

Ada Exempted Village Schools

Student Handbook

School Year 2025 - 2026

**SCHOOL CALENDAR
2025 - 2026**

In-Service Day for Staff	August 19, 2025
Teacher work day/Open House	August 20, 2025
New Teacher Day	August 16, 2025
First Day of School	August 1, 2025
No School – Labor Day	September 1, 2025
No School – Fair Day	September 2, 2025
No School – Veterans’ Day	November 11, 2025
Thanksgiving Break	November 26 to 28, 2025
Christmas Break	December 22, 2025 to Jan 2, 2026
School Resumes After Break	January 5, 2026
No School- Martin Luther King Day	January 19, 2026
No School – Presidents’ Day	February 16, 2026
Easter Break	April 3 to April 6, 2026
School Resumes After Break	April 22, 2025
Last Day for Seniors	May 21, 2026
Last Day for Classes (K-11)	May 27, 2026
Teachers’ Work Day	May 28, 2026

*Staff professional development days, no school days for students, will be scheduled during the school year. These dates will be released at the beginning of the school year.

1st Grading Period Ends: October 24, 2025
2nd Grading Period Ends: January 20, 2026
3rd Grading Period Ends: March 20, 2026
4th Grading Period Ends: May 27, 2026

HIGH SCHOOL BELL SCHEDULE

Period 1	8:05 - 8:49
Period 2	8:52 - 9:36
Period 3	9:39 - 10:23
Period 4	10:26 - 11:10
Period 5	11:13 - 11:57
Period 6A (9-12 lunch)	12:00 - 12:42
Period 6B (6-8 lunch)	12:45 - 1:26
Period 7	1:29 - 2:13
Period 8	2:16 - 3:00

2 HOUR DELAY BELL SCHEDULE

Period 1	10:05- 10:35
Period 2	10:38-11:08
Period 3	11:11-11:41
Period 4	11:44-12:14
Period 6A (9-12 lunch)	12:17-12:47
Period 6B (6-8 lunch)	12:50-1:20
Period 5	1:23-1:53
Period 7	1:56-2:26
Period 8	2:29-3:00

3 HOUR DELAY BELL SCHEDULE

Period 1	11:05 – 11:28
Period 2	11:30 – 11:53
Period 3	11:55 – 12:18
Period 6A	12:20 – 12:49
Period 6B	12:51 – 1:20
Period 4	1:22 – 1:45
Period 5	1:47 – 2:10
Period 7	2:12 – 2:35
Period 8	2:37 – 3:00

2 HOUR EARLY RELEASE SCHEDULE

Period 1	8:05- 8:35
Period 2	8:38-9:08
Period 3	9:11-9:41
Period 4	9:44-10:14
Period 6A	10:17-10:47
Period 6B	10:50-11:20
Period 5	11:23-11:53
Period 7	11:56-12:26
Period 8	12:29-1:00

ADVISORY SCHEDULE

Period 1	8:05-8:44
Period 2	8:47-9:26
Advisory	9:29-9:57
Period 3	10:00-10:39
Period 4	10:42-11:21
Period 5	11:24-12:03
Period 6A	12:06-12:45
Period 6B	12:48-1:26
Period 7	1:29-2:13
Period 8	2:16-3:00

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Student Handbook

ADA EXEMPTED VILLAGE SCHOOLS
725 W. North Street
Ada, Ohio 45810

Welcome to Ada Exempted Village Schools. The administration, teachers, and staff are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the Principal.

Superintendent, Mrs. Julie Simmons
(419) 634-6421

Middle and High School Principal, Dr. Daniel Lee
(419) 634-2746

Elementary Principal, Mrs. Angela Maag
(419) 634-2341

Assistant Principal, Dr. Britton Devier
(419) 634-2746

Guidance Office
(419) 634-3086

Erinn Prater, Guidance Counselor 9-12
Bleu Arbothnot, Guidance Counselor K-8

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

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures.

Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 2025-2026 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.

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times, it will be the responsibility of the student to deliver the information. The School, however, may use the phone, mail, email, or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff.

ACADEMIC ELIGIBILITY (Board Policy 2430 and 2431)

To be eligible for any co-curricular or extracurricular activity, a student must have maintained at least a 2.0 grade-point average and must not have failed more than one subject in the previous grading period.

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 8:05 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.

ARTIFICIAL INTELLIGENCE & NATURAL LANGUAGE PROCESSING (NLP) TOOLS

The use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools, such as ChatGPT, Grammarly, or other content-generating technologies, is strictly prohibited unless a teacher explicitly authorizes their use for a specific assignment or activity.

Prohibited Uses:

Without express teacher permission, students may not use AI or NLP tools to:

- Create, compose, or edit writing assignments, art projects, or other original work.
- Generate answers for homework, quizzes, tests, or classwork.
- Complete any part of an assignment intended to reflect the student's own knowledge or skill.

Examples of Prohibited Tools (non-exhaustive):

- ChatGPT and similar AI chatbots.
- AI-generated image, video, or code tools.
- Grammar or rewriting tools used to recompose a student's work beyond proofreading.

Permitted Uses:

- Features built into district-installed applications on school-issued devices (e.g., spell check or Google Docs grammar suggestions).
- Assistive technology or accommodations listed in a student's IEP or Section 504 Plan.
- Speech-to-text tools provided by the district, unless the assignment is specifically testing spelling, grammar, or writing mechanics.

If in doubt, students must ask their teacher before using any AI/NLP tools.

Violations:

Any unauthorized use of AI/NLP tools will be treated as academic dishonesty (plagiarism) and disciplined accordingly under the Student Code of Conduct. Consequences may include:

- Receiving no credit for the assignment
- Parent/guardian notification
- Additional disciplinary measures based on the severity and intent of the violation

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 the NCAA Guide for College-Bound Student-Athletes and their Parents.

ATTENDANCE (Board Policy #5200 | Aligned with Ohio Revised Code 3321.01–3321.191)

The educational program at Ada Exempted Village Schools is based on consistent student attendance and active participation in instruction. Missing school disrupts academic progress and

impacts both learning and school community engagement. Students are expected to attend school daily unless legally excused.

- The minimum requirement for full-year courses is 162 days.
- The minimum requirement for semester courses is 81 days.
- Extenuating circumstances causing absence should be discussed with an administrator. The final decision on whether an absence is excused rests with school administration. (Ohio Rev. Code 3321.04)
- A student may not exceed 18 total days of absence (108 hours) per school year. 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

Legal Attendance Thresholds (Hours-Based)

Per Ohio law, all schools must track attendance in hours, not days. The following definitions apply:

Excessively Absent:

- 38 or more hours in 1 month (excused or unexcused)
- 65 or more hours in a school year

Habitually Truant:

- 30 or more consecutive hours unexcused
- 42 or more hours/month unexcused
- 72 or more hours/year unexcused

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity
 - a. Any classroom assignment missed due to the absence shall be completed by the student.
 - b. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation
 - a. The District requires verification of the date and time of the visitation by the college, university, or technical college.
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless

Religious Expression Days:

Students may request up to three (3) excused Religious Expression Days each school year.

- A written request must be submitted to the principal within 14 days of the school year starting or within 14 days of enrollment.
- Approved absences will result in no academic penalty.
- Teachers will provide reasonable accommodations for missed work or exams.
- Students may participate in extracurricular activities on religious expression days.

College Visits (Grades 11–12):

Students may take up to three (3) excused days for college, technical school, or military visits.

Procedure:

- Complete and submit a College Visit Form to the Guidance Office at least 2 school days in advance.
- Provide official verification from the college/university upon return.
- Failure to follow this procedure may result in the absence being unexcused.

Reporting Absences

- Parent/Guardian Notification Required: Call the school by 9:00 a.m. on the day of the absence:
 - Elementary (Grades K–6): 419-634-2341
 - High School (Grades 7–12): 419-634-2746
- Failure to Notify: If no contact is made by 120 minutes after the start of the school day, the school will attempt to contact the parent/guardian in accordance with Ohio law.
- Documentation:
 - A medical excuse must be submitted within 2 school days of return.

A valid medical excuse should state:

"[Student name] was under my care from [start date] to [end date] and may return to school on [return date]."

Absence Thresholds and Documentation Requirements

- Students may be absent up to 30 hours per semester (parent call-in).
- After 30 hours in a semester, all future absences must be documented with a valid

medical or legal excuse.

Absence Intervention Team (AIT)

If a student becomes habitually truant, the school must, by law:

1. Assign the student to an Absence Intervention Team within 10 school days.
2. Develop an intervention plan within 14 days with school staff and parent(s)/guardian(s).
3. File a complaint with Juvenile Court if the student does not participate or show progress after 61 days.

The team may include counselors, teachers, school psychologist, parent(s)/guardian(s) or external agencies. Written notice of the plan will be provided to families.

Tardiness (Grades 6–12)

- Students must be in class by 8:05 AM.
- Arrival after 8:50 AM counts as an absence.
- All tardies are unexcused unless a valid medical note or documentation is provided.

Half-Day Attendance Credit

- Sign out after 11:30 AM = counts for AM attendance
- Sign in before 11:30 AM = counts for PM attendance
- Sign out after 2:15 PM = counted as early dismissal

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.

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.

Seniors

Senior students will participate in a service day during their final week of their school year. Students will be exempt from the requirement for attendance on that date if they have completed

5 hours of community service during the school year and met the outlined requirements provided by the administration and senior adviser.

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.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information, see Board Policy 5111.03.

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. Poor academic performance in CCP coursework may also result in probation, ineligibility and/or dismissal as described in board policy. 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. The School District's

Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be available online.

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 (7:35 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.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

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.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

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 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
Special Education and Federal Programs Coordinator
419-634-2746
Dr. Britton H Devier
K-12 Assistant Principal
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 for 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.

FUNDRAISING (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 must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal. For the list of seals and requirements see Board Policy 5460.

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.

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.

SCHOOL COUNSELING AND SOCIAL WORKER (Board Policy #2411)

The school counseling program of the Ada Exempted Village Schools is an integral part of the total educational process. A primary objective of the school counseling department is to function as a resource to students, parents, faculty and staff, and the community. These resources include providing necessary information needed to make educational and career decisions, offering counseling services for personal or academically related concerns, and providing general support for anyone in the school community who is in need.

School counseling services may be requested by anyone. Students may self-refer or they can be referred by staff members or parents. Anyone is welcome to contact a school counselor or the school social worker. Please note that parental consent may be necessary for ongoing counseling sessions with the school social worker.

GUM CHEWING

Gum chewing is discouraged and considered a privilege. Responsible gum chewing may be permitted at the discretion of individual staff members. However, if issues arise, such as gum being left on furniture or floors, or causing disruptions, this privilege may be revoked. Students who misuse this privilege may be subject to disciplinary consequences based on the severity or repeated nature of the offense.

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.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school

nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students.

Mrs. Robin VanBuskirk
Special Education and Federal Programs Coordinator
419-634-2746

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 but one 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;
 - d. earn four (4) units of Social Studies;

 - e. earn either three (3) units of a foreign language or at least two (2) units each of two languages;
 - f. earn one (1) unit of Fine Arts;
 - g. 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
 - h. 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).

Note: there is also a STEM Honors Diploma, Arts Honors Diploma and Social Science & Civic Engagement Honors Diploma – please refer to <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Contacts-and-Resources/Honors-Diplomas>

Also, for a student to earn the diploma he/she wishes, plans must be made during scheduling opportunities.

*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 Health

½ unit American History
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.

INJURY AND ILLNESS (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 the 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. Lunch prices for the 2025–2026 school year are:

Grades K–5: \$2.25

Grades 6–12: \$2.50

Meal Options:

- Ala carte items are available.
- Students may bring their own lunch to eat in the cafeteria.

Lunch Rules:

- Closed lunch: Students may not leave school grounds during lunch without permission from the Principal.
- No outside food deliveries (e.g., McDonald's, Subway).

Charging Meals:

- Parents/guardians are responsible for ensuring their student's lunch account has sufficient funds for breakfast and lunch. Payment may be made by cash, check, or online at <https://www.payschoolscentral.com/>.
- If a student does not have money or a lunch, they may charge a meal. In such cases, the student's parents/guardians, teacher, and Principal will be notified each time a meal is charged so payment can be made promptly.
- Repeated charging without timely repayment is discouraged and may result in action to resolve the balance. The district will work with families as needed to support meal payments, but it remains the responsibility of parents/guardians to maintain positive lunch account balances.

Free and Reduced Meals:

Applications for the Free and Reduced-Priced Meal program are available online at the payment website.

ALLERGY & ANIMAL EXPOSURE NOTIFICATION

Ada Schools may have food or animals present in classrooms, cafeterias, or during school events. Common allergens such as nuts, dairy, eggs, and animal dander may be encountered.

While we take reasonable precautions, we cannot guarantee an allergen-free environment. Families of students with allergies should notify the school nurse and main office so appropriate plans can be developed.

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.

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/item dangerous to persons or property, then the official has the right and duty to conduct an immediate search and seizure, including by electronic means (e.g. metal detector wand). This search may also be prompted by an electronic vape detection system. 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.

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 a 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.

RELIGIOUS EXPRESSION DAYS

Students are permitted to take up to three (3) excused Religious Expression Days per school year to observe holidays, participate in religious events, or engage in faith-based activities.

Link to: [Non-exhaustive List of Major Religious Holidays](#)

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

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.
3. The honor points must be earned in at least three of the groups listed on the schedule.
4. 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.
5. 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. Freshman and Sophomore students must be scheduled for at least 7 classes per semester, while junior and senior students must be scheduled for at least 6 classes per semester.

To add or drop a class during the first five days of classes, the following steps must be taken:

1. The student must consult with his/her teacher.
2. The teacher will sign the form if approved.
3. The parent/guardian 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 principal 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 principal 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 HOURS AND BUILDING ACCESS POLICY

Ada Schools will be in session according to the adopted school calendar. The school day for students in grades K–12 begins at 8:05 a.m. and ends at 3:00 p.m.

Building Access

School doors open at 7:35 a.m., and students should not arrive before that time unless participating in a supervised extracurricular activity or meeting with a staff member. All students are expected to exit the building by 3:10 p.m. unless under the direct supervision of a school employee.

- For students not riding buses, the school day begins upon arrival on campus and ends when they leave after their last class.
- For students riding buses, the school day begins when they board the bus in the morning and ends when they depart from the bus in the afternoon.

Students are not permitted to leave school property during the day without the express approval of a principal. Unauthorized departure from campus will be considered truancy.

The lunch hour and any school-sponsored activities before, during, or after the regular school day are considered part of the school day.

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.

SPECTATOR CODE OF CONDUCT

Ada Exempted Village Schools is committed to promoting a positive and supportive environment for all school-sponsored events, including athletics, performances, competitions, extracurricular activities, and other student-centered gatherings. The Board of Education believes that these events are a vital part of the educational experience, providing students with opportunities to grow through teamwork, dedication, and the development of life skills and core values such as responsibility, perseverance, and respect.

The Board recognizes that participants and spectators play an important role in the success and educational value of the event. Positive behavior and good sportsmanship are expected from all individuals in attendance, whether students, staff, parents, or community members.

Expectations for Spectator Behavior

Spectators are expected to:

- Use appropriate language at all times
- Demonstrate respect for students, staff, officials, performers, and fellow spectators
- Avoid disruptive, confrontational, or aggressive behavior
- Accept the decisions of officials, referees, judges, or event staff without confrontation
- Refrain from behavior that detracts from a safe and positive school environment

Disruptive conduct undermines the community spirit and educational purpose of school events. All spectators are expected to conduct themselves with the highest level of decorum, whether attending events at Ada or other locations.

To enforce this policy, the Superintendent, Principal, Assistant Principal, Athletic Director, School Resource Officer, Event Official, Site Manager, or other authorized designee has the authority to issue a warning, request compliance, or direct individuals to leave school property if they engage in inappropriate behavior. These individuals may take any reasonable action necessary to ensure the orderly and respectful conduct of school events.

Disciplinary Actions for Spectator Misconduct

First Offense:

- The spectator is banned from attending any Ada school events for ten (10) school days.
- The individual must meet with school administration to review expectations.
- Failure to attend this meeting may result in an extended ban.
- If the offense occurs near the end of a season or academic period, the suspension will carry over to the next season or event series.
- A formal letter from the Superintendent's Office will document the ban.

Second Offense:

- The spectator is banned from all Ada school events for one (1) calendar year from the date of the offense.
- All conditions from the first offense also apply.

Third Offense:

- The spectator is banned from all Ada school events for five (5) calendar years.
- All conditions from the first offense also apply.

Fourth Offense:

- The spectator receives a lifetime ban from all Ada school events.
- A letter from the Superintendent's Office will notify the individual of the permanent ban.

Appeals Process

Any spectator who is banned or ejected may appeal the decision by requesting a meeting within 48 hours of the incident. The appeal will be heard by a panel consisting of the High School Principal, Superintendent, Athletic Director (if applicable), and Board of Education President. A mutually agreeable time and location will be established. Note: An appeal does not guarantee that the disciplinary action will be reversed.

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. Students who have failed to serve or missed assigned discipline or with repeated incidents of unexcused absence may lose the privilege of attending these events.

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)

Student trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.
- Student must 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.
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 beverages, no food.
9. No cell phones or personal electronic devices may be used during study hall.
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 Principal.

Occasionally, buses are delayed for a number of reasons. If that does occur, students riding that particular bus are to stop in the school office for a late pass. This will admit the student to class and will not count against the student for attendance purposes.

CAMERAS 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 BUS 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.

VACATIONS (Board Policy #5200)

Family vacations during the school year are discouraged because regular attendance is closely tied to academic success. However, students may be permitted to go on vacation during the school year without academic penalty, except during the final week of each semester.

Parents/guardians must meet with the building principal in advance to discuss the planned absence. The absence request form must be completed and signed by all of the student's teachers at least seven (7) days before the vacation begins.

Vacation absences are considered authorized but unexcused and will count toward the student's total absences under the district attendance policy. They will not impact a student's grade unless make-up work is not completed.

Students are responsible for obtaining and completing assignments. Teachers may provide approximate assignments, materials, and expectations in advance. All make-up work is due within two school days of the student's return unless otherwise arranged.

Vacation requests will only be approved if the student is traveling with their own parent/guardian or other family members—not with friends' families—unless approved by the principal due to extenuating circumstances.

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, EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by:

- Information concerning school closings or delays can also be found on the School's web page.
- If signed up, parents will be notified of school closings or delays via text alert.

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, 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.

WORK PERMITS (Board Policy #5200.02)

Students under the age of 18 are required to have a work permit for any part-time or permanent employment. In accordance with Ohio law (Sections 4109.09–4109.99) and the Ohio Department of Industrial Relations, the High School Principal's Office is responsible for issuing work permits and age certificates.

Students needing a work permit should contact the High School Office for the appropriate forms and processing steps.

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 EXEMPTED VILLAGE SCHOOLS DISCIPLINARY INFORMATION

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. This code of conduct is in effect until revised and/or replaced by the Ada Exempted Village Schools Board of Education

PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

VERBALLY THREATENING (EITHER ORALLY, IN WRITING OR OTHERWISE EXPRESSED) A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE, OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS

The Board prohibits misconduct committed by a student against a school official or employee including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

MISCONDUCT OFF SCHOOL GROUNDS

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

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 school work, 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.ele

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
- Restorative practices
- 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 of, covered or removed. The student may return to school grounds only if accompanied by a 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 an 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 OR KNOWINGLY RECEIVING OR POSSESSING STOLEN PROPERTY (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)

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

A student shall not deface, cut, or otherwise damage property that belongs to the school, district, other students, employees, or others and disregard for school property.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

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.
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. This directive includes search and seizure protocols. If a student refuses to comply with a search by school personnel, it will result in an automatic out of school suspension.

One such school rule is that no student is to ever be in a restroom stall with another student. If a student is in the restroom stall with another student, all will be suspended from school.

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, physical, gestured means or by digital/electronic communication. Any form of hazing would also be included under this rule.

PROFANITY/OBSCENITY/GRAPHIC DISPLAY

A student shall not use any form of profanity, especially 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 midpoint 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 visuals). 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: extreme spiking 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. Wallets with chains attached are not allowed nor is clothing with safety pins.
11. 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)

UNEXCUSED ABSENCE PROCEDURES AND CONSEQUENCES

Students are expected to attend school daily unless an absence is excused under board policy. Unexcused absences will result in the following disciplinary actions:

GRADES K–5: UNEXCUSED ABSENCES

We recognize that elementary students often depend on adults for transportation and attendance. Therefore, disciplinary measures will focus on communication and family engagement rather than student punishment.

K–5 Procedures:

- 1–2 unexcused absences – written warning and parent/guardian notification
- 3–4 unexcused absences – Conference with principal and parent/guardian
- 5 or more unexcused absences – Development of an Attendance Intervention Plan (AIP); possible referral to support services or community resources

GRADES 6–12: UNEXCUSED ABSENCES

Older students are held to a higher level of personal accountability and are subject to progressive discipline.

6–12 Procedures:

- 1-2 unexcused absences – Written warning and parent notification
- 3–4 unexcused absences – Parent/guardian conference and one extended detention per absence
- 5–6 unexcused absences – Two extended detentions per absence or Saturday School per absence
- 7 or more unexcused absences – May result in:
 - In-School Suspension or Saturday School
 - Loss of credit in affected classes
 - Notification to Juvenile Court for potential truancy charges
 - Consideration for change in school placement

TARDINESS POLICY

Grades K–5: Tardies

- 3 unexcused tardies – Written notification to parents/guardians
- 4 or more unexcused tardies – Parent/guardian conference and potential support plan

Grades 6–12: Tardies

Students are expected to be in their first-period class by 8:05 a.m. Arrival after 8:50 a.m. is considered an absence.

Unexcused Tardy Discipline Procedures (per semester):

- 1–2 unexcused tardies – Warning
- 3–4 unexcused tardies – One detention per occurrence
- 5 unexcused tardies – Two detentions per occurrence
- 6 or more – In-School Suspension per occurrence and/or additional detentions

Note: All tardies are considered unexcused unless accompanied by a valid written excuse, such as a medical/dental note or documentation of a late bus.

CLASS SKIPPING AND LEAVING CAMPUS

- Skipping class will result in detention or in-school assignment, and a zero will be given for missed work with no make-up opportunity.
- Leaving school property without permission will result in In-School assignment or Out-of-School Suspension.

DIGITAL PASS EXPECTATIONS (GRADES 6–12)

Ada Schools uses a digital hall pass system for grades 6–12. Use of a pass is a privilege, not a right, and is granted at the discretion of the classroom teacher.

- Students must request and receive digital pass approval before leaving class.
- Passes are expected to be used responsibly and sparingly.
- Repeated or excessive requests may result in revoked pass privileges.
- Leaving class without an active pass or permission may result in disciplinary consequences.
- Teachers and staff may limit or deny pass access due to academic performance or behavioral concerns.

Students are expected to remain in class, engaged and prepared to learn, unless a pass is issued for a valid reason.

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. Parents/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. Parents/Guardians 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. 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.
 7. 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.
 8. 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/VAPING (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/vaping 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 ISA.
 - 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 21 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 21 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.

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.

The restroom is a particularly concerning location for vaping. Students should use the restroom solely for its intended purpose and leave promptly. If abnormal behavior is observed in or around the restroom, students may be searched or have their restroom privileges restricted.

The restroom is a particularly concerning location regarding vaping. Students should be going to the restroom only for the purpose of using the facilities and then leaving the restroom as expeditiously as possible. Students may be searched or have restroom privileges limited if abnormal behavior is witnessed within the restroom or around restroom use.

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 allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student or person does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student or person has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

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 buses. 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.

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

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

The School will supply any electronic equipment or devices necessary for participation in the educational program. Electronic devices are not permitted for use during the school day for any students. Any electronic device must be off and secured in cubbies, lockers or book bags prior to the start of the day. Examples of prohibited devices include, but are not limited to, radios, “boom-boxes”, headphones, earbuds, CD/MP3 players, portable TV’s, electronic games/toys,

paggers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like.

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 or extended Detention and or loss of privileges
3. Confiscation of device and multiple extended detention(s)
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 matches 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 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 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

CONDUCT ON SCHOOL VEHICLES

Students who are riding to and from school and to trips on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone three (3) minutes prior to scheduled stop
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped and the driver signals before moving forward to enter;
- refrain from crossing a road until the driver signals it is safe to cross;
- properly board and depart the vehicle;

- go immediately to a seat and be seated.

Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove, or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to, emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver,
- remain at designated place of safety until bus pulls away.

The driver will not discharge students at places other than their regular stop or at school unless the driver has proper authorization from school officials.

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 to information from 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 be 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.

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 contact a School District Compliance Officer identified below.

Dr. Dan Lee
Middle and High School Principal
(419) 634-2746
Mrs. Erinn Prater
High School Guidance
(419) 634-2746

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 Assignment, Suspension or Expulsion.

EXTRACURRICULAR CODE OF CONDUCT (NON-ATHLETICS)

Students engaging in extracurricular activities represent not only themselves, but also other students and the District whether or not they are actively performing, competing, or participating in extracurricular activities and whether or not they are wearing uniforms or other clothing that identifies the student to the community or public in any setting as Ada students.

For this reason, their behavior must be exemplary and reflect the finest attributes of the total Ada student body at all times and places while “in season” for the activity. Varsity Singers, The Experience, and Marching Band season will begin on the first day of school and conclude with their final performance. Quiz Bowl will begin on the first day of practice and conclude with their final competition. FFA season will begin on the first day of school and conclude on the last day of school. This Extracurricular Code of Conduct and the Student Code of Conduct apply at all times to participating students, whether on or off school property.

Competitive Extracurricular Activities

The term “competitive extracurricular activities” means, without limitation, Varsity Singers, The Experience, Marching Band, Color Guard, Quiz Bowl, and FFA.

Misconduct

Major Violations:

1. Use, possession, sale, or distribution of alcohol, drugs, tobacco, or vaping.
2. Student Code of Conduct Violation that results in suspension.
3. Any other offenses deemed by the administration to be of great severity.

Penalties for the above violations:

1. First Offense – denied participation in the next contest, performance, event, and/or competition.
2. Second Offense – denied participation for the next two contests, performances, events, and/or competitions. In addition, the participant will meet with the school social worker and follow any recommendations made.
3. Third Offense and additional – denied participation in all contests, performances, events and/or competitions for one calendar year. The participant must also meet with the school social worker and follow all recommendations.

Minor Violations

Other, less severe acts of misconduct which reflect negatively on the school, participant, or/the activity or group may result in consequences including but not limited to meeting with parents, coach, director, advisor and/or denial of participation. Repeated Minor Infractions may be treated as a Major Violation

Denial of participation in the named co-curricular competitive activities will not affect a student’s grades. Alternative assignments will be provided when appropriate.

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 correct or take 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. There are two types of detention: regular and extended.

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 3:30 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, school dances/social events, 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.

IN-SCHOOL ASSIGNMENT (Board Policy # 5610.02)

Ada Exempted Village Schools has instituted an In-School Assignment 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 Assignment 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 Assignment 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 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 Assignment 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 may earn up to a maximum of 75% credit on assignments missed during suspension. Suspended students are responsible for requesting work from their teachers upon their return to school. 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.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administration will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or assistant principal or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

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)

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5), school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within five (5) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of the student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Early College Credit Program at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older, who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

RESTORATIVE PRACTICES

Restorative Practices emphasize the importance of positive relationships in building a strong school community and involve processes that restore relationships when harm has occurred. These practices aim to turn discipline and behavior management into learning opportunities for students, creating a school climate centered around accountability, respect, integrity, and engagement. The goal is to teach students to understand where they have caused harm, how it affects the school climate, and to provide them with the opportunity to repair the harm and develop stronger personal self-management skills.

Possible Restorative Responses May Include (but are not limited to):

- Verbal or written apology
- Accountability or reflection projects
- Community service (school or local)
- Restorative conference or circle involving those affected
- Mediation between students or between student and staff
- Restitution (repairing or replacing damaged items or property)
- Parent-student-school re-entry meetings
- Participation in counseling or mentoring
- Behavioral contracts or plans with student input
- Peer mentoring or peer mediation
- Loss or restriction of privileges paired with reflection

ADA JUNIOR/SENIOR HIGH SCHOOL ATHLETIC HANDBOOK 2025-2026

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.

Athletic Vision & Philosophy

The mission of Ada Athletics is to empower all young men and women to strive for excellence in all areas of their lives. Ada Athletics seeks to develop and instill the values that sports are specifically designed to foster, especially being committed to something larger than oneself. The athletic department aims to achieve this vision on as large and deep a scale as possible: most athletics and biggest impact. Specifically, we emphasize the importance of multi-sport athletes over individual sport specialization. Winning is a product of a strong values-driven culture. Below are the primary core values we want to promote, practice, and instill across all Ada Athletic programs.

- Character
- Commitment
- Integrity
- Positive and Productive Attitude
- Resilience
- Teamwork/Team First

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 Blanchard Valley Conference, and the coach on and off school property. 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 except for the specific exceptions described below. 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.

Exceptions: Cheerleading athletes will be eligible to participate in another sport simultaneously. Also, an athlete on a different simultaneous sports team may serve as the kicker for the football team. Students will be required to earn at least a 2.5 GPA in the prior grading period to be eligible for this opportunity. If a grading period ends in the middle of a sports season, the students will be required to earn at least a 2.5 GPA to maintain participation in both sports. All athletes interested in participating in the opportunity described above will be required to communicate with the athletic director prior to the start of either season. The athletic director will facilitate a meeting between both coaches, the student's parents, the student and the AD. All parties must agree to the expectations and plans outlined during that meeting for the student to gain approval. If the student is approved but fails to meet the outlined expectations during the season, the student may be removed from one of the teams at the discretion of the athletic director.

II. Scholastic Eligibility

ACADEMIC ELIGIBILITY (Board Policy 2430 and 2431)

To be eligible for any co-curricular or extracurricular activity, a student must have maintained at least a 2.0 grade-point average and must not have failed more than one subject in the previous grading period.

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

OHSAA Requirements for Grades 7–12

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

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

Students may participate in non-interscholastic competitions but must comply with all OHSAA rules and regulations specific to their sport.

IV. Citizenship

- A. The school has the right to subject any athlete to disciplinary consequences for any misconduct by an athlete that occurs on or off school 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. 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.
- C. Ada Schools recognizes the prevalence and impact of social media accounts. Student athletes are required to follow the Code of Conduct online as well and to post information that reflects positively on themselves, the school and their team.

V. Attendance

- A. An athlete must attend school a half-day to be able to participate or play the same day. A half-day is from 8:05-11:30 AM or 11:30-3:00 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.
- B. Student Athlete Vacations: It is expected that the student will attend all practices, games, activity meetings, and/or events, as applicable. Students that miss practices, games, activity meetings, and/or events for any reason place themselves and their fellow participants at a disadvantage. Although there are no penalties for missing practices, games, activity meetings, and/or events due to an approved vacation, the lack of attendance may affect the student's status in the activity. To minimize miscommunications,

it is recommended that the student-athlete contact their head coach as soon as they become aware of a potential conflict. Board Policy #5200 must be followed for the vacation absence to be excused

VI. Appearance

- A. Athletes are expected to dress in a manner deemed appropriate by the coach.
- B. 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.
- C. 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. Misconduct

Major Violations:

- 1) Use, possession, or sale of alcohol, tobacco (including vaping related items), or any drugs not prescribed to the student athlete (including performance enhancing drugs), or the misuse of prescription drugs.
- 2) Participation in any illegal activities resulting in criminal charges being pressed against the student athlete.
- 3) Hazing/Harassment of other athletes or students.
- 4) Misconduct directed at any district officials or employees (including their property)
- 5) Any other offenses deemed by the administration to be of great severity

Penalties for above violations:

- 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 – athletes will be denied participation for the remainder of the season and/or 40 % of the next sports season. In addition, the participant will meet with the school social worker and follow any recommendations made.
- 3. Third Offense – athletes will be denied participation in all athletic activities for one calendar year. In addition, the participant will meet with the school social worker and follow any recommendations made.
- 4. Fourth Offense – athlete will be denied participation in all athletic activities for the remainder of his/her high school career. In addition, the participant will meet with the school social worker and follow any recommendations made.

Minor Violations:

Other, less severe acts of misconduct which reflect negatively on the team, the school, or the athlete may subject students to discipline including:

- 1) Meeting with parents, coach, and administration to address behaviors
- 2) Denied participation for one day
- 3) Denied participation for one week

Note: Repeated Minor Infractions may be treated as a Major Violation

Athletic Code Due Process

The assistant principal, principal, or athletic administrator will meet with the student-athlete to review the complaint. Based on the review of the facts in this meeting the decision will be made by the athletic administrator to deny participation or not to deny participation. The student 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 building principal within 48 hours after receiving the written notification from the athletic administrator or the right of appeal will be waived. The building principal has the final authority to deny participation. 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 or 2nd Team All-Ohio by the AP/Coaches poll or reaches the state podium in an individual sport or relay event will be honored with a picture in the high school gymnasium complex.
4. Any league champion or regional qualifier teams will have a banner placed in the high school gymnasium.
5. Any state championship, runner-up or state semi-final teams will have a team picture placed in the high school gymnasium complex. A team that makes the state semifinals will be honored with a picture in the lobby of the gymnasium.
6. Any league champion or district champion teams will have patches awarded to team members.
7. 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 becomes 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.
- Coaches should not accept any donations to their respective sports without prior approval of the 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 |
| ● 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, and all OHSAA, ODE, and school training requirements.. 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 canceled. The one exception would be if school was canceled due to fog and it was 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 Code of Conduct Policy

Ada Exempted Village Schools is committed to promoting a positive and supportive environment for all school-sponsored events, including athletics, performances, competitions, extracurricular activities, and other student-centered gatherings. The Board of Education believes that these events are a vital part of the educational experience, providing students with opportunities to grow through teamwork, dedication, and the development of life skills and core values such as responsibility, perseverance, and respect.

The Board recognizes that participants and spectators play an important role in the success and educational value of the event. Positive behavior and good sportsmanship are expected from all individuals in attendance, whether students, staff, parents, or community members.

Expectations for Spectator Behavior

Spectators are expected to:

- Use appropriate language at all times
- Demonstrate respect for students, staff, officials, performers, and fellow spectators
- Avoid disruptive, confrontational, or aggressive behavior
- Accept the decisions of officials, referees, judges, or event staff without confrontation
- Refrain from behavior that detracts from a safe and positive school environment

Disruptive conduct undermines the community spirit and educational purpose of school events. All spectators are expected to conduct themselves with the highest level of decorum, whether attending events at Ada or other locations.

To enforce this policy, the Superintendent, Principal, Assistant Principal, Athletic Director, School Resource Officer, Event Official, Site Manager, or other authorized designee has the authority to issue a warning, request compliance, or direct individuals to leave school property if they engage in inappropriate behavior. These individuals may take any reasonable action necessary to ensure the orderly and respectful conduct of school events.

Disciplinary Actions for Spectator Misconduct

First Offense:

- The spectator is banned from attending any Ada school events for ten (10) school days.
- The individual must meet with school administration to review expectations.
- Failure to attend this meeting may result in an extended ban.
- If the offense occurs near the end of a season or academic period, the suspension will carry over to the next season or event series.
- A formal letter from the Superintendent's Office will document the ban.

Second Offense:

- The spectator is banned from all Ada school events for one (1) calendar year from the date of the offense.
- All conditions from the first offense also apply.

Third Offense:

- The spectator is banned from all Ada school events for five (5) calendar years.
- All conditions from the first offense also apply.

Fourth Offense:

- The spectator receives a lifetime ban from all Ada school events.
- A letter from the Superintendent's Office will notify the individual of the permanent ban.

Appeals Process

Any spectator who is banned or ejected may appeal the decision by requesting a meeting within 48 hours of the incident. The appeal will be heard by a panel consisting of the High School Principal, Superintendent, Athletic Director (if applicable), and Board of Education President. A mutually agreeable time and location will be established.

Note: An appeal does not guarantee that the disciplinary action will be reversed.

ATHLETIC PROGRAM PARTICIPATION AND INSURANCE INFORMATION

Your child has chosen to participate in the athletic programs at Ada High School. While we provide coaching and supervision, there is still a risk of injury associated with athletic activities. Please note the following important information:

Risk Acknowledgment: Participation in athletics involves a risk of injury. By allowing your child to participate, you acknowledge and accept this risk. The school and its employees will not be held responsible or liable for any injuries that may occur.

Insurance Coverage: For more information about purchasing insurance or understanding the school coverage, please contact the Athletic Director.