

2020-2021

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 will have two days to bring a note to the office or the absence will remain unexcused.

A class admit slip must be picked up in the office before school begins the morning a student returns to school after being absent.

If a student arrives to school after 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 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 or sunglasses in the building during school hours.
6. Shoes, shoe boots or sandals must be worn at all times.
7. The upper torso may not be exposed except for the arms and neck. Tube tops, tank 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, torn or rolled at the waist.
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. Pajama pants are not acceptable.
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 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.

## **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.

**It is Elmwood's policy that any absences over six (6) in a semester or twelve (12) in a year be excused by a Physician's note REGARDLESS of how the absences leading up to that point were excused. This policy supercedes every other attendance policy.**

### **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 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 and 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 Assistant Principal or 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 acknowledgment form that indicates they have reviewed all transportation rules with their child at the beginning of each school year. That signed acknowledgment must be returned to school during the first week of classes.

**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 fund raiser.
2. All classes may maintain their traditional selling projects.
3. Minor fund raisers not affecting the entire community may be approved by the administration after approval of the class, or organization and advisors.
4. All fund raisers 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 = \$4.00

Sophomore class dues	=	\$5.00
Junior class dues	=	\$6.00
Senior class dues	=	\$7.00

6. Class dues are fair and equitable to all and are used for class activities in which all may participate including Prom and Graduation program.

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

Regarding the above especially items 11, 12, 14 and 15 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 (2) 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 busses, 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 person

First 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 beverage, 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, or other displays of affection not appropriate to the school setting). Public display of affection is to be limited to holding hands.
- 13) Out of 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 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. 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 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-** Use of cell phones is not permitted during the school day. This includes classrooms, study halls, lunch room, hallways, and locker-rooms.

- Middle School: First offense-Phone will be taken to office and picked up at the end of day. Second offense-Phone will be taken to office and parents will have to pick the phone up. Third or further offenses- Phone will be taken to office and discipline may be issued.

- High School: 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 to all students. 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** – A student progress report will be issued to each student approximately one week after the conclusion of the first three nine week grading periods. Fourth quarter progress reports will either be mailed home or can be picked up at the school approximately one week after the conclusion of the school year. 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 the 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 cancelled 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 write a note to 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 dependent 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, 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 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. Any changes should be completed two weeks prior to the opening of school.
  - d. **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 right of way to busses.
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 to 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.

## Elmwood Exam Drop Policy

Students may drop exams if they qualify for one or more of the following conditions:

1. Perfect Attendance: 1 exam drop each semester of perfect attendance
2. Perfect Attendance: 1 exam drop for second semester if perfect attendance all year
3. Perfect Discipline: 1 exam drop each semester of perfect discipline
4. Senior Drop: 1 exam drop each semester for seniors
5. EOC testing: During Fall of senior Year, students can earn 1 exam drop if they earned 3 points on Government EOC during junior year
6. EOC testing: During Fall of junior year, students can earn 1 exam drop if they earned 12 points on four EOC tests during Sophomore year (Geometry, English 10, Biology, American History) Students who did not take math, need to earn 9 points on 3 tests
7. EOC testing: During Fall of sophomore year, students can earn 1 exam drop if they earned 6 points on two EOC tests during freshman year (Algebra and English 9)
8. **EOC Testing if applicable:** During Fall of freshman year, students can earn 1 exam drop if they scored 3 points each on Algebra and/or English 9 if taken as an 8<sup>th</sup> grader

The drops for EOC testing shall be used during the semester in which the student receives scores from the Guidance Office. *They may not be saved to be used at another time.*

<u>Freshmen</u>	<u>Sophomores</u>	<u>Juniors</u>	<u>Seniors</u>
1 for EOC testing if taken during 8th grade (Fall only)	1 for EOC tests (Fall only)	1 for EOC tests (Fall only)	1 for EOC test (Fall only)
1 per semester for perfect attendance	1 per semester for perfect attendance	1 per semester for perfect attendance	1 per semester for perfect attendance

1 for yearlong perfect attendance (Spring only)	1 for yearlong perfect attendance (Spring only)	1 for yearlong perfect attendance (Spring only)	1 for yearlong perfect attendance (Spring only)
1 per semester for perfect discipline	1 per semester for perfect discipline	1 per semester for perfect discipline	1 per semester for perfect discipline
			1 per semester for senior status

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

A	4.0	2.0	1.0	5.0
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

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

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

**SEMESTER GRADE AVERAGE - The following method for determining semester averages will be used at the end of the first and second semesters during each school year. This method will assign values to nine week grades, semester exams and final semester grades.**

Record each nine weeks grade and the semester exam grade by letter. To determine a student's semester average:

1. Find the values of the first nine weeks grade and the second nine weeks grade in the chart below:
2. Find the value of the semester examination using the chart which follows:
3. Multiply each nine weeks grade point value by 40% (.40) and the semester exam point value by 20% (.20):



4. Then, add these three (3) values and find the letter grade according to the values listed below for the final letter grade to be assigned for the **Semester**. (see example A)

The following examples use this letter grade and point value equivalents:

A = 4; B = 3; C = 2; D = 1; F = 0

Example "A"

Point value as determined from daily class average.

1<sup>st</sup> 9 weeks      A = 4 x 40% = 1.6

2<sup>nd</sup> 9 weeks      B = 3 x 40% = 1.2

Semester Exam   C = 2 x 20% = 0.4

Semester Grade                      3.2 = B

For purposes of averaging grades the following point scale should be used for determining the ranges of individual grades on the **4 point scale**.

A = 3.50 - 4.0

D = .50 - 1.49

B = 2.50 - 3.49

F = .0 - .49

C = 1.50 - 2.49

## YEARLY GRADE AVERAGE

Example "B"

Semester I      B = 3

Semester II     D = 1

3 + 1 = 4    4 / 2 = 2    Final Grade = 2 (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    162 / 2 = 81    81% = B

Students excused from semester exams should be assigned a grade of "S" (Satisfactory) for an **exam grade**. The "S" is therefore **not** considered in averaging the semester grade. Final semester grade will be determined by averaging the two nine week grading periods.

## Grading Policy:

1. A grade of "F" the 2<sup>nd</sup> nine weeks of either the 1<sup>st</sup> or 2<sup>nd</sup> 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)
6. Students who fail to take the semester exam and whose absence is unexcused or not accounted for shall receive the grade "F" as a final semester grade.

### **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. Students on a Student Success Plan may be exempted from taking algebra II.
2. 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. Students on a Student Success Plan may be exempted from advanced study in science.
3. 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.
4. 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.

5. 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 I and 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.

And meet one of the following three:

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
2. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th-grade students in the Class of 2018 and beyond to take the exam free of charge.

3. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills

### **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.

### **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 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 accumulative 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 Accumulative 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 accumulative 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 entitle 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 their daily attendance sheets. The office will record and tabulate the number of student tardies. Students will be penalized as follows for excessive tardiness: (Please note that tardies do not “reset” at the end of a semester)

1 <sup>st</sup> Tardy	-	-	No consequence
2 <sup>nd</sup> Tardy	-	-	No consequence
3 <sup>rd</sup> Tardy-6 <sup>th</sup> Tardy	-	-	Detention issued
7 <sup>th</sup> Tardy-	-	-	Saturday School Issued
8 <sup>th</sup> Tardy-	-	-	Saturday School Issued
9th 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.

## 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. Parents are notified of detentions by mail. 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) A grade of "F" for three of the four nine week grading periods will result in failure for the year.
- C) 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.
- D) Any teacher may assign a nine week grade to a student 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.
- E) 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 physically, 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 application 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 tardies 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

<b>Regular Schedule</b>	<b>Delay Schedule</b>	<b>No New Instruction / RTI</b>
<b>Block / Times</b>	<b>Block / Times</b>	<b>Block / Times</b>
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

### Fifth Grade

<b>Regular Schedule</b>	<b>Delay Schedule</b>	<b>No New Instruction / RTI</b>
<b>Block / Times</b>	<b>Block / Times</b>	<b>Block / Times</b>
7:55-8:05 Homeroom	9:55-10:05 Homeroom	7:55-8:00 Homeroom
8:05-9:05 Block 1	10:05-10:52 Block 1	8:00-8:55 Block 1
9:09-9:25 Block 2A	10:55-11:22 Specials 1	8:59-9:25 NNI/RTI
9:29-10:12 Specials 1	11:25-12:05 Block 2	9:29-10:12 Specials 1
10:16-10:59 Block 2B	12:08-12:38 "B" Lunch	10:16-11:11 Block 2
11:03-11:44 Block 3A	12:41-1:08 Block 3A	11:15-11:44 Block 3A
11:47-12:17 "B" Lunch	1:11-1:38 Specials 3	11:47-12:17 Lunch
12:21-1:04 Specials 3	1:41-1:55 Block 3B	12:21-1:04 Specials 3
1:08-1:30 Block 3B	1:58-2:38 Block 4	1:08-1:35 Block 3B
1:35-2:38 Block 4		1:39-2:38 Block 4
Dismissal 2:38	Dismissal 2:38	Dismissal 2:38

## Sixth Grade

<b>Regular Schedule</b>		<b>Delay Schedule</b>		<b>No New Instruction / RTI</b>	
<b>Block / Times</b>		<b>Block / Times</b>		<b>Block / Times</b>	
7:55-8:05	Homeroom	9:55-10:05	Homeroom	7:55-8:00	Homeroom
8:05-9:05	Block 1	10:05-10:52	Block 1	8:00-8:55	Block 1
9:09-9:25	Block 2A	10:55-11:22	Specials 1	8:59-9:25	Block 2a
9:29-10:12	Specials 1	11:25-12:05	Block 2	9:29-10:12	Specials 1
10:16-10:59	Block 2B	12:08-12:38	“B” Lunch	10:16-10:45	Block 2b
11:03-11:44	Block 3A	12:41-1:08	Block 3A	10:49-11:44	Block 3
11:47-12:17	“B” Lunch	1:11-1:38	Specials 3	11:47-12:17	Lunch
12:21-1:04	Specials 3	1:41-1:55	Block 3B	12:21-1:04	Specials 3
1:08-1:30	Block 3B	1:58-2:38	Block 4	1:08-2:03	Block 4
1:35-2:38	Block 4			2:07-2:38	NNI/ RTI
Dismissal 2:38		Dismissal 2:38		Dismissal 2:38	