

First Semester Hall Passes, 2018-2019

Hall Pass	Hall Pass	Hall Pass
Teacher:	Teacher:	Teacher:
Going to:	Going to:	Going to:
Date/Time:	Date/Time:	Date/Time:
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ADA HIGH SCHOOL
STUDENT/ PARENT HANDBOOK
Grades K-12
ADA EXEMPTED VILLAGE SCHOOLS
725 W. North Street
Ada, Ohio 45810

Superintendent, Meri Skilliter
(419) 634-6421

Director of Teaching and Learning, Robin VanBuskirk
(419) 634-2746

Middle and High School Principal, Daniel Lee
(419) 634-2341

Elementary Principal, Ben Thaxton
(419) 634-2341

Guidance Office
(419) 634-3086

Erinn Prater, Guidance Counselor 9-12
Tracy Breidenbach, Guidance Counselor K-8

Fax
(419) 634 – 4153 High School
(419) 634 – 3948 Elementary

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

STUDENT NO. _____

**SCHOOL CALENDAR
2018 - 2019**

In-Service Day for Staff	August 9, 2018
New Teacher Day	August 10, 2018
Preparation Day for All Teachers and District Open House	August 13, 2018
Opening Day of School	August 15, 2018
<i>No School</i> – Prof. Development	August 31, 2018
<i>No School</i> – Labor Day	September 3, 2018
<i>No School</i> – Fair Day	September 4, 2018
<i>No School</i> – Prof. Development	October 8, 2018
<i>No School</i> – Veterans’ Day	November 12, 2018
<i>Thanksgiving Break</i>	November 22 & 23, 2018
<i>Christmas Break</i>	December 21, 2018 to Jan 1, 2019
School Resumes After Break	January 2, 2019
<i>No School</i> - Martin Luther King Day	January 21, 2019
<i>No School</i> – Prof. Development	February 15, 2019
<i>No School</i> – Presidents’ Day	February 18, 2019
Inclement Weather Days *if not needed, no school - <i>Spring Break</i>	March 4 to March 8, 2019
<i>Easter Break</i>	April 19 to April 22, 2019
School Resumes After Break	April 23, 2019
Last Day for Seniors	May 20, 2019
Last Day for Classes (K-11)	May 23, 2019
Teachers’ Work Day	May 24, 2019
Commencement	May 26, 2019

Inclement Weather Days (if needed)

March 4, 5, 6, 7, 8 and May 24, 28, 29, 2019
(Teacher’s work day would immediately follow the make-up day.)

1st Grading Period:	Aug 15 to Oct 12	41 days
2 nd Grading Period:	Oct 15 to Dec 20	46 days
3 rd Grading Period:	Jan 2 to Mar 15	46 days
4 th Grading Period:	Mar 18 to May 23	47 days

HIGH SCHOOL BELL SCHEDULE

Period 1	8:35 - 9:19
Period 2	9:22 - 10:06
Period 3	10:09 - 10:53
Period 4	10:56 - 11:40
Period 5A (6-8 lunch)	11:43 - 12:24
Period 5B (9-12 lunch)	12:27 - 1:09
Period 6	1:12 - 1:56
Period 7	1:59 - 2:43
Period 8	2:46 - 3:30

2 HOUR DELAY BELL SCHEDULE

Period 1	10:35- 11:05
Period 2	11:08-11:38
Period 3	11:41-12:11
Period 5A (6-8 lunch)	12:14-12:44
Period 5B (9-12 lunch)	12:47-1:17
Period 4	1:20-1:50
Period 6	1:53-2:23
Period 7	2:26-2:56
Period 8	2:59-3:30

3 HOUR DELAY BELL SCHEDULE

Period 1	11:35 - 12:05
Period 2	12:08 - 12:38
Period 5A (6-8 lunch)	12:41 - 1:11
Period 5B (9-12 lunch)	1:14 - 1:44
Period 3	1:47 - 2:17
Period 4	2:20 - 2:50
Period 6	2:53 - 3:23
Period 7	3:26 - 3:56
Period 8	3:59 - 4:30

2 HOUR EARLY RELEASE SCHEDULE

Period 1	8:35- 9:05
Period 2	9:08-9:38
Period 3	9:41-10:11
Period 4	10:14-10:44
Period 6	10:47-11:17
Period 7	11:20-11:50
Period 5A (6-8 lunch)	11:53-12:23
Period 5B (9-12 lunch)	12:26-12:56
Period 8	12:59-1:30

ADVISORY SCHEDULE

Period 1	8:35-9:15
Period 2	9:18-9:58
Advisory	10:01-10:29
Period 3	10:32-11:12
Period 4	11:15-11:55
Period 5A (6-8 lunch)	11:58-12:38
Period 5B (9-12 lunch)	12:41-1:21
Period 6	1:24-2:04
Period 7	2:07-2:47
Period 8	2:50-3:30

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Welcome back to Ada Exempted Village Schools, the home of **PRIDE!**

This handbook has been prepared to guide you through your school year. While certainly not all-inclusive, it is intended to cover the majority of the technicalities of our operation. If you have questions and/or suggestions, feel free to discuss them with us.

As we begin the school year, it behooves us all to do our best. Your positive attitude will indeed be appreciated.

Best wishes for a successful school year!

OUR VISION:

ASPIRING TO EXCEL in all areas of the school experience

OUR MISSION:

With a strong history of traditions, community partnerships and pride, we, the Ada Schools, challenge, inspire, and empower all learners through rigorous and meaningful curriculum using effective and innovative instructional strategies.

OUR BELIEFS:

- High levels of student achievement take place in an atmosphere of mutual respect where people work as a team to meet the needs of all learners.
- Effective and innovative instructional strategies include those that are relevant, research-based, data-driven, and technologically advanced.
- Optimum learning occurs when students are highly engaged in meaningful work, assisting in setting their own high standards and measuring progress.
- Students are better prepared for the future when they become self-directed learners, independent thinkers, and problem-solvers.
- Students who are provided educational excellence, community service opportunities, and extra-curricular activities develop into well-rounded young adults who become caring citizens and contributing members of society.
- School and community partnerships include schools, families, businesses, universities, and other community organizations or groups.
- Through the dedicated efforts of school, family and community, students are launched for a life of learning.

GENERAL INFORMATION

ACADEMIC ELIGIBILITY (Board Policy 2430 and 2431)

In order to be eligible for any co-curricular or extra-curricular activity, a student must have maintained at least a 2.0 grade-point average for the grading period prior to the grading period in which she/he wishes to participate.

The principal may make an exception if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, she/he may be reinstated at the beginning of the next grading period.

In the case of a student being educated under an IEP, the IEP Team shall determine whether or not the student has met eligibility standards appropriate for participation in an extra-curricular or co-curricular activity.

The Board shall determine the standards of eligibility to be met by all students participating in the interscholastic program. Such standards shall require that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event.

Students identified as disabled under R.C. 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for (a) course(s), given the individualized student's disability.

The Board further adopts those eligibility standards set by the Constitution of the Ohio High School Athletic Association (OHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Board further directs that only those students may participate in the program of interscholastic athletics that have:

- A. maintained a satisfactory academic record;
- B. attended school regularly;
- C. demonstrated good citizenship and responsibility;
- D. returned all school and athletic equipment.

R.C. 3313.53, 3315.062; A.C. 3301-35-03

ACADEMIC LETTER

The following cumulative grade point average must be achieved by Ada High School students in grades 9-12 in order to be eligible to receive the Ada Academic Boosters Varsity Academic Letter or Lamp of Knowledge Pin:

- Freshman – (9th grade)
3.8 Cumulative Grade Point Average
- Sophomore – (10th grade)
3.7 Cumulative Grade Point Average
- Junior – (11th Grade)
3.6 Cumulative Grade Point Average
- Senior – (12th Grade)
3.5 Cumulative Grade Point Average

Students who qualify for the first time will receive a Varsity Academic Letter. If a student qualifies for a second or successive time, he/she will receive a Lamp of Knowledge Pin.

Seniors will receive their awards at the Senior Honors Banquet in May of each year.

Students in grades 9-11 will receive their awards at the Senior High Academic Awards Assembly.

The student's cumulative grade point average after the end of the third grading period is used to determine who qualifies for these awards.

ACCREDITATION

Ada High School is fully accredited by the Ohio Department of Education and the North Central Association of Colleges and Secondary Schools which is an umbrella of AdvancEd. To continue accreditation, Ada must maintain all standards specified by the accrediting agencies as well as the standards set by the Ada Exempted Village Schools Board of Education.

ADDRESS CHANGES

The school must maintain current personal information, such as addresses, telephone numbers, and emergency contacts. Therefore, promptly inform the high school office staff of any such changes.

ANNOUNCEMENTS

Announcements will be made at 8:45 am (K-5) and the beginning of 2nd period (6-12). Notices of any announcements must be signed by the activity sponsor. Announcements at any other time must be approved by the administration.

ATHLETICS

The District provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

For further information, contact the Athletic Director, at 419-634-2746.

ATHLETIC SCHOLARSHIPS (ELIGIBILITY)

NCAA Division I and II institutions have adopted certain academic requirements that must be met for a student to qualify for participation in intercollegiate athletics and for the receipt of athletically related financial aid as a freshman. Contact the Ada High School Athletic Director or Guidance Counselor for specific requirements as found in NCAA Guide for College-Bound Student-Athletes and their Parents.

ATTENDANCE (Board Policy 5200 and 5200.01)

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one (1) month, or 72 or more hours in one (1) school year.

If a student is habitually truant and the student's parent has failed to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. such good cause as may be acceptable to the Superintendent

Notification of Absence

If a student will be absent, parents must notify either the Elementary Office (419-634-2341 for grades K-6) or the High School Office (419-634-2746 for grades 7-12) the morning of the absence and provide an explanation. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. Further procedures will be defined by the principal (for absences) and required as appropriate.

A medical excuse is defined as "_____ has been under my care from _____ to _____ and may return to school on _____." Class work and quizzes may not be made up on an unexcused absence. Each student receives 30 hours (equivalent of 5 school days) of call-in absence (parent notifies school of legitimate reason for absence but does not provide verified documentation) per semester. Unexcused absences will also count toward the 30-hour limit because these absences are not verified with a medical or legal excuse. For example, a student whose parent called in 3 absences (18 hours) and who had 2 days (12 hours) of unexcused absences during the first semester would be required to provide medical or legal documentation to excuse his/her absence for the remainder of the first semester. Once a student reaches 60 hours (10 school days) in the first semester or 90 hours (15 school days) of any type of absence, all additional absence will be unexcused unless medical or legal documentation is provided.

Upon the student's return to school following an absence, the student must report to the office with a written note from the parent/guardian stating the reason for the absence. Any absence not cleared with the High School/Elementary Office within two (2) days after the student's return, will automatically be considered an unexcused absence and recorded as such. If appointments are necessary for the student during the school day, advance notice must be given when possible and a special permit will be issued for the time the student will be gone.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

Ada Schools may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Guidance Office.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the school office as soon as possible to obtain assignments; if possible see the teacher prior to the absence.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence; this may be adjusted by the principal.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a state-mandated assessment test or other standardized test, the student should consult with the Guidance Office to arrange for administration of the test at another time.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, either excused or unexcused, as determined by the principal.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

HIGH SCHOOL

If a student, under the age of 18, has 60 or more consecutive hours or 90 or more hours in a school year of unexcused absence, s/he may be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

Tardiness

Elementary Level (K-5)

A student who is not in his/her assigned location by time designated by the principal shall be considered tardy. Any student arriving late to school is to report to the Elementary School Office before going to class. Unexcused time during which a student is tardy to school will count toward the hour thresholds that establish habitual truancy.

Secondary Level (6-12)

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the High School Office before going to his/her first assigned location. Unexcused time during which a student is tardy to school will count toward the hour thresholds that establish habitual truancy.

COLLEGE CREDIT PLUS

Any student may enroll in a College Credit Plus course provided s/he meets the requirements established by law, by the District, and by the institute of higher education. A student who fails a College Credit Plus course will be responsible for the cost of the entire course and the cost of any textbooks for the course. Students must complete all required paperwork and testing to participate prior to the established deadlines. Any interested student should contact the Guidance Office to obtain the necessary information.

COLLEGE VISITS AND VOCATIONAL AGRICULTURE SAEs

In order to be excused for college visits or SAEs, students must complete and return signed forms to the guidance department 2 DAYS PRIOR to the scheduled absence. Students should also bring in a signed note from the college when they return to school. If this procedure is not followed, the absence will be unexcused. Students are limited to 3 college visits during the Junior and Senior years.

COMPUTER TECHNOLOGY & NETWORKS (Board Policy 7540)

Before any student may use the School's computer network and the Internet, s/he and his/her parents must sign an agreement that defines the conditions under which the student may use such equipment and services. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and/or possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed at the direction of the principal. (See Administrative Guideline 7540.03)

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in

compliance with the District's Student network and Internet Acceptable Use and Safety Policy. Users who disregard the policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the Board policy and its accompanying guidelines (preceding based on Administrative Guidelines # 7540.03).

CREDIT FLEXIBILITY (Board Policy #54610B)

See Educational Options

DRIVING TO SCHOOL (Board Policy # 5515)

The following rules shall apply:

1. Students under age eighteen (18) must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles on School Property and provide evidence of:
 - a. driver's license;
 - b. insurance certificate;
 - c. vehicle registration.
3. The student must obtain a permit from the Principal.

Students are to park only in designated areas and are prohibited from parking in the faculty slots or other no parking areas. All student cars parked on school property are subject to be searched by school officials if deemed warranted as a condition for student driving privileges.

Students are not permitted to return to the car during school time unless granted special permission by an administrator.

Cars must exit in an orderly fashion and **at a speed not to exceed 5 MPH**. Parking on school grounds is a convenience and a privilege for any student. Students who abuse this convenience and privilege will lose their right to park on school property during the school day (7:45 a.m. – 4:00 p.m.). Violation of rules and regulations (excessive speed, reckless operation, high noise level, excessive loitering, etc) will result in administrative action. Further violation may result in permanent loss of driving/parking privileges for part or all of the school year.

Students losing their issued registration tag will be assessed a \$5.00 fee for replacement of their lost tag.

School buses always have the right of way.

Failure to comply with these rules will result in loss of privileges and/or disciplinary action of the student.

Driving penalties:

- 1st violation: Warning
- 2nd violation: Loss of driving privileges for 10 days
- 3rd violation: Loss of driving privileges for 45 school days

4th violation: Loss of driving privileges for one calendar year

When the school provides transportation, students shall not drive to school-sponsored activities.

1. Unless the student's parents provide written authorization for the student to drive and release from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the Principal.
2. Approved student drivers may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and released from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.

All vehicles entering school property are subject to search and inspection. (Board Policy # 5771)

DRUG POLICY (Board Policy # 5530)

Students using any prescribed drug(s) or non-prescribed drug(s) are to register such items in the office with the secretary. Students will not be allowed to carry these prescribed drugs with them while in school. They will need to report to the nurse, who in turn will provide the medication. In conjunction with current practices of society and our judicial system, the school has adopted a policy on possession, use, or sale of prescription/non-prescription drugs, look-alike drugs, or mind-altering substances. Students are subject to suspension or expulsion for such activities.

EARLY DISMISSAL (Early Dismissal # 5230)

No student may leave school prior to dismissal time without a parent either submitting a signed written request or coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian/or completely satisfy the school office requirements.

EDUCATIONAL OPTIONS (Board Policy # 2370)

The District provides alternative means by which a student can achieve the goals of the District, as well as his/her personal education goals as set forth in Board Policy #2370. Such options may include, but not be limited to, distance learning, dual enrollment, on-line course work, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance and credit flexibility options. For further information contact the guidance office.

ELECTRONIC MONITORING DEVICES (Board Policy # 8600)

Electronic monitoring devices are in use in Ada Exempted Village School facilities and vehicles. Information obtained by these devices may be used to determine code of conduct violations and disciplinary consequences.

EMERGENCY EARLY DISMISSAL PROCEDURES

1. The Superintendent will be notified in the event a dismissal is recommended by the Transportation Supervisor or a Principal.

2. Dismissal decisions will be made by the Superintendent based on information provided. When a decision is made, the information will be provided to parents via local radio and television stations.
3. There will be a public address announcement OR the Principal or office staff will notify classroom teachers of the dismissal by going room-to-room.
4. Dismissal will be conducted in an orderly fashion. Teachers will be responsible for dismissing their students from classrooms in the following sequence (forms will be provided):
 - ~ All students will sign out and indicate how they are getting home.
 - ~ Students who drive to school will be dismissed first.
 - ~ Students who walk to school will be dismissed next.
 - ~ Students remaining will be allowed to phone parents to pick them up.
 Calls can be made from cell phones with teacher supervision, from classroom telephones, or students can come to the high school office to call. These students will remain in their classrooms until the parent(s) arrive or the principal makes other arrangements.
5. Teachers will be responsible for seeing that each of their students has been dismissed in the appropriate manner. Teachers will be dismissed by their principals at the time the principal deems appropriate.

EMERGENCY MEDICAL AUTHORIZATION (Board policy #5341)

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

EQUAL ACCESS TO PROGRAMS Board Policy # 2260; 5730)

This district provides an equal educational opportunity for all students. Any person who believes that that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Mrs. Robin VanBuskirk
 Director of Teaching and Learning
 419-634-2746

Complaints will be investigated in accordance with the procedures described in the Board Policy Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

EXTRACURRICULAR ACTIVITIES--CLUBS AND ORGANIZATIONS (Board Policy #2430)

The District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a PRIVILEGE and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

FAILURE MAKE-UP

Students who have failed a subject are encouraged to enroll in summer school to make up credit so they do not fall behind in graduation credits. Trying to make up a failure in addition to carrying a regular course load is too difficult a task for most students who have failed.

In case of failure of a full year course, students will not be permitted to schedule the next level subject until such failure is completely made up. Exceptions may be made with the permission of the building principal. Students and parents/guardians should contact a counselor to discuss failure make-up options.

FIRE, TORNADO, SCHOOL SAFETY DRILLS (AG # 8420)

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire, tornado or safety drills and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a P.A. announcement or alarm through the school office to the classrooms.

FUND-RAISING (Board Policy #5830)

The school has an adopted policy on activities involving school/community fund-raising projects. All fund-raising activities must have approval of the administration before they are started.

GRADES (Board Policy # 5421)

The District has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

Ada Exempted Village Schools applies the following grading system:

- 93 to 100 = A = Excellent achievement
- 84 to 92 = B = Good achievement
- 73 to 83 = C = Satisfactory achievement
- 65 to 72 = D = Minimum-Acceptable achievement
- 64 and below = F - Failure

I = Incomplete (to be cleared within in two weeks of end of grading period)

It is the responsibility of the student to take the initiative in the removal of an incomplete. Incomplete work should be cleared no later than the end of the first two weeks of the next grading period. An incomplete at the end of the school year will not be given unless approved by the teacher and building principal. Incompletes not cleared within two weeks may result in failure of the class.

GRADE REPORTS (Board Policy #5421)

Grade cards will be distributed at the end of each grading period. Grade cards are the official transcript of each student's class. Grade cards will be given to students at the end of each grading period, and it is the responsibility of students to make sure that the grade cards are taken home and shown to their parents/guardians.

GRADUATION REQUIREMENTS (Board Policy #5460)

Students graduating from Ada High School are required to complete a minimum of twenty-one (21) units of credit.

The following credits are required for graduation:

English	4 units	Social Studies	3 units
Mathematics	4 units	Science	3 units
Health	½ unit	Phys. Ed.	½ unit
Personal Finance	½ unit	Communications	½ unit
Electives	6 units		

Electives must include:

Fine Arts	½ unit	Technology	½ unit
Business/Tech/Fine Arts/Foreign Language			½ unit

Students who attend Apollo Career Center must complete the specific requirements in their vocational areas. Students must meet all other requirements as set forth by the Board of Education, the Ohio Department of Education, and Apollo CC. Twenty-one (21) units of credit will be required of Apollo students to graduate from Ada High School.

Each student must also earn the required number of points, unless exempted, on the state End of Course Exams required by the State Board of Education or meet the state requirement with an approved industrial recognized credential or scores on the American College Test (ACT) to graduate.

Participation in commencement is a privilege and not a right. Participants must meet all Board requirements for graduation including credits and state testing. Additionally, those seniors who wish to participate must be paid in full for school fees and without discipline obligations.

GUIDANCE AND COUNSELING (Board Policy #2411)

The guidance program of the Ada Exempted Village Schools is an integral part of the total educational process. A primary objective of the guidance department is to function as a resource to students, parents, faculty and staff, and community. These resources include providing necessary information needed to make educational and career decisions, provide

counseling services for personal or academically related concerns, and general support for anyone in the school community who is in need.

Guidance services may be requested by anyone. Students may self-refer or they can be referred by staff members or parents. Anyone is welcome, however, to contact a guidance staff member.

GUM CHEWING

Gum chewing is not allowed in grades K-12. Students caught chewing gum will be warned on the 1st offense with further discipline ranging from detention to more severe penalties for insubordination and failure to follow school rules.

**HARASSMENT/INTIMIDATION/BULLYING/ENDANGERMENT/
GENDER/ETHNIC/RACIAL/RELIGIOUS/DISABILITY**

HARASSMENT (Board Policy # 5516; 5517; 5517.01)

Verbal, nonverbal, or any physical harassment will not be tolerated. For specific information, see rule 16.

HOMEWORK (Board Policy # 2330)

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

HONOR ROLL (AG 5451A)

Each school shall establish an honor roll to publicly recognize high academic achievement. Standards for selection to the honor roll and procedures for computation of averages are the responsibility of the principal and should be developed so the same criteria and standards are used throughout the district.

The honor roll lists are to be published in school and community newspapers when possible.

HONORS DIPLOMA (Board Policy # 5451)

The district shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
3. completed the college preparatory program and met all of the following criteria:
 - a. earn four (4) units of English;
 - b. earn four (4) units of Mathematics which shall include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four year sequence of courses that contain equivalent content;
 - c. earn four (4) units of Science, including physics and chemistry;

- d. earn four (4) units of Social Studies;
- e. earn either three (3) units of a foreign language , including at least two (2) units in each language studied;
- f. earn one (1) unit of Fine Arts;
- g. electives not counted toward requirements;
- h. maintain an overall high school grade point average of at least 3.5 on a four (4) point scale up to the last grading period of the senior year; or
- i. *obtain a composite score of twenty-seven (27) on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

OR 3.B completed an intensive vocational or technical education curriculum and meet at least nine (9) of the following ten (10) criteria:

- a. earn four (4) units of English;
- b. earn four (4) units of Mathematics which shall include Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four year sequence of courses that contain equivalent content;
- c. earn four (4) units of Science, including Physics and Chemistry;
- d. earn four (4) units of Social Studies;
- e. Foreign Language not counted toward requirements;
- f. Fine Arts not counted toward requirements;
- g. 4 units of Career – Technical electives 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;
- h. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;
- i. achieve proficiency benchmark established for appropriate Ohio Career – Technical Competency Assessment or equivalent;
- j. *obtain a composite score of twenty-seven (27) on the American College Testing Program's (ACT) Tests, or an

equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

½ unit Physical Education	½ unit American History
½ unit Health	½ unit Government

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

ILLNESS AT SCHOOL (Board policy # 5330; 5340)

Each student is required to complete an emergency medical authorization form and have that form on file with the office. If a student should become ill or injured during the school day, the principal's office staff should be informed immediately. First aid may be administered, but no medicine of any kind may be dispensed. If the student is ill, a permission form will be issued to see the nurse. If it is necessary to go home, permission to do so must be granted by the office staff, the school nurse, or the parent/guardian. Students must sign out through the high school office if they are going home. Students who remain in the restrooms due to illness but do not inform the office will be considered truant.

IMMUNIZATIONS (Board policy # 5320)

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school nurse or principal.

LIBRARY/ MEDIA CENTER

- The library is available to students throughout the school day. Passes/signed agendas must be obtained to visit the library from a class or to work with another person on an assignment/project. The pass must be from the teacher for whom you are doing the assignment/project.
- Materials: books circulate for 3 weeks. Magazines and newspapers should be returned at the end of each class period. Some materials must be used in the library. Cameras, video cameras, cassette recorders, etc. are available for student use with permission from the librarian. All materials should be handled with proper respect.
- The library and its materials and equipment are for school assignments unless students have permission from the librarian or another teacher to use them otherwise. All students must sign in to use library computers, even laptops. Use of computers is a privilege, not a right. If this privilege is abused it will be lost.

- Criteria for student library workers: no grades lower than a c-. Time to spend doing "helper" tasks during your study hall. The willingness to do whatever tasks the librarian has for you.

Becoming a helper requires a form signed by student and his/her parent/guardian, approval from the guidance office, and selection by the librarian based on help needed.

LOCKS AND LOCKERS (Board Policy # 5771)

Lockers are assigned to students by the guidance office. Students are not allowed to change lockers without permission of the guidance office nor are they to share a locker with another student. Lockers and the contents of lockers are considered as being school property, and as such, they are subject to inspection by school personnel without permission being given by the student.

A student shall not use school property to store items considered to be dangerous, prohibited by law or school rules, including skateboards or such items not necessary in the educational setting. If there is reason to believe that such items are being stored on school property, then search and seizure will result, and the proper authorities will be notified.

Students are responsible for proper use of locks and lockers. Items of value or great amounts of money should not be brought to school and placed in student lockers. Students must keep lockers clear of pictures, posters, etc. on inside and out. The latch mechanism may never be propped open. Abuse of this nature will constitute damage to school property.

LOST AND FOUND

Lost and found articles should be turned in or inquired about in the high school office. Missing or stolen property should be reported to supervising teachers and the office as soon as possible. The school will do all in its power to aid in the recovery of such items.

MEAL SERVICE (Board Policy # 8500)

The School participates in the National School Lunch & Breakfast Program and makes lunches available to students for a fee of \$2.00 (Grades 1-5) and \$2.25 (Grades 6-12). Reduced lunch is \$.40 and reduced breakfast is \$.30.

1. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria.
2. Closed Lunch: No student may leave school premises during the lunch period without specific permission from the Principal.
3. Closed Lunch: No outside foods. (McDonalds, Subway, etc)

Applications for the School's Free and Reduced-Priced Meal program are available to all students throughout the year. If a student does not receive an application form, and believes he/she is eligible, contact the school office.

If a student does not have a lunch or money to purchase a lunch, an elementary student (Grades KG-5) may charge 1 meal at a time. An alternative meal will be offered if the student has a charge already on his/her account. A middle or high school student (Grades 6-12) may not charge a lunch but will be offered an alternative meal if he/she does not

have a lunch or money to purchase a lunch. An alternative meal consists of a cheese sandwich and a milk.

NON-DISCRIMINATION (Board Policy # 2260)

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability.

The board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communication devices, of a climate of hostility or intimidation; of the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

OHIO PARENT INFORMATION CENTER

The Ohio Parental Information and Resource Center (Ohio PIRC). Ohio PIRC provides a wide range of services to parents and families, parent organization, school personnel, and other social services agencies to increase parental involvement with their child's educational issue. Ohio PIRC also works to strengthen partnerships between parents and professionals to help meet the educational needs of their children. There is a strong emphasis on encouraging supportive working relationships between home, schools and any significant other involved with the child. To that end, Ohio PIRC provides opportunities for parents to learn more about child development, increase their confidence in child-rearing skills, and become leaders in their communities.

Ohio PIRC provides a wide range of training and support services such as:

1. Parenting Information
2. Parenting Support Groups
3. Parent Leadership Training
4. Referral Services
5. Family Literacy Services
6. Educational Issue Training

If you would like more information on the Ohio Parental Information and Resource Center, you may contact Ada High School at 419-634-2746 or you can access the Ohio Department of Education's web site at: <http://www.ode.state.oh.us> and search for "Ohio Parental Information and Resource Center".

PERSONAL SEARCH (Board Policy # 5771)

Students are protected from unreasonable search. If a school official believes that a student has on his/her person a weapon or a substance dangerous to persons or property, then the official has the right and duty to conduct an immediate search and seizure.

All incidents of this nature will be reported to the proper enforcement agencies.

POLICE QUESTIONING AND APPREHENSION

Schools must cooperate with law enforcement agencies in the interest of the welfare of all citizens. Concurrently, the school must protect the welfare of the students and parents while the students are at school and/or school sponsored activities.

- A. Interrogation of students should occur off school premises if related to out-of-school matters. (Parents shall be notified prior to this questioning.)
- B. The principal, or his designee, should be present at all times during the questioning of the student.
- C. Any interrogation should be done in private, in strict confidence, preferably in the privacy of an office.
- D. A student SHALL NOT be released unless a warrant for the student's arrest or a court order, properly signed by a judge, is presented to school authorities.
- E. If a student is removed by a warrant or court order, the parents shall be notified as soon as possible.
- F. If a crime has been committed on school premises, students may be questioned in the school WITHOUT parental consent.

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

As a parent of a student at Ada Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches?
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances?
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications?

If you would like to receive any of this information, please call the high school Principal at 419-634-2746.

PROMOTION, PLACEMENT, AND RETENTION (Board Policy #5410)

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of

grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when he/she has:

- A.** completed the course and State-mandated requirements at the presently assigned grade;
- B.** in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C.** demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D.** demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be placed at the next grade level when retention would no longer serve any good purpose.

Following sound principles of child development, the Board discourages the skipping of grades.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A.** require the recommendation of the relevant staff members for promotion, placement, or retention;
- B.** require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C.** assure that efforts will be made to remediate the student's difficulties before he/she is retained;
- D.** assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Any student who is truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

No conditional promotions will be permitted unless the principal decides to make a rare exception. In any case, the guidelines stipulated in the above item shall be followed.

Third Grade Reading Guarantee – All students entering the third grade must demonstrate a certain level of competency in reading before advancing to the fourth grade.

PUBLICATIONS

Publications or productions such as the school newspaper, literary magazine, Interclass, plays, yearbook, etc. are connected to the school program and are subject to editorial control by school authorities.

RECOGNITION OF STUDENT ACHIEVEMENT

(Board Policy # 5451; AG 5451A)

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance department and principal.

ACADEMIC HONOR WALL

Ada High School honors academic achievement by placing students' names and accomplishments on the honor wall. Students can qualify for the honor wall in five areas: A/B and A honor roll, valedictorian and salutatorian, National Honor Society, Inter-class, and ACT or Advanced Placement scores.

Honor Roll

Students who make the A/B or A honor roll in grades 6-12 will have their name posted on the wall each academic quarter.

Valedictorian and Salutatorian

Students who are the valedictorian or salutatorian of their graduating class will have their name and year of graduation placed on the wall.

National Honor Society

Students who are inducted into the National Honor Society will have their name and the year in which they were inducted placed on the wall.

Inter-Class

Students who win the annual Inter-Class competition in each of the four areas for the entire school will have their name, year and category placed on the wall: poetry, dramatic reading, essay or short story.

ACT or Advanced Placement Scores

Students who earn a composite score of 30 or above and students who earn a score of 4 or 5 on an Advanced Placement exam will have their tested subject, year and name placed on the wall.

Honor Roll(s)

Elementary Honor Roll – Grades 4, 5 and 6 and High School/Middle School

National Honor Society

Seniors

1. To be eligible for membership in the Honor Society a student must have a 3.4 grade point average or higher.
2. The honor points must be earned in at least three of the groups listed on the schedule.

3. Honor points must be earned at the end of the first semester of the senior year and in the preceding three years. Current participation in the senior year will be counted as a full year.
4. To be a member, the character of the nominee must be approved by three-fourths (75%) of the vote cast by the high school faculty.

Juniors

1. The student must have to his/her credit 100 honor points as outlined in section three (3) above.
2. All other previous rules apply.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

SCHEDULE CHANGES, DROP/ADD POLICY

The basic principle guiding the decision to add or drop a class(es) should always be, "What is best for the student?" It is however, difficult and sometimes impossible to arrange a schedule after school begins. Students must be aware that once they complete the final registration form, which is signed by the parents, the schedule is final. Special cases for adding or dropping subjects once school has begun will be referred to the building principal. Students must be scheduled for at least 6 classes per semester.

To add or drop a class the following steps must be taken:

1. The student must consult with his/her teacher.
2. The teacher will contact parents and talk with a counselor.
3. After consultation with the parents, teacher and counselor, the student will be provided with a special form from his/her counselor. All parties involved must sign noting approval or disapproval.
4. The student **must** remain in the current class until the form is returned to the counselor and the change is made. Failure to do so will constitute truancy.

The above process for a schedule change must be completed within the first week of the first or second semester. In that case, there will be no indication of withdrawal on the student's record. A drop after one week into the semester for semester classes that earn one-half credit may be recorded as a "WF" (withdrawal failure) on the student's record. A drop after one week into the first semester may be recorded as a "WF" (withdrawal failure) on the student's record for all year classes that earn one or more credits. It should be noted that students may not drop a class simply to ease their schedule. This is particularly important with seniors. Therefore, students will not be permitted to drop a subject for this reason.

After one week the teacher or counselor can initiate the dropping of a class by a student. The teacher will consult with the student and parents/guardian prior to recommending a subject be dropped.

Students and parents must remember that 1) dropping a subject does not guarantee the student a replacement course at that time, and 2) the student may then have insufficient credits for graduation. It is the responsibility of the student to make up credits by taking additional subjects, attending summer school or taking correspondence courses as approved by the building principal.

Following are some reasons a teacher would allow a student to drop a course:

1. The class is too difficult for the student, and the teacher agrees.
2. The class is too easy for the student, and the teacher agrees.

Following are some reasons that a student would not be allowed to drop a subject:

1. The student would like to be in the same class as his/her friend.
2. There is too much homework.
3. The student does not like the teacher.
4. The class is difficult and the grade would lower the GPA.

In summary the following general rules should be considered to drop/add a subject:

1. There should be no change after the parent(s) sign the initial schedule in the spring.
2. The student must consult with his/her teacher about proposed changes.
3. The signatures of the parent/guardian, teacher and school official are required for a change.
4. The student must remain in the original class until the transfer process is totally completed by the counselor who informs the student that he/she may change and the student receives a copy of his/her new schedule. The teacher or counselor may initiate a change after the first week of a semester. An example would be, but not necessarily limited to, a change to a class of a different difficulty level.

SCHOOL DAY (STUDENTS)

Ada Schools will be in session as per the adopted school calendar with classes beginning at 8:30 a.m. and concluding at 3:30 p.m. for students in grades 4 through 12. Elementary students in grades K-3 will dismiss at 3:10 p.m. for early town bus students. Country students in grades K-3 will dismiss at 3:30 p.m.

SCHOOL SONGS

ALMA MATER...written by Sidney R. Boyd, 1926

To Ada High our own school, We raise our song today, We praise thee now, we serve thee, In all our work and play; We keep them ever up on high, To Ada High our own school, We'll praise thee to the sky; For high school walls and high school halls, we love thee best of all.

FIGHT SONG

Fight on to victory, Ada High Bulldogs. We'll praise you to the skies, With our colors flying, Show us your pep and steam, We're proud of you team, Fight! Fight! Fight! With all of your might, Go! Fight! Win! Hey!

SEXUAL HARASSMENT (Board Policy #'s 3362, 4362 and 5517)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student(s) or staff member. Sexual harassment will not be tolerated. For specifics, see Rule 26.

SKIP DAY ACTIVITIES

Students participating in "skip day" activities shall receive an unexcused absence and a zero on all assignments as well as discipline according to the seriousness of the offense. If the administration has reason to believe a "skip day" is occurring, official documentation may be required as the only way to excuse the absence. Parental permission to participate in such activities will not be accepted. Ada Exempted Village Schools cannot and will not tolerate "skip day" activities.

STUDENT ATTENDANCE AT SCHOOL EVENTS (Board Policy # 5855)

The School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT DANCES / SOCIAL EVENTS (Board Policy # 5850)

Student Council and/or other Ada School sponsored organizations may organize student dances or other social events throughout the school year. High school dances are not open to junior high/elementary school students. If an Ada student wishes to bring a guest, forms must be completed, turned into the office, and approved **1 week prior** to the dance.

STUDENT INSURANCE

The AEVS Board of Education makes available to parents/guardians of school children, insurance on a school-hours only plan or on a year-around plan. You are not required to have this type of insurance, but you need to be aware that it is here if you desire to use the program.

STUDENT RECORDS (Board policy # 8330)

Ada Schools compile and maintain necessary information and records on all students. Parents/Guardians must sign a permission form to release records to another agency. The school district follows the guidelines of (FERPA) Family Educational Rights and Privacy Act regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office. RC 3313.642 authorizes a public school to withhold a student's grades and credits for failure to pay assessed fees for materials "used in a course of instruction" other than textbooks, which must be furnished without charge and returned under RC 3329.06.

STUDENT TRIPS (Board Policy # 2340)

All students on school sponsored trips must follow board policy, including travel to and from events by the means of transportation provided by the school.

STUDENTS (Board Policy #'s 5111 and 5113)

Ada will accept only those students who reside in the Ada School District with parents, legal guardians, other adults who have legal custody over the student, and students accepted into the open enrollment program.

STUDY HALL*General Rules*

1. If students are going to another classroom, they must have a pass or their agenda signed by that teacher. Even with a pass, they must still sign out.
2. All students leaving study hall must sign out and have their agendas signed by the study hall teacher. No one may be in the hallway without an agenda.
3. Students going to the Media Center for magazines need to be excused, but do not need to sign out unless the study hall teacher prefers that they do. Only students going to the Media Center to stay and do research or to look for a book need to sign out.
4. No sleeping or putting your head down.
5. Must have school related work to do.
6. No talking.
7. No sitting on tables.
8. No gum, no beverages, no food.
9. Privileges including the use of electronic devices and passes may be limited due to poor academic or behavioral performance.
10. Students demonstrating poor academic or behavioral performance may be assigned to the Student Success Center as opposed to a general study hall at the discretion of the administration. This option may also be assigned for the purpose of credit recovery.

Media Center from Study Hall

1. Students will make only one trip to the Media Center per period.
2. Study hall teachers should send only a reasonable number of students at a time to the Media Center for magazines so as to not overwhelm the Media Center. The study hall teacher will vary who goes first to get equitable time for all students for computer usage, etc.
3. Students may work together in the Media Center if they have a pass/note from the teacher saying they need to collaborate. Misuse of this privilege will result in loss of working together in the future!

The Media Center will sometimes be closed for use by another class. If this happens, the librarian will notify the study hall monitor in advance or leave a note taped to the desk alerting you to the closure of the Media Center.

SUMMER SCHOOL

Students planning to attend summer school conducted by a school other than Ada or earn credits through correspondence courses, must receive written permission in advance by the principal or guidance counselor before credits will be accepted.

TELEPHONE

If a telephone is needed during the school day, the student must report to the office and ask permission to use the office telephone. Emergency calls are illness, change in a school activity, etc. Calls for forgotten school materials, lunch money, etc., are not emergency situations. These situations will be determined by the office personnel and use may be denied.

TRANSPORTATION (Board Policy # 8600)

The School provides transportation for all students according to Board Policy # 8600. The transportation schedule and routes are available by contacting the Superintendent at 419-634-6421.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Transportation Supervisor and/or principal/superintendent.

The Superintendent may approve a change in a student's regular assigned bus stop to address a special need, upon the appropriate request form completed by the parent/guardian.

Videotapes on School Buses

The Board of Education may install video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students by Private Vehicle (Board Policy #8660)

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

TEXTBOOKS (Board Policy # 5513)

All basic textbooks are furnished by the AEVS Board of Education. All textbooks should be covered to preserve the life and use of the book. All other books, workbooks, and supplies must be purchased by the student. All books are numbered and students are held responsible for all books loaned to them.

TOP DOG

The Top Dog Award was established to reward those students who received all A's for the preceding semester in grades 9 through 12. The Top Dog Award allows students to be admitted free to all events held in the HS during the semester. Freshman will have the opportunity to qualify for this award for the second semester of the current school year. Students will receive their awards/ passes when school opens or at the start of the second semester. Students will pick up the pass in the high school office.

VACATIONS (Board Policy # 5200)

Vacations during the school year are discouraged because school attendance is directly related to school success. If it is absolutely necessary for students to be on vacation with parents/guardians, the appropriate form must be filed in the office and signed by all teachers **at least seven (7) days prior to** leaving school for the vacation. **Vacation days will be counted toward the absence policy. Vacations will not be excused the last week of the semester.**

It is the student's responsibility to secure any work necessary for his/her classes **PRIOR TO** leaving on vacation. All make-up work will be due to the teacher **within two days** of the student's return to classes.

VIDEO SURVEILLANCE (Board Policy #7440)

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

VISITORS (Board Policy # 9150)

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a "pass". Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring guests to school unless permission to do so has been granted by the building principal. Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visit.

WEATHER-INCLEMENT

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Clear Channel – Lima Area – WIMA 1150 AM; WIMT 102.1 FM; WMLX 103.3 FM;
WZRX 107.5 FM; WLWD 93.9 FM and WBUK 106.3 FM

WONB – Ada ONU – 94.9 FM, **WKTN** – Kenton - 95.3 FM **Lima Area** – 92.1 FM;
93.1 FM; 104.9 FM and 94.0 AM, **WLIO TV** – Lima – Channel 8

Parents may also sign up for Ohio Alerts texts via the school website.

Parents and students are responsible for knowing about emergency closings and delays.

WITHDRAWAL PROCEDURE (Board Policy # 5130)

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents/guardians and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen days (14) of the parents/guardians notice or request.

ADA EXEMPTED VILLAGE SCHOOLS DICIPLINARY INFORMATION

CODE OF CONDUCT

Ada Exempted Village Schools are in compliance with Section 3313.661 of the Ohio Revised Code with reference to the procedure standards for expulsion, suspension, and emergency removal of pupils. The due process rights accorded to Ada students are stated

as part of the Expulsion, Suspension, and Emergency Removal Policy as adopted by the AEVS Board of Education. This code of conduct is in effect until revised and/or replaced by the Ada Exempted Village Schools Board of Education.

DEFINITIONS

Ada Exempted Village Schools rules and regulations are in effect for all school and school related activities including school authorized transportation, clubs and/or organizations, athletics, etc.

SAFE SCHOOLS ACT

No person shall assault, strike, threaten or menace a teacher, instructor, person in charge of a class of students or any employee of any school in the performance of his duties, or disrupt, disturb, or interfere with any activity conducted in a school building, or upon the grounds thereof, or in any public place, or improperly and unlawfully assault, strike, threaten, menace, follow, pursue or lay hands upon a student or other person in a building, or upon the grounds thereof, or upon the way to or from any school, or on the way to or from any school sponsored activity.

Whoever violates this section is guilty of a misdemeanor of the first degree. (Adopting Ord. 92-20, passed 9-8-92) (Ord. 88-31, passed 8-8-88).

SCHOOL DAY

For students not riding buses, the school day begins when he/she first arrives on campus in the morning and does not end until he/she leaves campus after the last class in the afternoon. For students riding buses, the day begins when he/she boards the bus in the morning and does not end until he/she departs from the bus in the afternoon. Students are not allowed to leave school property at anytime during the day without the expressed approval of a principal. Students who choose to leave without permission will be considered truant. **THE LUNCH HOUR SHALL BE CONSIDERED PART OF THE SCHOOL DAY AS WELL AS ANY SCHOOL SPONSORED ACTIVITIES THAT MAY TAKE PLACE BEFORE, DURING OR AFTER THE REGULAR SCHOOL DAY.**

STUDENT DISCIPLINE CODE (Board Policy # 5500)

The following rules, regulations, and procedures are based upon official policy of the Board of Education of Ada Exempted Village Schools. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; where units of credit are given towards graduation. A student found to be in violation of any of these or a portion thereof will be subject to disciplinary action. This shall consist of either a disciplinary notice, suspension for a set number of days, expulsion or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.) The building administration asks students/parents/guardians to keep in mind that two factors will weight heavily in the assignment of disciplinary action:

1. Seriousness of the offense
2. Repeated violations

In addition to or in lieu of the above-mentioned disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after schoolwork, repair of or payment of physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with AEVS Board Policy. This also means the administration may develop appropriate rules and regulations as called for by various situations. It also means that **the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook.**

ZERO TOLERANCE (Board Policy # 5600)

A student who fails to comply with established school rules and any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. The AEVS Board of Education has "zero tolerance" for violent, disruptive or inappropriate behavior by its students; i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the student code of conduct.

RULES AND REGULATIONS

Ada Schools strive to provide an atmosphere and the opportunity for students to develop into productive, respectful, caring and educated people. The Ada Exempted School District clearly supports, promotes and enforces a "NO USE" of illicit drug and unlawful use of alcohol policy. The following rules are offered in order to make students aware of the standard of behavior which they are expected to meet. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full potential in harmony with others. Ideal discipline is self-directed and self-controlled. When self-control falters and self-discipline fails, disciplinary action must be imposed on the individual to protect the rights of others. All rules are in effect for the period of time defined as the school day or during school sponsored activities and events.

The following is a list of the possible consequences for each of the following Rules:

- **Warning**
- **Loss of privileges**
- **Detention**
- **Saturday school or extended detention**
- **In-school Reassignment**
- **Parental Contact**
- **Counselor or social services referral**
- **Suspension**
- **Expulsion**
- **Exclusion**
- **File Safe School Ordinance with police**
- **File unruly charges with the court**

These consequences are over and above any that were given out by the classroom teacher.

THE ASSIGNMENT OF CONSEQUENCES IS AT THE DISCRETION OF THE SCHOOL ADMINISTRATION.

RULE 1 – DISRUPTION/FALSE ALARM/FALSE REPORTS (Board Policy #s 5500 and 8430)

A student shall not by use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

A student shall not behave in a way that inhibits their own or their fellow students' opportunity to learn or a teacher's ability to instruct or supervise.

BOMB THREATS

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary; into the school year following the school year in which the incident that gives rise to the expulsion takes place (ORC 3313.66).

GANGS

The Ada Exempted Village Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the students in the school building and causing disruption to the academic process.

A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals.

No gang insignia may be worn or carried by any student on school grounds at any time.

This includes:

- a. Jackets, headbands, shirts or other clothing that have come to be identified with a gang.
- b. Tattoos or other material imprinted on the body or personal belongings.
- c. Medallions or other jewelry which identify gang members or which have come to represent a gang.

No student shall engage in any act that furthers the interest of any gang or gang activity, including, but not limited to:

1. Soliciting membership in or affiliation with any gang;
2. Soliciting any person to pay for "protection" or threatening any person, explicitly or implicitly, with any other illegal or prohibited act;
3. Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols or signs on one's self, school property, or personal property;
4. Using hand gestures for gang "signing";
5. Engaging in violence, extortion, or any other illegal act or other violation of school property;
6. Soliciting any person to engage in physical violence against any other person.

Students in violation of this regulation will be immediately ejected from school grounds until such time as the offensive insignia are disposed, covered or removed. The student may return to school grounds only if accompanied by parent or guardian. Students who refuse to remove or dispose of the insignia will be suspended. A repetition of this offense may result in expulsion.

Any student discovered to have been responsible for gang graffiti on school buildings or property will be expelled, prosecuted to the fullest extent of the law and will be held financially responsible for its removal and repair.

FIRE ALARMS

Fire alarm boxes are placed in the building to provide for the safety, in case of emergency, of all the occupants of the building. False alarms threaten the well-being of all persons in the building. The setting of false alarms is punishable by an immediate ten

(10) day suspension with a possible recommendation for expulsion, plus referral to the local authorities for any legal action they may wish to pursue. The school is required by the State of Ohio to have planned fire drills so as to evacuate the building in acceptable time limits and to prepare for such emergency.

FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. The proper authorities will be notified. This may result in a ten (10) day suspension and a recommendation for expulsion. **This is a federal offense.**

RULE 2 - UNAUTHORIZED TOUCHING, FIGHTING, HITTING (Board Policy # 5500)

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, students, or visitors. Examples may include, but are not limited to: touching, hitting, fighting, throwing objects, running in the halls, etc.

FIGHTING

During the school year some students choose to resolve their differences by fighting. We cannot and will not tolerate fighting of any kind. Students should consider these options before resorting to physical violence:

1. Bring the concern/problem to the building administrators. We will investigate and bring all parties together to discuss possible solutions.
2. Name calling often leads to fighting. Inform a near-by teacher or seek out an administrator before the situation gets out of control.
3. If provoked, walk away and seek out a teacher or administrator.
4. Do not get involved in someone else's business or problems. If you feel you must be involved or already are involved and the situation is out of control, seek out a building administrator and report your concern and involvement.

Students, who decide to take matters into their own hands and fight, may be suspended from school. Building administrators recognize there are different degrees of fighting, but caution students that rarely is a fight one-sided. Consequently, both parties are usually suspended.

RULE 3 – STEALING (Board Policy # 5600; AG # 5771)

A student shall not steal or attempt to steal, or possess, school property or private property of other students or school personnel. This may include, but is not limited to; theft of information, copyright infringement, unauthorized duplication, transmission or use of any unauthorized academic information.

RULE 4 - DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY (Board Policy # 5513)

A student shall not deface, damage, or destroy school property (landscaping, athletic facilities, buildings and contents, etc.). A student shall not deface, damage, or destroy private property of any school employee, student, or school organization on the school premises (vehicles, clothing, or other personal possessions, etc.). Damage to buildings, property, and equipment may also result in disciplinary action by the school administration.

Students and/or their parents/guardians shall be held responsible for any damage to school buildings, equipment, public or personal property. This includes the introduction of viruses into computers, and/or the deletion or changing of files and/or data bases.

1. Students 18 years of age or older, and parents of all other students shall be held responsible for any damage to the school building, property and/or equipment.
2. The responsible parties shall be responsible for restitution to AEVS Board of Education for all costs involved in repairing or replacing school equipment and for repairing school buildings or property. HB 601 allows for up to \$10,000 reparations against the parent for failure to reasonably control a child when damage, or theft, and/or willful destruction of school property occurs.
3. Grades, credits, and transcripts shall be withheld for any student who fails to make proper restitution.
4. All claims for damage shall be billed by the board treasurer or his/her designee.
5. Payments for damage shall be made to the board treasurer. The treasurer will notify the building administration when the claim has been paid.

RULE 5 – INSUBORDINATION (Board Policy # 5600)

A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary action, or reasonable directive given by school personnel.

DISCIPLINARY REFERRALS FROM CLASS

Any student sent out of class, or lunch for disciplinary reason shall report directly to the Elementary (if in K-5) or High School (if in 6-12) office. Failure to do so will result in further disciplinary action being taken.

RULE 6 - FRIGHTENING, DEGRADING, DISRESPECTFUL, OR DISGRACEFUL ACTS (Board Policy #5516)

A student shall not engage in any act which frightens, degrades, disrespects, or disgraces an administrator, teacher, student, non-certificated staff, or visitor by written, verbal, visual, or gestured means. Any form of hazing would also be included under this rule.

PROFANITY/OBSCENITY/GRAPHIC DISPLAY

A student shall not use any form of profanity toward any person while under school authority. This would include, but not be limited to, blurting out profanity, obscene gestures, signs, letters, pictures or etc. This shall include obscene or inappropriate words or pictures on clothing and electronic devices.

HAZING POLICY

It is the policy of the AEVS Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

All employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing is discovered, involved students will be reported to the building principal.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law RC2307.44 and RC2903.31.

RULE 7 - PUBLIC DISPLAY OF AFFECTION (Board policy #5500)

Public displays of affection (kissing, touching, arms around each other, etc.), is inappropriate for any school environment. Such acts shall subject the offending student(s) to disciplinary action as set forth in the PDA policy.

PDA POLICY

Public displays of affection reflect on the image of the school projected to the public. The community does not see this as enhancing the school's image. Such displays of affection are inappropriate for the school environment. PDA shall be defined as follows:

1. Kissing
2. Arms around each other
3. Hand(s) in pocket(s) of another
4. Holding hands
5. Other acts deemed inappropriate by the administration

Any student(s) referred to the office for displaying affection publicly will be subject to disciplinary action.

RULE 8 - SCHOOL DRESS (Board Policy # 5511)

School dress should ensure the health and safety of the student body, establish a positive learning environment which is free of distraction and create a positive image of our students. Any dress or grooming that violates these three principles or reflects adversely upon the students of Ada Schools in comparison with commonly accepted styles of the times, is unacceptable.

DRESS CODE POLICY

We believe that most students exercise good common sense in dressing for school. Ada Exempted Village Schools are operated with public funds for the purpose of student learning and achievement. Student dress must also serve that purpose. Dress must not be distracting to the student(s) and must be healthy and safe.

The staff at Ada Schools does not wish to severely restrict student dress. The staff does reserve the right to discuss a student's appearance with the student and his/her parent(s) and to require improvement. If in the opinion of the school official(s), the dress of the student is not appropriate, he or she will be sent home to change. Time missed will be unexcused.

DRESS CODE REGULATIONS

Specific rules and regulations cannot begin to cover all dressing and grooming styles and fads because they are constantly changing. However, the following specific regulations will be enforced:

1. The dress and grooming of students must be clean and in keeping with health, safety, and sanitary requirements reflecting a positive image of our school.
2. The dress and grooming of students must not disrupt the learning process.
3. Students may not wear shorts that are extremely tight (such as bicycle shorts) except in gym class. The bottom hem line on student's shorts or skirt must extend to the mid-point of the thigh, approximately to finger tips with hands at side, and cover the pockets of the garment.
4. Students may not wear garments that expose the shoulder that have straps thinner than the height of a standard credit card. Students may not wear garments styled to

expose any part of the midriff or chest. No mesh tops, sheer clothing, muscle shirts or sleeveless shirts with sleeves cut out will be allowed. Logos must be in good taste and void of obscenities (either gestures or visual). Shirts with tobacco, drug, sexual innuendo, alcohol advertisement, gang insignia, cult and/or satanic images will not be allowed.

5. Shoes or sandals must be worn for health and safety factors. No bare feet. Flip-flop styles will not be permitted in certain class settings (labs, shop, etc). No dangerous or destructive shoes will be allowed. Bookbags must also be stored in lockers throughout the school day.
6. Hair is to be well groomed. Unacceptable styles include: mohawks, extreme spiking, extreme hair coloring or other distracting hair styles. Hair shall be cut or styled so that it does not fall over the eyes.
7. No excessive or distracting piercings are permitted.
8. Any type of hat or hood is not permitted to be worn in the building during the school day. All hats and coats are to be placed in the student's locker upon arrival and remain in the locker during the school day.
9. Excessively worn or torn pants/ jeans are not allowed. This includes the wearing of a second garment underneath the cut or torn pants. All pants are to be worn on the hips with a belt if so designed. Yoga pants/leggings must not expose undergarments or be revealing by virtue of the color or fabric.
10. Students are not permitted to wear pajamas or pajama-like attire to school. Pajama pants are those with an elastic or string-tied waist that are, or are not, of a solid color.
11. Wallets with chains attached are not allowed nor is clothing with safety pins.
12. The dress regulations may be waived or amended for special spirit days with permission from the building administrators.

Students who fail to comply by these standards are subject to disciplinary action.

VIOLATIONS OF THE DRESS CODE

1. Violators will be referred to the administration. Administrators will call the student to the office and advise them of the infraction.
2. The student will be required to change and the administration will provide clothes if the student does not have anything immediately available.
3. Should the student fail to correct the infraction or otherwise fail to follow the directions of the administration, he/she may be assigned a detention, an In-School Suspension, a Saturday School or suspension and/or expulsion from school for insubordination.

RULE 9 - TARDINESS AND TRUANCY (Board Policy #5200)

Excessive Absences

1. The minimum requirement for full-year courses is 162 days.
2. The minimum requirement for semester courses is 81 days.
3. After 30 hours in the first semester, or 60 hours of absence, the school **will require a statement from a physician**. Other extenuating circumstances causing absence may be discussed with an administrator. The final decision on excusing absence

- from school rests with the school administration. (Ohio Rev. Code 3321.04)
4. A student cannot have more than 18 days of total absences. Students may request approval from the principal to make up class time missed in each class beyond the 10% allowable absence. Unexcused absence beyond the 18 days will not be permitted to be made up unless extenuating circumstances exist.
 5. Administrative procedures:
 - a. Identify students with attendance problems
 - b. Notify parents in writing after the 30 hours of parent authorized and/or unexcused absence each semester.
 6. Skipping classes will result in detention or In School Suspension. A zero will be given for each class missed with no make-up opportunities. A student who leaves school property without permission will receive In School or Out of School Suspension.
 7. Truancy charges can be filed at the appropriate time with the juvenile court at the discretion of the principal.
 8. Excessive, unexcused absences (3 or more unexcused absence) may cause any one or all of the following to occur: a parent/guardian conference, notification to the juvenile department of truancy, notice to Bureau of Motor Vehicles for the revocation of driver's license, loss of credit, detention, in-school suspension, and placement in alternative school, other administrative discipline.
 9. In order to receive credit for half AM attendance, a student may not sign out before 12:00. In order to receive credit for half day PM attendance, a student must sign in before 12:00.
 10. Students who are signed out after 2:45 (grades 4-12) or 2:30 (grades K-3) will be counted as an early dismissal.

Procedures for tardies (grades K-5)

- a. 3 unexcused tardies – parents notified in writing
- b. 4 or more unexcused tardies – student may be subject to disciplinary action

Procedures for tardies (grades 6-12)

1. Students are expected to be in their first period class by 8:35 AM or they will be considered tardy. Continued unexcused tardiness will result in detention, other administrative action, and/or referral to juvenile court.
2. The following procedure will be in effect for all unexcused tardiness to school per semester:
 - a. 1 – 2 unexcused tardies - warning
 - b. 3 – 4 unexcused tardies - student receives one detention per occurrence
 - c. 5 unexcused tardies - student receives two detentions per occurrence
 - d. 6 or more unexcused tardies - student receives an In-School Suspension per occurrence and/or additional detentions.
3. ALL tardies are considered unexcused unless the student has a written medical note.
4. Any tardiness that is a result of doctor/dental/other health appointment or a late bus will be treated as excused.
5. Arrival to school by 9:20 a.m. is considered tardy (end of 1st period). Arrival after 9:20 a.m. will be counted as an absence. The end of 1st period is used on delay days for marking tardiness.
6. Tardiness to class during the school day may result in detention. To avoid a detention, obtain a note from the teacher who detained you and caused you to be late to class. Tardiness to school or class is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization or parent/guardian consent.

7. Students are expected to come to class prepared to learn and remain in class during the class period. If students abuse pass privileges by repeatedly asking to leave class, he/she may be subject to disciplinary consequences.

RULE 10 - ALCOHOL AND DRUGS (Board Policy #5530)

No student shall possess, distribute or sell any form of alcohol or drugs (this includes look-alike, prescription/non-prescription, inhalants, look-alike mind-altering substances, or counterfeit controlled substances and drug paraphernalia devices).

DRUG/ALCOHOL POLICY

- A. Drug/Alcohol Use
 1. Selling or distributing harmful drugs/alcohol to fellow students and/or possession of drug paraphernalia.
 - a. Parent/Guardian shall be notified and consultation will be offered.
 - b. Information shall be turned over to the proper legal authorities for verification of the substance.
 - c. Penalty.
 - *First Offense---10 day out-of-school suspension with recommendation for expulsion.
 2. Possession of, attempting to possess, having used, or having control of harmful drugs/alcohol when such possession or control is in violation of Federal and State Laws, and AEVS Board of Education Policy.
 - a. Parent/Guardian shall be notified and consultation will be offered.
 - b. Information shall be turned over to the proper legal authorities for verification of the substance.
 - d. Penalties:
 - 1)First Offense - 10 day out-of-school suspension
 - 2)Second Offense - 10 day out-of-school suspension/
recommendation for expulsion
- B. Suspected use of harmful drugs/alcohol

If a student is suspected of having used drugs/alcohol or other mind-altering substances, the following procedures will be followed:

 1. The building administrator shall be notified.
 2. Any unusual behavior will be observed and documented.
 3. Emergency medical procedures will be followed, if needed.
 4. Parents/Guardians shall be notified and consultation will be offered.
 5. If deemed necessary for verification, parents, being financially responsible, will take the student for drug identifying testing.
 6. If it is determined that the student was using drugs/alcohol, the penalties for possession of, or having used will be enforced.
 7. Referral to the School Counselor may be made in order to connect the student with support services.
- C. Allowable use of prescription drugs
 1. Parents shall notify the school officials that the student will be taking prescription drugs during school hours, or scheduled school activities.
 2. The school officials shall notify the teachers that the student is taking prescription drugs during school hours, or scheduled school activities.
 3. Teachers, having knowledge that a student is taking drugs and having no previous knowledge from the administration that the student is allowed to take prescription drugs, shall remove the drugs from the student's possession and take both the student and the drugs to the office of the principal. The principal, or his designee, shall immediately notify the student's parents/guardians that the student is in the possession of drugs.

4. All allowable medication must be in a container (preferably original) with the student's name, type of medication, dosage, route and time of administration. Such medication must be appropriately stored by the school official or school nurse.
 5. Inhalers, with medical documentation, may be carried by each student.
 6. Students possessing, distributing or selling prescribed/non-prescribed drugs may be subject to up to a 10 day out of school suspension and a possible recommendation for expulsion.
- D. This policy shall be in effect for any narcotics, alcohol, drug, "look-alike" (counterfeit controlled substances), or mind-altering substances on school property, or possession of paraphernalia conducive to above substances, including buses, or at any school activity.
1. Examples of "look-alike" drugs are as follows:
 - a. Represents to be a controlled substance.
 - b. Represents to be of a nature, appearance or effect, which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.
 - c. The substance substantially resembles a controlled substance (black cadillac, black beauty, yellow jacket, blue and clear, brown bombers, white cross, purple hearts, valium, librium, cocaine, etc.).
 - d. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance.
 - e. The substance is not labeled as required by the FDA.
 - f. The person states that the substance may be resold at a price that substantially exceeds the value of the substance.

RULE 11 – TOBACCO (Board policy #5512)

Possession or use of tobacco and/or vaping devices in any form is prohibited.

TOBACCO POLICY

Students attending the Ada Exempted Village Schools will not be allowed to possess or use tobacco during the school day as described under Suspension section 3.11.

- A. School Day-Definition:
1. Students not riding school buses: That period of time when the student first arrives on campus in the morning and until leaving the campus after the last class in the afternoon.
 2. Students riding school buses: That period of time when the student boards the bus in the morning until he/she departs from the bus in the afternoon.
 3. The lunch hour shall be considered part of the school day.
 4. The school day shall also include all school sponsored activities that take place before, during or after the regular school day.
- B. Penalties for non-compliance:
- Smoking, chewing or possessing tobacco, including vapor or e-cigarettes
- a. First Offense - 3 day out-of-school suspension or participation in a recognized smoking cessation program with two days ISS.
 - b. Second Offense - 5 day out-of-school suspension; referred to law enforcement
 - c. Third Offense - 10 day out-of-school suspension and recommendation for expulsion
 - d. Further Offenses - 10 day out-of-school suspension and recommendation for expulsion

Note: Ohio prohibits anyone under the age of 18 years to use, consume, or possess cigarettes, other tobacco products, including vapor or e-cigarettes, or paper used to

roll cigarettes. Any student under the age of 18 that uses, consumes, or possesses cigarettes, other tobacco products, or paper used to roll cigarettes while attending the Ada Exempted Village Schools during the school day as described under Suspension section 3.11 may be reported to the local law enforcement authorities as doing so. Juvenile Court may require the child to attend a Youth Smoking Education program and/or impose a fine of not more than one hundred dollars.

Smoking/vaping, or the intent to smoke/vape, (holding a lit or unlit cigarette/vaping device) is to be considered smoking and the penalty will be administered as described above. A student can be accused of smoking/vaping if in an area with smoke obviously seen by a school employee. A student serving as a lookout to warn other students will receive the same penalty as listed under smoking/vaping. School authorities are only finders of fact and as such need to make decisions based on information received and not necessarily on physical evidence.

RULE 12 - ENTERING OR LEAVING DURING THE SCHOOL DAY AND TRESPASSING (Board Policy #'s 5230 and 5610)

A student must have an authorized permit and report to the high school office when leaving the building for a specified and legal reason. Students are required to sign out upon leaving and sign in upon returning to school in the high school office. A student who arrives during the school day, must report to the high school office to secure a tardy admit slip. Students will not be admitted to class without this slip.

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorizations of the principal.

Unless participating in an extra-curricular activity, students are to leave the building at the end of the school day. Trespassing also includes entering unauthorized areas of the school building and/or grounds.

RULE 13 - PUBLICATIONS AND ORGANIZATIONS (Board Policy # 5722)

Publishing or distribution of any printed material and the promoting or joining of any club/organization which has not been approved by the building principal is prohibited.

RULE 14 – FORGERY, CHEATING AND FALSIFICATION

All forms of cheating, including plagiarism on school work are prohibited. Any form of forgery (attendance notes, passes, etc.), is strictly prohibited. Lying for any reason is prohibited.

RULE 15 – AIDING OR ABETTING VIOLATIONS OF SCHOOL RULES

No student shall assist or aid in any way another student in violating federal, state, local or school rules. If a student assists another student in violating any school rule, both will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their own behavior.

RULE 16 – BULLYING, HARASSMENT, INTIMIDATION, OR THREATS (Board Policy #'s 5516; 5517; 5517.01)

We believe that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment or bullying of other students or members of staff, or any other individuals is not permitted. This includes any oral, written, electronic means (cyber bullying) or behavior that creates a hostile, intimidating,

threatening or offensive learning environment. The policy applies to busses. Students who violate the policy, including cyber bullying, may be subject to disciplinary action ranging from personal conference to the possibility of suspension or exclusion.

*HARASSMENT – INTIMIDATION
GENDER/ETHNIC/RELIGIOUS/DISABILITY/RACIAL HARASSMENT*

Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, disabilities, etc. toward a fellow student, staff member or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

Nonverbal:

Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the district.

Physical:

Any intimidating or disparaging action such as hitting, hissing or spitting on a fellow student, staff member or other person associated with the district.

Any student who believes that he/she is the victim of any of the above actions should take immediately the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal or assistant principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent of schools.

The student may submit a report in writing, by telephone, in person, or anonymously through the school's website. This policy protects those who make reports from harassment or retaliation after the report has been made. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be requested by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that the false accusations can have serious effects on innocent individuals. Students who make false reports are subject to disciplinary action with the possibility of suspension. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges.

Some forms of harassment of a student by another student may be considered a form of child abuse which will require that the student abuser be reported to proper authorities.

RULE 17 – POSSESSION OF A WEAPON-EXPLOSIVE (Board Policy #5772)

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may be subject to expulsion and possible permanent exclusion.

Under Federal law, a firearm is defined as any weapon, including a start gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destruction device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. This also includes fireworks, lighters and matches. A knife is defined as any cutting instrument with at least one sharp blade.

DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon, instrument of violence, or explosive while on school property or at a school sponsored activity.

RULE 18 – EXTORTION (Board Policy # 5517.01)

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

RULE 19 – POSSESSION OF ELECTRONIC DEVICES

It should be understood that the use of student owned electronic devices such as cell phones, personal devices, MP3's, CD/DVD players, Ipods, video cameras, etc. at school is a privilege and not a right. If, at any point during the school year, it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse which causes a disruption to the educational process, or the normal activity of the school, or contributes in any way to any situation violating school rules or policy, then the result may be the loss of this privilege, individually or as a student body. **Students shall not use or possess any electronic equipment without the permission of the principal or under one of the following conditions. Unauthorized recording or videotaping of students or staff members by any means is strictly prohibited.**

Electronic devices are not permitted for use during the school day for grades K-5. Any electronic device must be off and secured in cubbies or book bags prior to the start of the day.”

Cell phones, personal devices, IPods, and MP3 players may only be used by students in grades 6-12 on school grounds as follows:

- Prior to 8:35 a.m., the start of first period. All electronic devices shall be turned off and secured out of sight prior to entering classrooms during the day. Electronic device use is prohibited in all areas when classes are in session without specific permission.
- During a student’s lunch period.

- Any time after the 3:30 p.m. or end of last period dismissal bell.

Cell phones and personal electronic devices are to be turned off and secured out of site during all classroom periods **unless such use is in the teacher's lesson plan for educational purposes**. Cell phones and personal electronic devices used as educational tools during the activity shall be turned off and secured out of site at the conclusion of the educational activity.

Teachers will have the discretion to allow the use and/or privilege of personal electronic devices when they believe it may enhance the student's learning environment during a classroom period. Students must follow individual classroom policies.

The possession or use of laser pointers is prohibited at any time while on school property.

Possession and/or use, other than described above, may result in the following:

- 1.) Confiscation of device and or loss of privileges
- 2.) Confiscation of device and Detention
- 3.) Confiscation of device and Extended Detention or 2 Detentions
- 4.) In School or Out of School Suspension. Severe violations will be treated as "disruption" or "insubordination."

Ada Schools does not assume any responsibility for any electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen.

RULE 20 - UNAUTHORIZED USE OF FIRE (Board Policy #5610)

Any unauthorized use of fire will not be tolerated. A student who lights a lighter or match in the school building or on school grounds may be suspended for a period up to 10 days with a possible recommendation for expulsion. A student shall not have in his/her possession, a lighter, matches, or any flammable materials.

RULE 21 – GAMBLING

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

RULE 22 – SCHOOL TRANSPORTATION RULES (Board Policy #'s 5610.04; 8600)

The Ada student should look upon bus transportation to and from school as a privilege, not a right. The state DOES NOT require the school to bus high school students, regardless of the distance from home to school. Therefore, the school expects orderly behavior while riding buses. The bus driver holds authority while the student is boarding, riding, and/or alighting from the bus. Action by a student which distracts the driver and/or interferes with the safe operation of the bus will not be tolerated. Denial of a student's bus privileges for a limited or unlimited period of time may be necessary if action by a student is considered to be unsafe and/or distracting to the driver and/or other students. If a student is denied bus privileges, it then becomes the responsibility of the student and/or parent/guardian for transportation to and from school. The student will not be excused from school because transportation is not available. Occasionally, buses are delayed for a number of reasons. If that does occur, students riding that particular bus are to stop in the high school office for a late bus permit. This will admit the student to class and will not count against the student for attendance purposes.

RULE 23 – COMPUTER TECHNOLOGY (Board Policy #7540)

Students shall not use someone else's password or access another student/faculty member's files or materials; they will be subject to disciplinary procedures as outlined in other sections of this handbook. Further, students who use school equipment or their own computer to try to access the school's computer system will be subject to privilege loss and other disciplinary measures. Opening an inappropriate site and/or copying inappropriate material is strictly prohibited. Unauthorized access information from the computers is prohibited. The school district has the right to inspect all information/data stored on school owned equipment.

*COMPUTER HARDWARE, SOFTWARE, SCHOOL TECHNOLOGY, E-MAIL,
INTERNET & PHONES*

A student shall not abuse the school district's hardware or software including, but not limited to: tampering with computer programs (whether such programs are commercially prepared or belong to another student or faculty/staff member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computer hardware or software; changing, tampering or deleting information; using computer, phone, or computer mail facilities of the school district for purposes unrelated to the instructional program of the district unless written permission from the superintendent has been obtained; and misusing district telephones to place unauthorized phone calls. Any abuse shall be considered damage to school property.

RULE 24 - CAFETERIA AND EATING (Board Policy #'s 8500; 8531)

Meals are served daily in the cafeteria. All students must eat in the cafeteria whether they buy complete lunches or not. There are no other rooms designated as lunch rooms and therefore, all students are expected to eat in the cafeteria. Students will not be permitted to go home for lunch.

The rules for the cafeteria originate in courtesy and consideration for other students and employees:

1. All students are responsible for cleaning up after themselves.
2. There will be a limited number of students per table.
3. NO FOOD/BEVERAGES will be taken from the cafeteria.
4. Beverages with very high levels of caffeine may limited at the principal's discretion.
5. Students will remain in the cafeteria until they are dismissed by the supervisor.
6. Students will sit at one table throughout a lunch period.
7. Students must be courteous to school employees and other students.
8. Students must follow safety and health regulations.
9. Students who fail to follow the above rules may be assigned a seat.
10. Students not reporting to their assigned lunch period shall be considered truant.
11. Closed Lunch - Lunches purchased from a restaurant cannot be brought into the lunchroom.
12. Chewing gum in school is prohibited.

RULE 25 – ENTERING ANOTHER STUDENT'S LOCKER

No person shall open another person's locker, either by use of the combination number or by forcing the locker open, with or without specific permission from the student assigned to that locker. Lockers are not to be shared or changed for any reason.

RULE 26 - SEXUAL HARASSMENT (Board Policy #5517)

No student shall sexually harass another student or school employee. Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct

of a sexual nature. A student who feels he/she has been a victim of sexual harassment should file a sexual harassment complaint with the school administrator.

Sexual harassment may include, but is not limited to:

Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, whistling or display of sexually suggestive objects, pictures, or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

SEXUAL HARASSMENT POLICY

All individuals associated with Ada Exempted Village Schools, including but not necessarily limited to, the Board of Education, administration, staff, students and members of the public while on school grounds are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student or staff member where:

Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education: or

Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual: or

Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, whistling or display of sexually suggestive objects, pictures, or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Implying or withholding support for an appointment, promotion, or change of assignment: suggesting that a poor performance report will be prepared; or suggesting that probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.

Coercive sexual behavior used to control, influence, or affect the career, salary work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grade, and/or learning environment of a student.

Offering or granting favors for educational or employment benefits, such as grades, or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the superintendent or his designee(s), who shall be named annually by the superintendent.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action per board policy. Any faculty or staff member who knows of such conduct must report it to the superintendent or designee or shall be subject to disciplinary action per board policy.

A substantiated charge against a student in the district shall subject that student to disciplinary action, which may include suspension, expulsion and/or filing of criminal charges.

All matters involving sexual harassment complaints will remain confidential for both the charging party and the person being accused of sexual harassment.

RULE 27 – REPEATED OFFENSES

Disregard for the student Code of Conduct, as evidenced by repeated violations of school rules and/or policy, will result in **possible In School Suspension, Suspension or Expulsion**.

DENIAL OF PARTICIPATION (Board Policy # 5610.05)

The rules and regulations approved by the Ada Exempted Village Schools Board of Education shall be followed by all students that are involved in extracurricular activities at Ada Exempted Village Schools.

The advisor shall provide each participant with a list of the rules and regulations under which his/her activity will operate. The advisor will provide a copy of the rules and regulations and go over them verbally. Students and parents will be required to sign the Code of Conduct for participation in the extracurricular activity.

When it appears that a student has violated a rule and the penalty for such a violation is denial of participation, the following due process procedures shall be followed:

- A. Should a student violate one of the rules and/or regulations that govern that particular activity, the advisor will be involved.
- B. If the administrator agrees that the rules and regulations have been violated, it is the responsibility of the Administrator to deny participation to the student. The student will be presented with a written NOTICE OF INTENT TO DENY PARTICIPATION.
- C. After receiving such written notice, the student will be provided with the opportunity to appear at an informal hearing to state his/her side of the story. The advisor will be consulted and an Administrator will be present at such hearings.
- D. Based on the hearing, the decision to deny participation or not to deny participation is made. If the decision is to deny participation, the administrator shall notify the parents, in writing, and state the reason(s) for such denial.

- E. The student may appeal this decision directly to the building Principal. This appeal must be in writing and given to the principal within forty-eight (48) hours after the decision is rendered or no appeal will be heard, granted or considered.
- F. The student may appeal this decision directly to the Superintendent of Schools. This appeal must be in writing and given to the superintendent within forty-eight (48) hours after the decision is rendered or no appeal will be heard, granted or considered.

DISCIPLINARY ACTION INFORMATION

The following forms of disciplinary action are employed by Ada Exempted Village Schools. The forms of action listed here are in accordance with district wide policy relative to the student code of conduct.

REPRIMAND/WARNING (Board Policy # 5610.02)

The student meets with the principal or his/her designee to discuss the incident. A verbal warning will be issued and recorded as such. The parent/guardian may be informed by phone or through a warning letter about the incident.

PARENT/GUARDIAN CONFERENCE

The principal or his/her designee may request a conference at the school with the student and parent/guardian as a means to correcting or taking steps to correct the student's behavior/discipline problem.

DETENTION (Board Policy # 5610.02)

Students may be required to come to school early or remain after the school day providing the principal or his/her designee gives the student a one (1) day notice or notifies the parent/guardian.

DETENTION POLICY

One of the goals of any educational institution should be to prepare students to be responsible adults. We at Ada Exempted Village Schools need to emphasize to students the realities of the adult world concerning punctuality, habits and behavior. The following educational tool is designed to provide students with consequences for their actions similar to those of the adult world. This policy is designed to strengthen our position on requiring students to be on time to class and on student classroom behavior.

Ada Schools use detention as a disciplinary consequence for tardiness and a variety of behavior related school disruptions. A student assigned detention will be given at least a 24 hour notice prior to serving and is expected to work out any transportation problems.

Detention sessions to be announced and begin promptly at 3:45 pm. Students who report late or skip detention sessions will not be given credit nor allowed to serve their assigned detention and one additional school detention will be added. If a student continues to miss detention, extended detentions, In School Suspension, or Out of School Suspension will be assigned.

Should a student be involved in a sports related or co-curricular event which is in conflict with the detention, they will be expected to serve the detention. Activities are second nature to the disciplinary responsibilities of the student.

WITHHOLDING OF PRIVILEGES (Board Policy # 5610.02)

Special privileges such as library, hall pass, special permits, computer usage, attending after school activities, field trips, etc.; may be withheld when there is evidence of abuse of such privileges or as a form of discipline. Certain field trips have set behavioral, academic and attendance requirements to be eligible for participation. These criteria are established and enforced at the principal's discretion.

SPECIAL ASSIGNMENTS (Board Policy # 5610.02)

Students may be required to perform reasonable tasks appropriate to the disciplinary infraction. (Ex: – cleaning tables in cafeteria for throwing food)

EMERGENCY REMOVAL (Board Policy # 5610)

If a pupil's presence poses a continuing danger to persons or property, or is an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on school premises, then the Superintendent or Principal may remove the student from the premises. A teacher may remove the student from the curricular or extra-curricular activity under his/her supervision, but not the premises.

SATURDAY SCHOOL/ EXTENDED DETENTION (Board Policy # 5610.02)

Saturday School is a disciplinary action used for violation of school rules and/or the student code of conduct. Students will receive written Saturday school notification with the details of the times and dates. Failure to attend Saturday School may result in an In-School Suspension or Out-of-School Suspension. With written notice according to the Saturday School Policy, extended detentions may be assigned on weeknights.

IN-SCHOOL SUSPENSION (Board Policy # 5610.02)

Ada Exempted Village Schools has instituted an In-School Suspension program. Its primary function is to remove students from the mainstream educational process without suspending them from school. Assignment in the In-School program may be offered to offenders of the Student Code of Conduct at the discretion of the principal or the designee of the principal

Assignment to the In-School Suspension program would be offered to students and parents who agree to work cooperatively with the school toward the goal of improved overall conduct on the part of the student. By accepting the assignment to In-School Suspension, students and parents agree that any further violations of the student code of conduct while waiting to serve the assignment to In-School Suspension will be sufficient cause to have the assignment to In-School Suspension revoked and the suspension served out-of-school. Students will be required to confirm to a list of conditions for the assignment to In-School Suspension, as well as have a form signed by the student indicating they have reviewed the rules and regulations of the assignment to In-School Suspension. While in reassignment, students have the opportunity to complete all work assigned and not lose credit for work they missed while out of their regular classroom. In-School Suspension is **NOT** a suspension from school.

SUSPENSION (Board Policy #5610)

A student may be suspended from school by the principal for up to ten (10) days for violation of the School Rules and Regulations. No student, while under suspension, shall be on school property or participate in any school activities. Suspended students will not receive credit for work missed during the suspension. All suspensions are out-of-school suspensions. Suspensions may not be carried over into the next year but the student may be required to participate in community service or an alternative consequence determined by the principal for the number of hours equal to the time left on the suspension.

EXCLUSION (Board Policy #5610)

A student may be permanently excluded from school by the Superintendent once a resolution from the Ada Exempted Village Schools Board of Education has been forwarded requesting such action. During the time of exclusion the student shall not be on school property or participate in any school activities. Students who are excluded from Ada Schools will lose credit for the period of time for which they have been excluded.

EXPULSION (Board Policy #5610)

A student may be expelled from school by the Superintendent for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy. Expulsions may be carried over into the next school year. No student, while under expulsion, shall be on school property or participate in any school activities. Students who are expelled from Ada Schools will lose credit for the period of time for which they have been expelled. Students who are 16 years old or older at the time of expulsion may be permanently expelled.

THE ADA EXEMPTED VILLAGE SCHOOL BOARD OF EDUCATION WILL COMPLY WITH ALL PROVISIONS OF SECTION 3313.66 AND 3313.661 OF THE OHIO REVISED CODE WITH REFERENCE TO THE PROCEDURAL STANDARDS FOR THE EXCLUSION, EXPULSION, SUSPENSION, AND EMERGENCY REMOVAL OF PUPILS FROM PUBLIC SCHOOLS.

ADA JUNIOR/SENIOR HIGH SCHOOL ATHLETIC HANDBOOK

The Ada Junior/Senior High School Athletic Handbook shall be the guidelines administered within the athletic program, grades 7-12, from the time the Ada Exempted Village School Board adopts said handbook until the revisions for the following year are proposed and adopted for the next school year.

Philosophy

It shall be the purpose of Ada High School to provide a well planned and well-balanced program of interscholastic athletics for our students, who are enrolled, attend, and who meet the academic and residential standards of the Ada School District. Competitive sports are an important part of the total education program for students in our school. Athletic activities will provide educational experiences not otherwise provided in the curriculum. Emphasis will be upon teaching through activities in addition to teaching the skills of the activities. Every attempt will be made to provide numerous opportunities for students to participate in activities, which promote growth and development, teach social and recreational skills, and develop leadership qualities. Participation in athletics is not a right but a privilege to those students that follow the rules of the code of conduct. The interscholastic athletic program will operate and be managed under policies and guidelines set forth by the Ada Board of Education, the Ohio High School Athletic Association, and the Northwest Conference.

The athletic program shall be based on the following premises:

1. That interscholastic athletics are an integral part of the overall educational program.
2. That the total development of the student is our main concern.
3. That the fundamental functions of the school lie in the work within the classrooms and that extracurricular work should supplement, not interfere with the basic functions for which schools are established and maintained.
4. That the contest rules, regulations, and supervision of the programs should ensure the maximum protection of the health and safety of the participants.
5. That athletics is an important area, in the total operation of the school program, which is exposed to public view.

Ada Athletic Code of Conduct

Eligibility and Training Rules

By participating in athletics at Ada High School, students are accepting the responsibilities of an athlete and will abide by all policies, rules, and regulations established by the Ada Board of Education, the Ohio High School Athletic Association, the Northwest Conference, and the coach. The Code of Conduct takes effect the first day of practice and continues to the end of the season as described by the OHSAA.

Members of the athletic teams at Ada must be aware of the important role they have in representing their school and community. Team members are recognized outside the school. For this reason, students must be willing to accept this unique role as ambassadors of the schools. If athletes are to truly accept this role, they will reflect this in their conduct and training all year as well as the time in season.

The following rules and regulations have been developed to serve as a basis for all sports at Ada.

I. Participation

The seasons for two or more sports may be held concurrently. An athlete may be a participant in one and only one sport at the same time. If an athlete is on a squad after the first game in that sport, he or she cannot be a candidate for another concurrent sport during the school year.

II. Scholastic Eligibility

Students must meet all Ohio High School Athletic Association scholastic eligibility requirements as well as those established by the Ada Board of Education. Eligibility for each grading period is determined by the grades received the preceding grading period. **Semester average, exams, and yearly averages have no effect on eligibility.**

OHSAA Requirements for Grades 7–12

- GRADES 7–12: To be eligible, a student-athlete must be currently enrolled in member school and have received passing grades in a minimum of five one- credit courses, or the equivalent, in the immediately preceding grading period (4-4-1)

Ada Board of Education Requirements

1. GRADES 9-12: A student must have achieved a minimum GPA of 2.0 and meet OSHAA eligibility requirements.

The principal may take an exception to the GPA requirement if the student has been participating in an intervention program and has shown satisfactory progress towards achieving the minimum GPA. The student would be placed on a “Gray Sheet”. The teachers of the student who did not meet the GPA standard will fill out this weekly progress report. This is then presented to the principal for his decision on whether the student will be eligible for the week. This process will continue for the entire 9 week grading period or until the season is completed. If a student does not meet the minimum GPA after being on the “Gray Sheet” they will be ineligible. A student can only be on a “Gray Sheet” once during a school year.

2. If a student, who becomes ineligible under these standards, improves his/her GPA during the current grading period enough to meet the eligibility standard, the athlete may be reinstated at the beginning of the next grading period.

3. In the case of a student being educated on an IEP, the IEP Team shall determine whether or not the student has met eligibility standards appropriate for participation.

4. GRADES 7-12: A student must not have failed more than 1 subject in the previous grading period.

Note: An athlete may begin practice for a sport during the grading period in which he/she is ineligible, but he/she may not participate in any scrimmage or game contest until he/she is eligible for participation.

III. Non-Interscholastic Participation

Participation in a non-interscholastic contest, while a member of a school squad in the same sport, is prohibited. An athlete becomes a member of a squad by participating in an interscholastic event (scrimmage, preview, or regular season contest). (10-3-1) An athlete may have no contact with the school coaching staff in a non-interscholastic program except from June 1 – July 31. (4.2)

IV. Citizenship

- A. The school has the right to subject any athlete to disciplinary consequences for any misconduct by an athlete that occurs off of property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned or controlled by the district. Also, any misconduct by an athlete that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.
- B. Improper conduct will lead to direct disciplinary action by the principal, athletic director, and coach. Improper conduct is anything deemed as such by school staff and administrators according to the policies written in the student handbook.
 - First violation – coach will handle based on policies established at the start of the season
 - Second violation – denied participation for one week (minimum one game, includes practices)
 - Third violation – denied participation for remainder of season

- C. Hazing/Harassment of other athletes or students will not be tolerated and will be handled by the coaches and administration. No district employee shall plan, direct, encourage, aid in, permit, condone, or tolerate hazing or harassment in any form. An athlete involved in hazing or harassment will first be removed from the team while an investigation is conducted. Following the investigation, a determination will be made by the administration based on its finding as to whether or not the athlete will be permitted on the team again. Also, further disciplinary consequences could occur at the discretion of the administration.

V. Attendance

An athlete must attend school a half-day to be able to participate or play the same day. A **half-day is from 8:30-12:00 AM or 12:00-3:30 PM**. If an athlete has an excused absence from the office, other than illness, they will be able to participate or play that day. Athletes too ill to be in school a half-day, are not permitted to practice.

VI. Appearance

- A. Athletes are expected to dress in a manner deemed appropriate by the coach.
- B. The wearing of jewelry is prohibited during practices, scrimmages, and games.
- C. Hair must be worn at a length appropriate for the individual sport; taking into consideration such factors as safety, liability, vision, and traditional team standards. The head coach will have final say on hair length at all grade levels.
- D. Teams or squads shall sit together at all games.

VII. Travel

All athletes and cheerleaders must ride the approved transportation to and from competitions. Exceptions will only be made through the principal or athletic director.

VIII. Drugs/Alcohol/Tobacco

A. Athletes shall not use, possess, transport, or furnish illicit drugs, or drug paraphernalia or other toxic materials; use, consume, or transport alcohol or tobacco products (including vaping devices). (steroids are considered illicit drugs unless prescribed by a physician)

B. Athletes shall not participate in criminal acts, which violate the sense of propriety and decency of community or law.

- 1. First Offense – athlete will be denied participation in the specified number of contests as follows:
 - a. 2 regular season/tournament contests – football, track, wrestling, cross country and football cheerleading
 - b. 3 regular season/tournament contests – soccer
 - c. 4 regular season/tournament contests – volleyball, golf, basketball, baseball, softball, tennis, and basketball cheerleading

Denial of participation in athletic contests will carry over into the next sports season. (ex: If only 1 game remains in the football season, and the athlete is suspended for 2 games, the athlete will be denied participation in the first game of the next sports season in which he/she participates in.)

- 2. Second Offense – athlete will be denied participation for the remainder of the season and/or 40 % of the next sports season. In addition, the

athlete must attend an assessment program and follow all recommendations made by the program. The athlete will be denied participation until this requirement has been met. The athlete has one week to contact a licensed/certified assessment group to set up sessions. All costs associated with the assessment/education will be the responsibility of the athlete and his/her family.

3. Third Offense – athlete will be denied participation in all athletic activities for one calendar year. The athlete must also receive an assessment and follow all recommendations of the assessment. The athlete will be denied participation until this requirement is met.
4. Fourth Offense – athlete will be denied participation in all athletic activities for the remainder of his/her high school career.

In order for an athlete who has been denied participation due to drugs/alcohol/tobacco use to return to the athletic program, he/she must complete the recommendations of the assessment program including a written report indicating the athlete's successful completion of the recommendations presented to the principal.

C. Denial of Participation Procedure

When an offense is reported, the principal or athletic director and coach will interview the athlete as soon as possible. (2 staff members will be in the meeting). Parents will be notified of the situation. Based on the review of the facts in this meeting and/or any subsequent investigations, the decision will be made by the athletic director to deny or not to deny participation. The athlete and the parent/guardian will be notified in writing if the decision is to deny participation. The athlete may appeal this decision to the principal. The athlete's appeal must be in writing and submitted to the principal within 48 hours after receiving written notification from the athletic director or the right to appeal will be waived. The final authority to deny participation rests with the principal. Until a decision is reached on the appeal, the student will be denied participation.

Violations of the athletic code of conduct are cumulative from the beginning of the athlete's seventh grade year to the final day of possible participation of an athlete's senior year.

General Athletic Guidelines

Pre-Season Parent's Meeting

At the beginning of each sports season there will be a mandatory preseason meeting which requires the attendance of athletes and their parents. This meeting shall consist of (a) a review of the student-eligibility bulletin and key eligibility requirements; (b) a review of the school's Athletic Code of Conduct; and (c) a sportsmanship, ethics, and integrity component as directed by the OHSAA.

Squad Selections

It is the philosophy of Ada High School that athletic participation be open to as many students as possible. However, due to limitations of space, equipment, and number of players needed, it is sometimes necessary to limit the number of athletes on a particular squad. The criteria and date for squad selections will be established by the coach and explained to all candidates. If not selected for the squad, coaches will provide individual athletes feedback upon their request regarding how to improve for future squad selections. Athletes and parents should note that squad selection is, by its very nature, subjective in judgment. As long as the coach follows the principles listed previously, the administration will not intervene.

Communication/Chain of Command

Any communication/grievance athletes or parents have must be channeled through the following people in the following order:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

Awards

Ada athletes will be honored at the conclusion of the fall, winter, and spring sports seasons.

1. All athletes who complete a sport season will receive a certificate of participation. Awards will be made at the end of each sport season as determined by the head coach of each sport. There will be no individual or team awards for reserve, freshman or junior high teams.
2. Additional awards beyond the above certificate are:
 - a. A Varsity "A" will be awarded only once in an individual's career
 - b. A bar will be given for 2nd year awards
 - c. A plaque will be given for 3rd year awards
 - d. A trophy will be given for 4th year awards
3. An athlete who is selected 1st Team All-Ohio by the AP/Coaches poll or is one of the top three state finalists in an individual sport, will be honored with a large picture on the wall of the gymnasium lobby.
4. Athletes will be honored with a small picture on the wall of the gymnasium lobby for achieving the following: a relay that reaches the state podium in its respective sport, an individual who reaches the state podium but does not place in the top three, an athlete selected 2nd Team All-Ohio by the AP/ Coaches poll.
5. Any league champion or regional qualifier teams will have a banner placed in the high school gymnasium.
6. Any state championship or runner-up teams will have a team picture placed in the high school gymnasium. A team that makes the state semi-finals will be honored with a picture in the lobby of the gymnasium.
7. Any league champion or district champion teams will have patches awarded to team members.
8. Coaches are permitted to award special awards for their sports individual efforts. These must be cleared through the athletic director before presentation.

Basis for Varsity Awards

Fall Sports:

Cross Country- Participant in all meets.

Golf – score in one varsity match and/or participate in four varsity matches

Girls' & Boys' Soccer – attend all scheduled games, play in a minimum of 16 halves

Volleyball – play in a minimum of 1/2 of all varsity matches

Football – play in 20 quarters

Winter Sports:

Girls' & Boys' Basketball – play in 40 quarters

Swimming – attend all scheduled meets, score in one meet

Wrestling – wrestle in 1/2 of the allowable points for the season

Spring Sports:

Softball & Baseball – non-pitchers must play in a minimum of 1/5 of all innings played, pitchers must meet one of the following criteria: a. win 3 games, b. win 1 game and pitch a minimum of 16 complete innings, c. pitch a minimum of 23 innings

Tennis- Participant in half scheduled matches.

Girls' & Boys' Track – attend every meet, earn 10 points up to the NWC meet, or score in the NWC meet, or compete as one of our top 2 in 60% of the invitational meets
Cheerleading – complete the season on the varsity football or basketball squad

FOR ALL VARSITY SPORTS: A letter may be granted to an athlete having fewer than the minimum participation requirements in cases involving injuries, weather, and loyal service. Coaches also have the right to take into consideration the following: general conduct, sportsmanship, loyalty, and overall contributions to the squad.

Evaluations

The evaluation procedure for athletic personnel is as follows:

1. The athletic director will be the evaluator of each head coach. If the athletic director is a head coach, the principal will be the evaluator of that head coach.
2. The head coach will be the evaluator of his/her assistants.
3. The principal will be the evaluator of the athletic director.

Financial Policies

- Requisitions for ordering all equipment and supplies as well as any request for the expenditure of athletic department funds shall be approved by the athletic director.
- Any spending not approved by the athletic director is subject to non-payment from athletic funds and become the responsibility of the coach.
- The head coach will provide the athletic director with a year-end inventory of equipment and submit a list of all anticipated needs for purchasing for the next year.
- Funds will be provided for coaches to attend coaching clinics and his/her state tournament.
- The athletic department will reimburse coaches mileage for scouting or other related coaching trips when they use their own vehicles.
- Coaches should not accept any donations to their respective sports without prior approval of the athletic director.

Fundraising Policy - Ada Schools abides by the policy set forth by the NWC

"The Northwest Conference, and its member schools, may support the Ohio High School Athletic Association and Other Support Organization's awareness causes, but will not be used as a fund raising entity by any of those organizations. All fund raisers held at sporting events, must have prior approval from the administration and athletic director."

Participation Numbers

The following is a list of minimum numbers of students required in order for the squad/sport to be offered:

- Varsity and Junior Varsity Football	22
- Freshman Football	14
- Junior High Football	18
- Varsity Volleyball	8
- Junior Varsity Volleyball	6
- Junior High Volleyball	6
- Varsity Basketball	8
- Junior Varsity Basketball	6
- Freshman Basketball	5
- Junior High Basketball	5
- Golf	5
- Varsity Soccer	14
- Junior Varsity Soccer	12
- Varsity Baseball and Softball	12

- Junior Varsity Baseball and Softball	10
- Junior High Softball	10
- Coed Varsity Track	12
- Coed Junior High Track	12
- Coed Varsity Swimming	10
- Junior High Wrestling	7
-Wrestling	7
- Varsity Football Cheerleaders	6
- Junior High Football Cheerleaders	6
- Varsity Basketball Cheerleaders	6
- Junior Varsity Cheerleaders	4
- Freshman Basketball Cheerleaders	4
- Junior High Basketball Cheerleaders	6
- Cross Country	5
- Boys Tennis	7
- Girls Tennis	7

If a sport does not have the minimum number of students required noted above, the sport will enter a one-year probationary period for the following season. If during the probationary season the sport once again does not maintain the minimum number of students required, the sport will be dropped from the Ada High School Athletic Program.

Volunteer Coaches

Any person desiring to serve as a volunteer must be recommended by the head coach with permission from the athletic director and principal. Volunteers shall abide by applicable policies and regulations of the Ada Board of Education. They will be required to complete a BCI/FBI check, CPR, and PAS training. All volunteers must observe all rules of conduct, dress codes, and behavior codes as required of the professional staff members with whom they are associated, and uphold the standard of behavior on the part of the athletes with whom they work.

Inclement Weather Practice Sessions

In the event of cancellation of school, practices at the varsity level are allowed if traveling conditions have improved. The safety of the athlete is to be given prime consideration in making the decision to hold practice. At no time will the athlete be required to attend a practice if the safety of the athlete is in question. All junior high practices will be cancelled. The one exception would be if school was cancelled due to fog and it has lifted.

Dismissal/Quitting

Any athlete who has been dismissed from a squad for any violation during a sport season will not be eligible to participate on any other athletic squad or conditioning program during the same sports season. If an athlete quits a squad after the first scheduled contest, they must obtain a release from the head coach in that sport and be given approval by the athletic director before they enter a conditioning program of another sport in the same season.

Spectator Consequences

A spectator is expected to respect all athletes, coaches, and officials. Failure to do so can lead to disciplinary action. This action may include but is not limited to:

- verbal warning
- written warning
- one-game suspension (next regularly scheduled contest)
- exclusion from all contests

