function.
- 4) Trafficking in drugs on school property or at a school function.
- 5) Murder or aggravated murder on school property or at a school function.
- 6) Voluntary or involuntary manslaughter on school property or at a school function.
- 7) Voluntary or involuntary manslaughter on school property or at a school function.
- 8) Assault or aggravated assault on school grounds or at a school function.
- 9) Complicity in any of the above offenses, regardless of location.

Saturday School Rules

1. Saturday School will meet from 8:00 a.m. until 12:00 Noon in the high school. Tardy students will not be admitted.
2. One day of Saturday School will be assigned for each day of assigned in or out-of-school suspension.
3. Students who are assigned Saturday School and who fail to attend will receive an automatic one day, out-of-school suspension. The only exception to this would be those made in advance and agreed upon by the school. No "same day" excuses will be accepted unless they are of

an emergency medical nature and they require a medical doctor's verification.

4. Students will not be allowed to use the telephone, go to their lockers or other parts of the building.
5. Students will not be allowed to put their heads down or sleep.
6. Students may not leave their seats or talk to other students unless the activity is required by the program.
7. No radios, cards, magazines, or other recreational items will be allowed in the room.
8. No food or beverages may be consumed during Saturday School.
9. Restroom usage shall be determined by the Saturday School supervisor.
10. Students are required to have regular class material with them when they attend Saturday School. The student must be prepared to work the entire four hours. They are also to have notebook paper, pen and/or pencil.
11. Students who exhibit inappropriate behavior while arriving, during or leaving Saturday School will face disciplinary action. This may include being sent home, additional suspension days, either in or out-of-school.
12. If Saturday School would need to be canceled due to weather conditions, students will be contacted by phone.

These rules are brief and will be strictly enforced. Complete cooperation is expected of the students extended the privilege of Saturday School.

School Closings or Delayed Starting Time - School closings or delays due to severe weather will be announced via the District's phone notification system and on the following radio stations: WFOB 1430 AM, WHMQ 107.7 FM, WKXA 100.5 FM, WNWO TV24, WTOL-TV11, and WTVG-TV 13.

Search and Seizure – Search of student lockers and other storage areas provided for students and/or actual search of the person will be conducted only by school officials when there are reasonable grounds. These would include preventing eminent danger to the health and/or safety of the student, other students, or staff. Search and seizure would be deemed justifiable for items such as dangerous weapons or devices, hallucinogens, drugs, volatile chemicals, alcohol or property believed to be stolen. Lockers are board of education property, and school personnel can search them at any time with reasonable suspicion.

Travel within the Building – Students from the Middle and High School wings are not to enter the elementary hallway prior to elementary dismissal. Parents should not travel past the appropriate entrances without obtaining a

visitor's pass. In general, students should not be traveling in any area of the building they are not assigned to be in.

Visitors to School - Parents are welcome to schedule a visit to the school any time. When a parent wishes to confer with a particular teacher or teachers, the best way is to call or e-mail the teacher, Principal or Assistant Principal and a time mutually convenient will be arranged. VISITORS FROM OTHER SCHOOLS AND OTHERS INTERESTED IN VISITING CLASSES MUST MAKE PRIOR ARRANGEMENTS THROUGH THE OFFICE OF THE PRINCIPAL OR ASSISTANT PRINCIPAL. All visitors must sign-in in the respective office they are visiting and obtain a visitor's pass. It is the duty of everyone to question reasons for visits and assure that visitors follow this policy for the safety of all students in the building.

HIGH SCHOOL POLICIES

Attendance Policies – High School specific

- A) A student having been absent from school up to four class periods will be credited with one half day of absence. (Excused or unexcused depending on the reason).
- B) A student having been absent from school for five to eight class periods will be credited with one day of absence. (Excused or unexcused, depending on the reason given.)
- C) A student must be in school at least four (4) periods to participate in a school function on that date including athletic practices and contests.

Course and Schedule Changes/Add-Drop Procedures -

1. Once a student has completed registration **no** schedule changes can be made unless:
 - a. There is an error of a clerical nature.
 - b. It is deemed to be an inappropriate course selection after review by staff and administration.
 - c. **No drop/add or course changes will be permitted after the end of the first full week of school.**
2. A decision to schedule a course with low enrollment will mean that students who have registered for the course will not be allowed to drop the course once they have been notified the course will be held.

Suspensions -

Out of school suspensions: “Students who are suspended out of school (OSS) will be required to submit all homework, projects, papers and similar items on the day they return from suspension for full credit. Tests and assessments must be made up within 3 days of returning from OSS. Any grade not completed on time will result in a zero. Anything for a grade is the responsibility of the student to gather, arrange, complete and submit. While some work may be digital, it is the parent/guardians’ responsibility to come get other work from the school since the suspended student must remain off of school property. The school does not take responsibility for gathering any materials unless directly requested by the student or parent.”

In-School Detentions-

In-school detentions result in the student being removed from class and placed in a detention area during the school day. A student who serves an in-school detention will be considered in attendance, but will report to the detention rather than attending regular classes.

Detentions-

High School detentions are held every Tuesday and Thursday from 2:45pm-4:00pm, unless students are notified otherwise. When a student is issued a detention, he/she has two weeks (i.e. four opportunities) from the date issued to serve the detention. Students are not “scheduled” to a particular date. It is the responsibility of the student to see that the detention is served within the prescribed period of time. Detentions not served within the two week time will become Saturday Schools.

Driving to School - Riding with Student Drivers

Students will be permitted to drive to school as long as the following rules and regulations are followed:

1. All drivers shall give the right of way to buses.
2. No vehicle is to be moved until the students' daily schedule is completed. No one is to enter the automobiles during school hours unless they have obtained permission from the office.
3. Reckless operation of vehicles near or on the school grounds will result -in suspension of driving privileges and possibly further disciplinary action.
4. All students driving to school must complete an application for driving to school. If using more than one vehicle, each must be registered with the office.
5. Upon arriving at school in the morning students are to park their vehicles in the assigned area and enter the building. Students are **not** to loiter in the vehicles.
6. Parking:
 - a. All student parking will be located in the southeast parking lot.
 - b. Students are not to use the northeast parking lot, nor the lot on the north side of the building.

End of Semester/Course Assessments - End of Semester Assessments will be given at the completion of both the 1st and 2nd Semester. The length, date, and weight of the assessment is at the discretion of the classroom teacher. In addition, the format of the assessment is at the discretion of the teacher. These formats could include traditional exams/tests, project-based

assessments, presentations, papers, etc. Assessments could range in weight from 5%-20% of the semester grade. The district does not indicate specific dates nor a modified schedule for assessment procedures. Assessment weight for each class will be provided at the start of the year in each classroom teacher's course syllabus. End of semester assessment weight will vary per class and will determine the weight of the 9 weeks grade when calculating semester grades. This information will also be included in the classroom teacher's course syllabus.

Field Trips - All students going on a field trip must have the Field Trip forms filled out and submitted prior to the trip. Students who have received the grade "F" in one or more courses on the most recent grade report, either nine week report or mid-term report will not be allowed to attend a field trip during the school day. In instances where the student will not miss the class s/he is failing, the students may be allowed to participate if approval is received from the teacher sponsoring the field trip and the administration. Any students who violate this policy will receive an unexcused absence for the day and possible additional disciplinary measures.

The advisor of any group leaving the school must accompany his group on the field trip. Unless a legitimate excuse is given by the parents, in person, to the advisor of the activity, all the participants are expected to ride the bus to athletic contests, music events, field trips, etc. The participant may be excused from riding the bus home, **only if the parent tells the advisor personally** that the student is riding home with them.

GRADING AND HONOR ROLL

A. Teachers maintain a record of student grades in their grade books. Students should feel free to discuss with their teachers exactly how they are doing in a course.

B. The following point and percentage system is used at Elmwood High School

Point System		Percentage System	
A	4	A	90-100
B	3	B	80-89
C	2	C	70-79
D	1	D	60-69
F	0	F	0-59

C. To determine honor roll, the following points are used:

A	4.0	2.0	1.0	5.0
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B	3.0	1.5	.7	3.7
C	2.0	1.0	.5	2.5
D	1.0	.5	.2	1.2
F	0	0	0	0
	1 credit	½ credit	¼ credit	1¼ credit

Students must be enrolled in four (4) courses carrying one unit each to be qualified for the Honor Roll.

All subjects which are given credit are used in determining a student's point average.

A student cannot have a grade below a "C" to be on the Honor Roll. There will be three Honor Rolls each grading period: (1) 3.0-3.49; (2) 3.50-3.99; and (3) 4.0 or all "A". The point value for letter grades is found below for computing grade point average and Honor Roll. Only those students who receive a 3.5 average or better will be reported in the local newspapers.

Subject	Credits	Grade	Point	Subject	Credits	Grade	Point
Science	1	A	4	Science	1	A	4
English	1	C	2	English	1	A	4
Math	1	B	3	Math	1	B	3
Liv Skills	1¼	C	2.5	Liv Skills	1¼	A	5
CompApp	1	C	2	CompApp	1	B	3
Phys Ed	½	C	1	Phys Ed	½	A	2
	5¾		14.5		5¾		21

$$14.5 / 5.75 = 2.52 \text{ (No Honor Roll)}$$

$$21 / 5.75 = 3.65 \text{ (Honor Roll)}$$

YEARLY GRADE AVERAGE

Example "B"

Semester I B = 3

Semester II D = 1

$$3 + 1 = 4 \quad 4 / 2 = 2 \quad \text{Final Grade} = 2 \text{ (C)}$$

5. Percentage may also be used to determine averages.

Example "C" - Percentage Method

Semester I = 87%

$$87 + 75 = 162\%$$

Semester II = 75%

$$162 / 2 = 81\%$$

$$87 + 75 = 162 \quad 162 / 2 = 81 \quad 81\% = B$$

Grading Policy:

1. A grade of "F" the 2nd nine weeks of either the 1st or 2nd semester could mean failure for the semester.
2. A grade of "F" for 3 of the 4 nine weeks grading periods will mean failure for the year.
3. Incompletes - An Incomplete (I) may be assigned for any work not completed since all assigned work is considered a requirement for the course. An incomplete not made-up becomes an "F" for the course and no credit is earned. Students have two weeks to make-up an Incomplete. The Principal or Assistant Principal may grant more time for extenuating circumstances (prolonged illness, etc.)
4. Trend - The teacher may assign a grade which reflects a trend in student achievement for the course. For example, if higher grades are earned during the second half of the course, the final grade may reflect that improvement and a higher grade may be assigned as the course average.
5. Attendance - Regular attendance is considered a requirement for all classes at Elmwood High School. Poor attendance may have a negative effect upon a student's grade in a course. (Refer to Attendance Policy)

New High School Graduation Requirements Beginning with the Class of 2018

House Bill 487 updated Ohio's graduation requirements to ensure that all students are ready for success in college and work. Every student in the Class of 2018 and beyond will have the opportunity to take a nationally-recognized college admission exam free of charge in Grade 11. The honors diploma remains another option for students.

1. Mathematics units must include one unit of algebra II or the equivalent of algebra II. Science units must include one unit of physical sciences, one unit of life sciences and one unit advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Social studies units must include $\frac{1}{2}$ unit of American history, $\frac{1}{2}$ unit of American government and $\frac{1}{2}$ unit of world history.
2. Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

3. All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters of fine arts taken any time in Grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

Complete Ohio Course Requirements State Minimum

English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	3 units
Social studies	3 units
Electives	5 units
Economics and financial literacy	
Fine arts	

Complete Ohio End of Course Exams:

English II
Algebra 2 and Geometry or integrated math I and II
Biology
American History
American Government

Students studying Advanced Placement (AP), International Baccalaureate (IB) or taking dual enrollment courses in Biology American history or American government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

Ohio law provides new graduation requirements for students in the classes of 2022 and beyond. Students in the class of 2022 may meet the new requirements or one of the original three pathways that were in place when they entered grade 9. Students in the classes of 2023 and beyond (those who entered grade 9 on or after July 1, 2019) must meet the new requirements. Ohio's new graduation requirements consist of three key components:

1. Course Completion Students will satisfy Ohio's curriculum requirements and any additional local requirements. Students will complete the state minimum 20 units, with specific units required in each content area.

2. Competency Demonstration Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.

3. Readiness Demonstration Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, social and emotional competencies, and leadership and reasoning skills.

A student must earn a minimum of 2 seals to meet the requirements for graduation. With at least 1 of those seals being a State Seal. Twelve total seals are offered, 9 determined by the Ohio Department of Education and 3 determined locally. Locally determined seals are in **bold**.

1. Military Enlistment

- A. Show evidence of enlistment in a branch of the armed services or
- B. Participate in an approved JROTC program

2. Technology

A student can:

- A. 1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement or International Baccalaureate exam;
- B. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program; or
- C. Complete a course offered through the district or school that meets guidelines developed by the Department. (A district or school is not required to offer a course that meets those guidelines.)
-Earn B or higher in at least one EHS technology course

3. Industry Recognized Credentials

-Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.

4. Citizenship

A student can:

- A. Earn a score of proficient or higher on both the American history and American government end-of-course exams;
- B. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or
- C. Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.

5. Ohio Means Jobs Readiness Seal

-Meet the requirements and criteria established by ODE for the readiness seal, including demonstration of work-readiness and professional competencies.

6. Seal of Biliteracy

-Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English.

7. College Ready Seal

-Earn remediation-free scores on the ACT or SAT

8. Science Seal

A student can:

- A. Earn a score of proficient or higher on the biology end-of-course exam;
- B. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement or International Baccalaureate exams; or
- C. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program.

9. Honors Diploma Seal

-Earn one of six Honors Diplomas outlined below:

- A. Academic Honors Diploma;

- B. International Baccalaureate Honors Diploma;
- C. Career-Tech Honors Diploma;
- D. STEM Honors Diploma;
- E. Arts Honors Diploma;
- F. Social Science and Civic Engagement Honors Diploma.

10. Community Service

-Completion of 25 hours of community service. Must be approved by the community service board (HS principal, HS guidance counselors, Career Readiness Coordinator, Curriculum Director or designee appointed by superintendent) adopted from the ODE’s Each Child, Our Future strategic plan.

11. Student Engagement

-Complete 3 units of participation in any combination of extracurricular activities

12. Fine & Performing Arts

Student must accumulate 4 credits earning a B or higher in any combination of the following EHS courses

- Band**
- Choir**
- Art**

DIPLOMA WITH HONORS CRITERIA

Each school district shall award the Diploma with Honors to any student graduating who:

The student who completes the college preparatory curriculum in high school shall meet **at least seven of the following eight criteria:**

- ◆ earn four units of English
- ◆ earn four units of mathematics including at least Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence that contains equivalent content
- ◆ earn four units of science including two units of Advanced Science
- ◆ earn four units of social studies
- ◆ earn either three units of one foreign language or two units each of two foreign languages
- ◆ earn one unit of fine arts

- ◆ maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year (seven semester average)
- ◆ obtain a composite score (excluding scores from the writing sections) of 27 on the ACT or a score of 1280 on the SAT

The student who completes an intensive career-technical education curriculum in the high school shall meet **at least seven of the following eight criteria:**

- ◆ earn four units of English
- ◆ earn four units of mathematics including at least Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence that contains equivalent content
- ◆ earn four units of science including Physics and Chemistry
- ◆ earn four units of social studies
- ◆ earn four units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit.
- ◆ maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- ◆ achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent
- ◆ obtain a composite score (excluding scores from the writing sections) of 27 on the ACT or a 1280 on the SAT

For information on additional honor diplomas, please see Mrs. Bryant.

Elmwood Laude Honors System

REQUIREMENTS	RANK		
	<i>Cum Laude</i>	<i>Magna Cum Laude</i>	<i>Summa Cum Laude</i>
GPA	3.7-3.79	3.8-3.99	4.0
Community Service Hours	5-10 Hours	15-20 Hours	25 or More Hours
AP, CCP and Advanced Course Credits	4 Credits	6 Credits	8 or More Credits
ACT Composite	22	24	26

Grade Point Average:

GPA will be based on all 4 academic years of High School.

Community Service Hours:

Students must complete and submit these hours using the form found in the guidance office. NO EXCEPTIONS!

*Hours are tracked all 4 years of High School.

AP and Advanced Courses That Qualify:

Math: Accelerated Algebra II and AP Calculus

Science: CCP Advanced Chemistry and CCP Biology II

Social Studies: Advanced World History and AP American History

English: Advanced English 9, Advanced English 10, Advanced English 11 and Advanced English 12

Electives: CCP Spanish IV, CCP Computer Concepts and Applications, CCP Computer Hardware, and CCP Intro to Engineering Design (IED)

Perfect Attendance

- A) Perfect attendance is defined as all of each school day for the semester. All day means in attendance from 7:55 a.m. - 2:38 p.m.
- B) A student may maintain perfect attendance and arrive late to school or be dismissed early, missing less than two periods of class for appointments and other reasons as defined under "Excused Absences" no more than four times total in the school year.
- C) Students who are habitually tardy to school and unexcused will lose their perfect attendance.
- D) Students will be allowed a total of 8 periods of absence for the school year (not to exceed two in one day), and still maintain perfect attendance, if they have a medical or dental excuse signed by a doctor or verification of driver's license test.
- E) Seniors will be allowed to be absent from school for up to two school days for reasons that are school and/or career related. These absences must be for appointments that cannot be scheduled during non-school time. Seniors will be able to schedule these two days and still keep perfect attendance. If more than two days are needed, permission needs to be given by the guidance office.

Following is a list of reasons a senior might be absent for school related reasons and still maintain perfect attendance.

1. Entrance examination at post-secondary educational institutions.
2. Armed services testing.

3. Visitation to educational sites for the purpose of observing or gathering specific information.

Seniors who wish to schedule a day for an educational related experience must clear the visit through the guidance office and receive approval for the visit. The student will be asked to make certain preparations for the visit before approval will be granted.

- F) Absences due to death in the immediate family will not be counted against a student and therefore a student may maintain perfect attendance provided the following criteria is met:
 - 1) For purposes of this policy immediate family is defined as mother, father, brother, sister, grandmother, or grandfather or anyone who has held the position of parent, grandparent, brother, or sister.
 - 2) The student will need to verify the relationship to the Principal Assistant Principal. The number of days to be allowed for absence and still maintain perfect attendance will be established by the family and Principal or Assistant Principal.
- G) After each nine week grading period, students who are maintaining perfect attendance will be listed. These names will be posted and if possible, they will be published for the community.
- H) A student who has attained perfect attendance for a semester may elect to be excused from one semester examination of his/her choosing. The student should use care in making the selection of the course to be dropped. The teacher may advise that a student not drop an exam but the decision to drop or not drop the exam is the student's decision.
- I) A student who has attained perfect attendance for the school year may elect to be excused from two semester examinations of his/her choosing. The student should use care in making the selection of the courses to be dropped. The teacher may advise that a student not drop an exam but the decision to drop or not drop the exam is the student's decision.
- J) Students who have attained perfect attendance for the school year will be recognized during the annual Awards Assembly.

National Honor Society - Membership: To be eligible for membership the candidate must be a member of the junior or senior class. Candidates eligible for election to the chapter shall have a minimum of a 3.6 cumulative grade point average at the end of the sophomore year to show that the members demonstrate excellence in the classroom or an accumulative grade point average of 3.6 at the end of their junior year. These scholastic levels shall be the required minimum scholastic level of achievement for admission to candidacy. Their eligibility shall then be considered on their service,

leadership, and character. Each candidate meeting the scholastic requirement desiring admission into the Elmwood Royal Chapter of National Honor Society shall be asked to complete a formal application indicating all school and community activities and offices held and the signatures of one teacher, one club/organizational advisor/ and the guidance counselor which will indicate their recommendation of the student into the National Honor Society. In addition the student will complete a short essay stating their reason for wanting entry into the National Honor Society. After receiving the formal application, the National Honor Society advisor will check to see that the candidate meets all requirements. A description of this selection procedure will be published in the student handbook and each member of the National Honor Society will receive a copy of the constitution after the induction process.

Dismissal: The procedure for dismissal shall be determined by the faculty advisor in compliance with the National Honor Society constitution.

(Scholastic)

After induction into the National Honor Society with a 3.6 Cumulative Grade Point Average at the end of their sophomore/junior year, the students must maintain a 3.5 grade point average per nine weeks, however they must end their junior year and senior year with a 3.6 cumulative grade point average. Members who fall below the required 3.5 grade point average for one grading period shall be informed in writing by the chapter advisor. The member's parents will also be advised of the situation. The student will be given one grading period to bring the nine weeks grade point average up to the minimum required (3.5). Failure to do so will be cause for dismissal and the student and the parents will be given written notice of the dismissal. A student can only have one nine weeks grading period per year during their junior year and their senior when their grade point average is less than a 3.5. This means that during their junior and senior year they can have less than a 3.5 ONLY once each year including the last nine weeks of both years. Cumulative grade point averages after the junior and senior year must be a 3.6 in order to maintain membership. Keep in mind that cumulative grade point averages include semester exams and final exams. CCP members are under the same guidelines, however, their grade point average is determined by their semester high school grades and their college course grades.

(Service)

Each member after induction will be required to perform volunteer service. Members are required to complete at least 10 hours of community service during each year of membership. Students are encouraged to complete

community service as much as they can in today's society. There are many volunteer opportunities available to students both during and outside of the school day. A student may not receive any kind of compensation (money, a gift, extra credit, etc.) for their volunteer hours. The volunteer hours must be certified by completing the volunteer service form, including the signature of the person in charge of the activity. The volunteer service form must be turned in within two weeks of the activity. The volunteer service form can be printed for the Elmwood High School website. If the member has a question whether it will be considered a volunteer event, they should ask the advisor. All above volunteer services will be documented and kept on file. Failure to perform the above service projects will forfeit the member's right to be honored at graduation with the wearing of the gold tassel and cords.

(Character)

There will be immediate dismissal for a flagrant violation of school rules regarding drugs and alcohol as stated in the student handbook. A violation that results in a Saturday school or school suspensions and the breaking of civic law will result in immediate dismissal. *No official warning* is required to be submitted. In the case of minor infractions resulting in school detentions, a warning will follow the second detention and after the third detention official written notice for dismissal will be given to the member and the parent. This applies per year.

(Leadership)

Members must be present at 75 percent of the Elmwood Royal National Honor Society's meetings, and to attend the Winter Induction ceremony. Failure to do the above will result in the member not being able to be recognized as an active member which entitles them to wear the gold cord and tassel at graduation. They will be recognized in the graduation program but not be given the honor of wearing the gold cord and tassel. In all cases of dismissal, the member has the right to a hearing with the advisor and the principal or assistant principal if the member feels it is necessary.

Other Permission Slips - Before a student may be excused from any scheduled study hall, a pass issued by the teacher requesting the student excused, must be presented to the teacher responsible for the study hall. The only exception to this will be names published on the morning memo. A student must have his pass when he goes to study hall, as the study hall teacher will not release him to obtain a pass. Do not ask to be excused from a regularly scheduled class as you are expected to attend all classes.

Retentions - Students may be kept after school for failure to perform adequately in class. This may include but is not limited to the following:

- 1) Not doing or completing homework.
- 2) Not coming to class prepared.
- 3) Not participating in class.
- 4) Not understanding assigned material.

Students may be issued a retention form by the classroom teacher. Students are to be given the retention at least one day in advance. A retention is not to exceed one hour after school dismissal. Students are to work on specific school work during the retention time.

Tardies - Habitual tardiness to class or school is not acceptable. Teachers are to record students who are tardy on Progress Book. The office will record and tabulate the number of student tardies. Students will be penalized as follows for excessive tardiness.

First Semester

1 st Tardy	-	-	No consequence
2 nd Tardy	-	-	No consequence
3 rd and 4 th Tardy	-	-	Detention issued
5 th and 6 th Tardy	-	-	Saturday School Issued
7 th Tardy and Beyond	-	-	In-School Detention Issued

Second Semester

1 st Tardy	-	-	No consequence
2 nd Tardy	-	-	No consequence
3 rd and 4 th Tardy	-	-	Detention issued
5 th and 6 th Tardy	-	-	Saturday School Issued
7 th Tardy and Beyond	-	-	In-School Detention Issued

Excessive unexcused absences caused by tardiness may count toward days absent from school, and potential truancy.

Working Permits - Working permit applications are available in the guidance office.

Time Schedule

Class Periods are 43 minutes in length

Time for change between classes is 4 minutes

Teachers Report 7:40 a.m., Warning Bell 7:50 a.m., Tardy Bell 7:55 a.m.

Regular Schedule	Delay Schedule
Period / Times	Period / Times
1 7:55-8:38	1 9:55-10:22
2 8:42-9:25	2 10:25-10:52
3 9:29-10:12	3 10:55-11:22
4 10:16-10:59	
5 10:59-12:17	5 11:22-12:38
A 10:59-11:30 (lunch)	A 11:22-11:52 (lunch)
11:34-12:17 (class)	11:55-12:38 (class)
B 11:03-11:46 (class)	B 11:25-12:08 (class)
11:46-12:17 (lunch)	12:08-12:38 (lunch)
6 12:21-1:04	4 12:41-1:08
7 1:08-1:51	6 1:11-1:38
8 1:55-2:38	7 1:41-2:08
	8 2:11-2:38
Dismissal 2:38	Dismissal 2:38

MIDDLE SCHOOL POLICIES

Attendance Policies – Middle School specific

- A) A student having been absent from school up to 3-1/4 hours (on a normal school day) will be credited with one half day of absence. (Excused or unexcused dependent on the reason).
- B) A student having been absent from school for greater than 3-1/4 hours (on a normal school day) will be credited with one day of absence. (Excused or unexcused, dependent on the reason given.)
- C) A medical doctor excuse will be required after six total days of absence during one semester or twelve days for the entire year.
- D) A student must be in school at least a half day to participate in a school function on that date including athletic practices and contests, unless given prior permission by a school administrator.

Course and Schedule Changes/Add-Drop Procedures -

1. Once a student has completed registration **no** schedule changes can be made unless:
 - a. There is an error of a clerical nature.
 - b. It is deemed to be an inappropriate course selection after review by staff and administration.
 - c. Any changes must be completed two weeks prior to the opening of school.
2. A decision to schedule a course with low enrollment will mean that students who have registered for the course will not be allowed to drop the course once they have been notified the course will be held.

Suspensions -

While suspensions are a last resort to handle discipline or school safety issues, most important is the progress and growth of all students. Because one's grade is communication of mastery in relation to a specific standard, a student's grade will never be used as punishment for disciplinary issues.

Out-of School Suspensions: Students who are suspended out of school (OSS) will be required to submit all homework, projects, papers and similar items on the day they return from suspension for full credit. Tests and assessments must be made up within 3 days of returning from OSS. Any grade not completed on time will result in a zero. Anything for a grade is the responsibility of the student to gather, arrange, complete and submit. While some work may be digital, it is the parent/guardians' responsibility to come get other work from the school since the suspended student must remain off of school property. The school does not take responsibility for gathering any materials unless directly requested by the student or parent.

In-school suspension results in the student being removed from class and placed in a detention area during the school day. The student will be responsible to make up all work assigned over the course of suspension and will be eligible for full credit. Teachers will provide an in-school suspended student with assignments that normally would have taken place in class or supplemental assignments if those could not be completed during in-school suspension.

Detentions

Middle School detentions are held every Tuesday and Thursday unless students are notified otherwise. Detentions are held in the mornings on Tuesdays and after school on Thursdays. Any changes to detention

dates/times must be made with the issuing staff member. Detentions not served will become Saturday Schools.

GRADING AND HONOR ROLL

A. Teachers maintain a record of student grades in their grade books. Students should feel free to discuss with their teachers exactly how they are doing in a course.

B. The following point and percentage system is used at Elmwood Middle School

Point System		Percentage System	
A	4	A	90-100
B	3	B	80-89
C	2	C	70-79
D	1	D	60-69
F	0	F	0-59

C. To determine honor roll, the following points are used:

A	4.0	2.0	1.0
B	3.0	1.5	.7
C	2.0	1.0	.5
D	1.0	.5	.2
F	0	0	0
	Full Year Class	Semester Class	Quarter Class

All subjects are used in determining a student's point average.

A student cannot have a grade below a "C" to be on the Honor Roll. There will be three Honor Rolls each grading period: (1) 3.0-3.49; (2) 3.50-3.99; and (3) 4.0 or all "A". Only those students who receive a 3.5 average or better will be reported in the local newspapers.

Grading Policy

A) A grade of "F" the second nine weeks or the fourth nine weeks could mean failure for the semester.

B) An incomplete (I) may be issued as a final nine week grade if course requirements and assignments are not completed as required. If a student fails to complete the necessary course requirements for elimination of the incomplete within two weeks after the conclusion of the grading period, the grade will then become an "F" for the grading period.

- C) Any teacher may assign a nine week grade to a students that is reflective of a trend in that student’s achievement. If a student earns higher grades the second half of a grading period than s/he did the first half of the grading period, a teacher may assign a higher grade based on significant improvement. The reverse is also true.
- D) Regular attendance has a significant impact on student achievement. To receive the maximum benefit from classroom and instructional programs, it is important that each student be in attendance each school day.

Guidance Services for Students – The purpose of the guidance program is to provide assistance and support to each child as s/he grows academically, emotionally, and socially through their middle school years. This is accomplished in a number of different ways. Listed below are some of the services provided with our guidance program.

- A) To help new students feel at home in their new setting and assist them in becoming familiar with new teachers and friends.
- B) To coordinate the middle school’s intervention assistance team process in their efforts to provide assistance to students who experience difficulty academically, socially, and/or emotionally.
- C) To schedule individual conferences with students and their parents, if necessary, to resolve problems that hinder a student’s overall progress and growth.
- E) To coordinate the middle school testing program to help students learn as much as possible about their potential.
- F) To assist students making applications for work permits, when necessary.
- G) To assist students with schedule changes when the situation merits it. No changes in student schedules will be made without the approval of the student’s parents and the guidance counselor.

Homework and Class Assignments – Completion of daily assignments, projects, and other course requirements is an important responsibility for each student. Incomplete classroom work can have a significant impact on quarterly grades because these opportunities provide valuable practice for students and are also crucial because they provide student data to help teachers inform instruction. Students who are absent from school for an excused reason will have the same number of days equal to the days of absence (e.g., 2 days of absence, 2 days for make-up) to turn in all make-up work to their teachers. Assignments given before an absence are due

immediately upon return to school, including tests or quizzes. Students who have an approved pre-planned absence where assignments were given in advance are responsible for turning in all work due on the day they return to school.

Perfect Attendance

- A) Perfect attendance is defined as all of each school day for the semester. All day means in attendance from 7:55 a.m. - 2:38 p.m.
- B) A student may maintain perfect attendance and arrive late to school or be dismissed early, missing less than one block-worth of class for appointments and other reasons as defined under "Excused Absences" no more than four times total in the school year.
- C) Students who are habitually tardy to school and unexcused will lose their perfect attendance.
- D) Students will be allowed a total of 4 blocks-worth of absence for the school year (not to exceed one in any given day), and still maintain perfect attendance, if they have an excused absence.
- E) Absences due to death in the immediate family will not be counted against a student and therefore a student may maintain perfect attendance provided the following criteria is met:
 - 1) For purposes of this policy immediate family is defined as mother, father, brother, sister, grandmother, or grandfather or anyone who has held the position of parent, grandparent, brother, or sister.
 - 2) The student will need to verify the relationship to the Principal or Assistant Principal. The number of days to be allowed for absence and still maintain perfect attendance will be established by the family and the Principal or Assistant Principal.
- F) Students who have attained perfect attendance for the school year will be recognized during the annual Awards Assembly.

Promotion/Retention Policy - Promotion to the next grade at the middle school level occurs when: (1) A student has achieved academic success in course work as evidenced by passing their core subject classes; (2) A student is working at their maximum ability and would not benefit by remaining in their current grade placement; and/or (3) School staff and specialists deem it appropriate to place a student in the next higher grade level.

Retention is a grade level occurs when: (1) A student is not passing two or more of their core subject classes; (2) Emotional, social, or psychological difficulties would interfere with the student's potential success at the next higher grade level; and/or (3) School staff and specialists deem it appropriate to retain a student in their current grade level.

Re-teaching/Extended Learning Opportunities - Students may be required to fulfill additional time in classes for failure to perform adequately in class. This may include but is not limited to the following:

- 1) Not doing or completing practice assignments.
- 2) Not coming to class prepared.
- 3) Not participating in class.
- 4) Not understanding assigned material.

Students may be issued a re-teaching/extended learning opportunity form by the classroom teacher. Students are to work on specific practice activities and skills during the extended time provided.

Failing to attend re-teaching/extended learning opportunities may result in a before/after school detention.

Tardies - Habitual tardiness to class or school is not acceptable. Teachers may establish classroom / grade level rules regarding tardiness which may be enforced with disciplinary consequences.

Time Schedule

Teachers Report 7:40 a.m., Warning Bell 7:50 a.m., Tardy Bell 7:55 a.m.

Seventh & Eighth Grade

Regular Schedule	Delay Schedule
Period / Times	Period / Times
1 7:55-8:38	1 9:55-10:22
2 8:42-9:25	2 10:25-10:52
3 9:29-10:12	3 10:55-11:22
4 10:16-10:59	
5 10:59-12:17	5 11:22-12:38
A 10:59-11:30 (lunch)	A 11:22-11:52 (lunch)
11:34-12:17 (class)	11:55-12:38 (class)
B 11:03-11:46 (class)	B 11:25-12:08 (class)
11:46-12:17 (lunch)	12:08-12:38 (lunch)
6 12:21-1:04	4 12:41-1:08
7 1:08-1:51	6 1:11-1:38
8 1:55-2:38	7 1:41-2:08
	8 2:11-2:38
Dismissal 2:38	Dismissal 2:38

Fifth & Sixth Grade

Regular Schedule		Delay Schedule		No New Instruction / RTI	
Block / Times		Block / Times		Block / Times	
7:55-8:07	Homeroom	9:55-10:36	Block 1	7:55-8:25	NNI / RTI
8:07-9:07	Block 1	10:39-11:21	Block 2	8:28-9:23	Block 1
9:12-10:12	Block 2	11:24-11:54	“A” Lunch	9:27-10:12	Block 2A
10:16-10:59	Specials 2	11:57-12:38	Block 3	10:16-10:59	Specials 2
11:00-11:30	“A” Lunch	12:41-1:08	Specials 2	11:00-11:30	“A” Lunch
11:35-12:36	Block 3	1:11-1:38	Block 4A	11:34-11:48	Block 2B
12:41-1:04	Block 4A	1:41-2:08	Specials 4	11:52-12:45	Block 3
1:08-1:51	Specials 4	2:11-2:33	Block 4B	12:49-1:04	Block 4A
1:55-2:38	Block 4B	2:33-2:38	Homeroom	1:08-1:51	Specials 4
				1:55-2:38	Block 4B
Dismissal 2:38		Dismissal 2:38		Dismissal 2:38	