

**Avon  
Lake  
High  
School**



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**CODE OF  
CONDUCT**

**2011-  
2012**

## **THE RIGHTS AND RESPONSIBILITIES OF AVON LAKE STUDENTS**

Students like all citizens have rights guaranteed by the Constitution of the United States.

The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities, which are inseparable from these rights, which include:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension and expulsion;
4. The right to free inquiry and expression and the responsibility to observe rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student's school records as per Family Educational Rights Privacy Act (FERPA). FERPA, a federal law, requires that the Avon Lake City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's/your education records. However, the District may disclose appropriately designated directory information without written consent, unless you advise the District to the contrary by completing and returning this form.

As part of the educational process, students should be aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the school.

## ATTENDANCE POLICY

The faculty and administration of Avon Lake High School strongly believe that consistent attendance and punctuality are important factors in pursuit of a high school education and diploma. Students are urged to make appointments outside of school hours. If students are absent they are not to be on the school grounds. Students who are in vocational programs (OWE, OWA) are not to be at work if they have not been in school that day. When a student is absent, parents or guardians are requested to call the Attendance Office before 9:30 AM on the day of the absence. Please call the **Attendance Office at 930-8296** to report absences 24 hours a day.

For attendance questions about your student, please call **Mrs. Karen Beech, attendance secretary at 933-6290 ext. 1650.**

Ohio law requires attendance each day that school is in session. Regular attendance and punctuality are necessary for academic progress and success. In addition, regular attendance helps students learn responsibility as well as value the education opportunities provided in the District.

Absences from school are considered either excused or unexcused. A total of 7 unexcused and or unexcused credit absences are allowed each semester, before a student is considered to be in violation of Board policy. An unexcused with credit absence is defined as an absence due to personal illness or injury not requiring medical attention and documented with a parent phone call or note to school.

Physical Education class is a unique situation. Participation is imperative and without proper dress a student may not receive credit. A student does have the opportunity to make up physical education classes on a limited basis after school. Please refer to your physical education classroom management plan.

At the high school level, students are denied credit for each semester class in which they have at least 8 unexcused or unexcused credit absences.

- Students are tardy after the 7:45 A.M. bell.
- Students arriving after 10:06 a.m. equals ½ day absence.
- Students leaving between 10:06 – 12:32 equals ½ day p.m. absence.
- Students leaving after 12:32 p.m. equals early out
- Students absent for a total 2 1/2 hours (150 minutes) will be marked as one half day absent.

Please note that each period missed will still result in possible loss of credit. Please read the excessive absence policy on page.

Students must be in attendance for five (5) full consecutive periods a day to attend any school events on or off school grounds.

## **EXCUSED ABSENCE**

Excused absences from school are not counted in the number of accumulated absences and include:

1. Personal illness with a doctor's note
2. Medical appointment with written note from doctor's office or other proof of attendance. Parents are encouraged to make appointments after school hours.
3. Court appointments with written proof
4. Death of a relative
5. School approved field trips or extracurricular activities;
6. Extenuating circumstances warranting individual consideration by the building administrator and
7. Planned visits (limit five days per year). College visits are limited to Juniors and Seniors

Absences due to reasons indicated above will not be counted in the total accumulated absences. Students are responsible for making up missed work

## **UNEXCUSED ABSENCE**

A student's absence is unexcused when he/she misses school for a reason other than the seven reasons stated above. The following are unexcused absences in accordance with Ohio attendance laws: truancy, suspension, trips not approved in advance, shopping, hunting, fishing, baby-sitting, oversleeping, attendance at games, birthday or other celebrations, gainful employment.

Unexcused absence from school and/or classes include:

1. Out of school suspension or expulsion;
2. Truancy from classes and school;
3. Student absences without parental call or note stating the reason for the absence; and
4. Absence due to personal illness or injury not requiring medical attention.

Unexcused absences are counted in a student's accumulated absences as defined in the Board policy on excessive absences.

While out of school suspensions or expulsion are counted in a student's seven accumulated absences as defined in the Board Policy on excessive absence, they may not put a student over the limit for loss of credit.

Students have **48 hours** to change an unexcused absence to excused and unexcused with credit with documentation. Students with unexcused absences are expected to makeup the missed work.

## **PLANNED ABSENCE FROM AVON LAKE HIGH SCHOOL**

Absence due to a set of circumstances judged by the administration to constitute good and sufficient cause for excused absence from school may be approved for up to five (5) days per year with verification. Reasons for such absence may include college visitations, retreats, participation in non-school athletic events, or family matters out of town. College visits are limited to Juniors and Seniors. Planned visit days will not be approved during test weeks. **Requests for a planned absence must be submitted 5 school days prior to the anticipated absence.**

Absence due to family vacations by school law, are counted in the student's total accumulated **unexcused absences**. A parent must notify the attendance office in writing the days the student will be leaving for vacation and returning. Once the parent note is received, the student will get a form from the attendance office and must give it to his/her classroom teachers for signatures indicating they are aware of the impending absence. At that time, it is the student's responsibility to check for assignments before the approved trip.

## **PERFECT ATTENDANCE**

A student cannot miss more than two periods in a day and must arrive to school by 9:15 a.m. Any student receiving more than four tardies per year will not qualify for perfect attendance recognition.

## **MAKE-UP WORK FOLLOWING AN ABSENCE**

Students with excused and unexcused credit absences will be given adequate time to make up tests, quizzes and other academic work missed. The time frame for make-up work will be equivalent to "the number of days absent. Work is due during the assigned period. It is the responsibility of the student to initiate contact with his/her teacher regarding academic work missed during the period of absence. For planned absences, students are to arrange make up work, homework, test and quizzes with the teacher prior to departure.

Unless there are extenuating circumstances related to illness or injury, long-range assignments, such as term papers, are expected to be turned in on the due date.

A student **MAY**, upon returning to school, make arrangements with his/her teachers to make-up missed work, if the absence is:

1. Defined as "excused" based upon the seven reasons in accordance with Ohio Revised Code.
2. A result of personal illness or injury not requiring medical attention, documented with a parent phone call or note within **48 hours** of the absence. (Unexcused with Credit)

3. A result of a Planned Absence from ALHS.

A student **MAY NOT**, upon returning to school, make-up any work missed if the absence is:

1. The result of a student's Out of School Suspension for the second time. A student can receive credit during their first OSS.
2. An incident of truancy from class or school.
3. Any absence other than personal illness or the seven identified reasons in the Ohio Revised Code.

### **PROCEDURE FOR LEAVING THE BUILDING & SCHOOL GROUNDS**

To leave the building and/or school grounds for any reason, a student must sign out via the Main Office. For illness or emergency, only the parent or guardian listed on the emergency medical card or other emergency contact person listed will be notified. Parents or guardians must grant permission for a student to leave. If the parent cannot be reached, the student will be required to remain at school. Any student who leaves the building without administrative permission will be in violation of this policy and will be subject to disciplinary action.

Parents who will be out of town are required to notify the school in writing of the name and phone number of a contact person who will be responsible for the attendance of the student.

Students who are leaving school grounds for an appointment, out-of-town, etc. are to pick up their pass to leave from the Main Office in the morning no later than 7:35 AM. Upon returning from an appointment, the student must report to the Attendance Office before going to class. It is recommended that all appointments be made before school or after school. Verification of appointments is required before the absence will be excused. A student may not loiter, nor return to school on a day he/she is sent home from school.

### **RETURNING FROM AN ABSENCE OR APPOINTMENT**

Following an absence or appointment students are expected to provide documentation to the main office and will receive an admit slip. Students are expected to present the admit slip to the teachers of the classes they miss.

### **STUDENT ATHLETES**

A student athlete must be in attendance for five (5) full consecutive periods a day to be eligible to participate in athletic practice or interscholastic contests scheduled for that date. Exceptions to this policy are at administrator discretion. Friday attendance determines weekend eligibility.

## SENIOR PASS REGULATIONS

1. A student must maintain passing grades in order to keep his/her Senior Pass. A student who receives an "F" or an "Incomplete" in any subject at the end of any nine-week period will be removed from Senior Pass privilege until interim report if the grade is passing. Failure of any subject at the close of the *first semester* will result in loss of Senior Pass for the entire third nine-weeks.
2. Student schedules will not be changed to provide for Senior Pass.
3. The pass is valid only after the parents have signed the consent form and returned it to the school.
4. Students with chronic absences or who have reached 6 tardies to school in a grading period will have their senior pass revoked for the remainder of the quarter.
5. An Administrator may revoke Senior Pass privileges for discipline code violations.
6. Students must present their Senior Pass card upon request when they are leaving or entering the school on Senior Pass.
7. Lost or damaged Senior Pass Cards must be replaced at a student cost of ten (\$10 dollars).
8. Senior Pass only takes place during twelfth period .

## RULES AND PENALTIES FOR VIOLATION

1. The pass may **NOT** be used as an excuse or reason to miss scheduled classes, homeroom, lectures, laboratory period, make-up work, general testing sessions, or assemblies. Car failure, accidents, traffic violations, etc. are not acceptable reasons for tardiness.
2. Senior Pass privilege allows a senior to leave at the end of eleventh period.
3. At the beginning of the designated period, seniors are to leave school grounds and the immediate surrounding school area promptly or report to the **Commons. There will be NO loitering in the halls while on senior pass.**
4. Seniors leaving school grounds are not permitted to take, or attempt to take **JUNIORS, SOPHOMORES OR FRESHMEN** with them.
5. Seniors are **NOT** to disrupt classes or other school programs when leaving the building and grounds.
6. Seniors will use the north doors in the Commons when leaving the building.

### **SCHOOL TARDINESS**

All students entering school after 7:45 AM are to report to the Main Office for an admit slip to first period class. Students are to present the slip to their respective teacher for admission to class. No student will be admitted to class without a timed stamped tardy pass from the Main Office. Students are considered tardy to school if they arrive after 7:45 AM. Students are permitted two (2) emergency tardies per semester. These tardies are considered unexcused, and will go without a disciplinary consequence. Students will however have the academic consequence of no credit for the time that they are not in class. The first two unexcused tardies are to be used for emergencies only, i.e. car problems, transportation problems, isolated power outages, faulty alarm clocks, being unprepared for predicted weather, etc. Disciplinary consequences will begin with the third tardy and continue with each consecutive tardy.

Missing more than 20 minutes of a class period due to tardiness constitutes an absence. These absences count toward the total accumulated absences.

Tardies to school will be excused only if they fall under one of the seven categories for excused absences. All other tardies will be unexcused.

### **EXCESSIVE ABSENCE POLICY**

All unexcused absences will result in a grade of "F" or zero for academic work missed as a result of the absence. Unusual situations will be reviewed by the administration. If a student accumulates 7 days of absence from school in a semester, all subsequent absences will require a physician's statement. The physician's statement must be submitted within 48 hours of the students' return to school in order for the absence to be excused.

### **ACQUIRING ASSIGNMENTS WHEN ABSENT**

Students absent two or more days may acquire their academic assignments by phoning the Main Office at 933-6290. A minimum of 24 hours lead-time is required to accumulate assignments from the staff.

### **EXTENDED SCHOOL DAY**

In order to provide an opportunity for students to make up period absences that will cause a loss of credit in a class, we will offer the privilege of Extended School Days.

Currently, students who miss more than seven classes that are not excused, per semester, lose credit for a course. Students must get prior approval to attend ESD through the Assistant Principal.

Extended School Day will be offered for a period of 10 hours, at the end of each semester. These ten hours will be in four 2.5 hour blocks with each block being the equivalent of three class periods of make-up. A 2.5 hour block can only be used to make-up absences for one course. This structure will allow students to make-up 3 days of absences in four courses.

The student must collect work for each class in which the/she is losing credit. The assignments must be for a class that they missed on their recent days of absence. A student can make-up no more than 3 periods of absence for any one class. No shortened ESD opportunities will be offered, i.e., if you are losing credit for one period absence in one class, you cannot stay for one hour and leave, you must remain in ESD the entire time. Also, you cannot bank time for future absences.

There will be ESD dates at the end of each semester. Specific dates and schedules will be announced by the administration.

Students will not be accepted into ESD late. Students are to bring textbooks related to the course for which they are making up work, writing utensils and other equipment necessary to complete work. No one will be allowed to go to his/her locker for materials. Students are not to communicate with other students in any way, shape or form during ESD.

Each student will receive an acceptable use form at the start of the school year. This form must be signed by the student and parents before the student will be allowed on the network.

Use of the District's computer and technology system (onsite and remote) resources is a privilege, not a right. Inappropriate use of these systems and resources may result in a revocation of that privilege, as well as further disciplinary action. The District, including its administration, teachers or representatives, will determine what constitutes inappropriate use and that decision will be final.

## **STUDENT CODE OF CONDUCT**

This code shall serve as a guide to all Avon Lake School District students and to staff personnel involved in making disciplinary decisions that will result in positive student growth. In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Avon Lake School District staff personnel constantly strive to make disciplinary decisions that will result in positive student growth. However, certain irresponsible acts can and will result in emergency removal, out-of-school suspension, expulsion and/or referral to Juvenile Court. In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/ function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official.

Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis.

Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. Determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

## **ZERO TOLERANCE**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action.

The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct shall be made available to students and parents and shall be posted within each building.

## **CODE VIOLATIONS**

The Avon Lake High School Administrative team believes in being proactive and preventative when it comes to violation of Student Code of Conduct.

We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the high school administrative team can utilize mediation, counseling, etc., instead of being punitive.

## **SECTION I: MINOR VIOLATIONS**

Minor violations are considered breaches of the Code of Conduct. Minor violations will ordinarily not, in the first instance, result in out-of-school suspension or expulsion from school. Minor violations will ordinarily result, in the first instance, in sanctions such as detentions, Saturday school, ISACP discipline, and other alternatives to out-of-school suspensions. However, conduct that is prohibited both as a minor violation and as a suspension/expulsion violation may subject the student to the greater penalty of out-of-school suspension or expulsion. Additionally, multiple minor violations of different categories, minor violations that are repeated, or a single course of conduct that consists of multiple minor violations may result in out-of-school suspension or expulsion. In all cases, the decision of which penalty to assess is left to the responsible administrator.

### **The following is a list of conduct that will result in minor violations:**

1. **Insubordination and disrespect:** A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when "talking back" to, arguing or making disrespectful comments directed at staff members or about staff members.
2. **Tardiness:** Students are tardy when failing to report at a prescribed time and place.
3. **Class cutting:** A class is cut when a student fails to report to a class or assignment.
4. **Truancy:** Students are truant when absent from school without school authorization and parent consent. A student may not leave school property without the permission of his or her building principal or the principal's designee.
5. **Loitering:** To include but not limited to standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised; parking areas on the campus, in or out of cars; in or around other schools on the campus; on streets and areas immediately adjacent to the school; and standing or sitting in lavatories other than when specifically using these facilities as intended. This loitering provision applies to all school facilities on a twenty-four hour basis and shall be so enforced.

6. **Minor violations of bus conduct requirements:** Defined as activities which pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Note that a student engaging in any conduct on a school bus which in and of itself would violate a Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. **Motor vehicle offenses:** All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
8. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of "abusive, harassing, and/or disrespectful behavior" in Section III may result in an out-of-school suspension or expulsion for the first violation.
9. **Inappropriate appearance:** A student shall not appear in school or at a school-sponsored or related event or activity in unkempt or unclean condition and/or dress in a manner which tends to disrupt the school activity or create a condition adverse to safety or health. See Dress Code on page 16.
10. **Electronic devices:** Students are not permitted to use electronic devices such as radios, tape decks, CD players, MP3 players, beepers, laser pointers, televisions, cellular phones, or tape recorders during school hours. The administration reserves the right to confiscate any items. See devices on page 19.
11. **Failure to complete detention:** Detentions are assigned to students as a measure to correct inappropriate behavior. Failure to serve assigned detention will result in further disciplinary action.
12. **In halls without permission or misuse of a hall pass:** A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer or otherwise misuse a hall pass, and shall use them in a responsible manner.
13. **Minor disruption and/or removal from class:** Students will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as "abusive, harassing, and/or disrespectful behavior" in Section III may result in out-of-school suspension or expulsion in the first instance.

14. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except with the consent from the Attendance Office or an administrator.
15. **Use of inappropriate language:** Students shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of “abusive, harassing, and/or disrespectful behavior” as described in Section III may subject a student to suspension or expulsion in the first instance.
16. **Inappropriate display of affection:** Students should not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
17. **Other misconduct:** Any misconduct which is contrary to the school’s educational mission is prohibited.

## **SECTION II: SUSPENSIONS**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Avon Lake Board of Education Superintendent or a School Principal, or Assistant Principal, may suspend a pupil from school for not more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent, Principal, or Assistant Principal, may apply any remaining part or all of the period of the suspension to the following year.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior.

### **Misconduct For Which Suspensions May Be Imposed:**

18. **Tobacco:** The possession, use, transmission, or concealment of tobacco products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activities on or off the school campus is prohibited.
19. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.

20. **Honor violations:** Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information.  
  
(Teachers in the high school make use of Turnitin. com, a web-based originality checking and plagiarism prevention service used throughout high schools, colleges, and universities world wide. Through electronic submission of written assignments, this tool helps identify plagiarized text, and allows for quick feedback and teacher intervention for students.)
21. **Injurious behavior:** Students will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.
22. **Violating acceptable use policy:** Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.
23. **Trespassing:** Student shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. Students may attend or participate in an Avon Lake City Schools sponsored event. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.
24. **Disobedience to administrative directive:** A student may not outwardly defy a directive from an administrator, such as refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in school discipline to fulfill his/her assignment.
25. **Misuse of facilities and equipment:** Students shall not use school facilities and/or equipment for uses other than those which were intended. Restitution of costs for repair or replacement will be part of the disciplinary action.
26. **Commission of any of the acts of misconduct specified in Section III of this policy, dealing with grounds for expulsion.**
27. **Failure to complete minor disciplinary sanction:** A student who fails to complete an assigned minor disciplinary sanction, such as Saturday School, ISACP will be subject to suspension.

28. **Repeated minor violations:** Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories, or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first repetition, while others will result in an out-of-school suspension after several repetitions.

### **SECTION III: EXPULSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Avon Lake Board of Education Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent or his designee may apply any remaining part or all of the period of the expulsion to the following year.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion of up to one year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one year. The Superintendent/designee may reduce the one-year expulsion on a case-by-case basis for reasons relating to the age of the student, previous offenses, the student's disability, or for individual circumstances. This list is not all-inclusive.

Expulsion may be imposed for violations of rules and regulations appearing in the Code of Conduct or in Board of Education policies.

#### **Misconduct for which Expulsions may be imposed:**

The Avon Lake High School Administrative team believes in being proactive and preventative when it comes to violation of Student Code of Conduct.

We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the high school administrative team can utilize mediation, counseling, etc., instead of being punitive.

29. **Abusive, harassing, bullying, cyber bullying and/or disrespectful behavior:** Students shall not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions; harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, dating violence, ethnicity, nationality, language, , age, religion, physical appearance, physical or mental capacity) to any individual or group; or intimidation and/or threats to an individual or group. This includes possession, publication or distribution of materials meeting this description, including electronic acts of bullying associated with the school.

### **Avon Lake City Schools District Policy on Hazing and Bullying**

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Permission, consent or assumption of risk by an individual subjected to hazing and/or bullying does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

This policy will be incorporated into building staff and student handbooks and will be the subject of discussion at employee staff meetings or in-service programs.

30. **Vandalism:** Students shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Restitution of damages will be part of the disciplinary action.
31. **Fireworks and explosives:** Students shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
32. **Assault:** To cause or to attempt or to threaten to cause physical injury to any person.
33. **Fighting:** Students shall not physically display violent action between two or more individuals. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up) or any conduct toward another person that could lead to harm to another person or bystander.

34. **Involvement with weapons or dangerous instruments:** In accordance with Board Policy JEC, a student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, guns, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a "look alike" of any of the above, or any object, which is used or may be used to inflict physical harm. Weapons violations may result in expulsion of up to one (1) full year.
35. **Involvement with alcoholic beverages:** a student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
36. **Involvement with drugs and/or drug paraphernalia:** a student shall not possess, use, transmit, buy, sell, or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011; or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "Counterfeit Controlled Substance" in Ohio Revised Code Sections 2925.01; or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, "look like" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers.
- A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based upon the administrator's professional judgment, the student may be sent home in the custody of his/her parents.

37. **Theft of school or private property/possession of stolen property:** Students shall not take or be in the possession of the School District's or another individual's property.
38. **Arson/attempted arson/possession of incendiary device:** Setting fires or use or possession of any incendiary device is prohibited.
39. **Disruption of school:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause, or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
40. **Extortion:** Students shall not engage in any act, either verbal, written, or physical, to secure or attempt to secure property.
41. **Making false fire alarms and bomb threats:** Students shall not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.
42. **Violation of local, state, or federal laws:** any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral for criminal prosecution or to juvenile court.
43. **Hazing:** Defined as an act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or a member of the school staff. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited.
44. **Violation of Board of Education policies or School rules and regulations:** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.
45. **Sexual harassment:** Students who engage in sexual harassment will be subject to appropriate discipline. Sexual harassment also includes the creation of a hostile environment through name calling, slurs, jokes, or any other verbal or physical attack that (1) has the purpose of or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunity or participation in the educational environment. Sexual harassment is

any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity.

The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the Assistant Superintendent who is the Title IX Coordinator, the student's building principal, or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained by contacting the building principal.

46. **Failure to provide evidence/providing false information/lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation and the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
47. **Sexual conduct:** Students are not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or while otherwise under school authority.
48. **Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed:** If, after out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

**PROCEDURES FOR SUSPENSION,  
EXPULSION AND EMERGENCY REMOVAL  
SUSPENSION PROCEDURE**

**STUDENT SUSPENSION**

The superintendent, principal, assistant principal or other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension. The board may adopt guidelines to permit the superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

A student can receive credit during their first OSS. Second or subsequent suspension per school year will not receive credit for school work missed.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parent(s)/guardian(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
  - A. Superintendent
  - B. Treasurer and
  - C. Student's school record (but not for inclusion in the permanent record).
6. Permanent Exclusion: If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

### **Appeal Procedure to the Superintendent or Designee**

Should a student or a student's parent(s)/guardian(s) choose to appeal the suspension, he/she must do so within two school days of the notice of suspension. The appeal will be heard by the superintendent or designee. The student will be excluded from school during the appeal process.

### **Appeal to the Board**

A student or a student's parent(s)/guardian(s) may appeal the suspension by the superintendent to the board or its designee within 14 calendar days of the notice of suspension. They may be represented in all

such appeal proceedings and are granted a hearing before the board or its designee. All witnesses

are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s)/guardian(s). The student will be excluded from school during the appeal process.

### **Appeal to the Court**

Under Ohio law, the decision of the board may be further appealed to the Court of Common Pleas.

## **EXPULSION PROCEDURE**

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given. Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board. The notice shall include the reasons for the expulsion, the right of

the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

**Permanent Exclusion**

If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

**Appeal to the Board**

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

**Appeal to the Court**

Under Ohio law, the decision of the Board may be further appealed to the court of common pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

**EMERGENCY REMOVAL OF STUDENTS**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, Principal, Associate Principal, or Assistant Principal may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds 24 hours, then a due process hearing will be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing.

The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student. In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

Any appeal to the Board's designee shall follow the procedures of the suspension policy JGD.

### **SEARCHES**

School officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board of Education and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion. Student files on the ALCS computer network are also school property and subject to search.

### **YEAR END SENIOR STUDENT BEHAVIOR**

Participation in the graduation ceremony, Prom, or any other senior activity is a privilege. A student may be excluded from participation in the graduation ceremony or any other activity at the administrator's discretion.

### **PROGRESSIVE DISCIPLINE LADDER**

Avon Lake High School employs a progressive discipline approach to repeated acts of misconduct. Discipline assigned by administrators may range from detention through 10 days of OSS with a recommendation for expulsion.

### **DETENTION**

Detentions are held in Room 160 before school 7:05-7:35 a.m. and after school from 3:00-3:30 p.m. During detention, students will be expected to do school work for the entire time. Failure to have proper schoolwork and/or materials will result in dismissal from detention. Students who do not attend detention will receive further disciplinary action. Students who are absent from school and miss a detention should automatically report to detention before or after school the day they return to school.

### **OPPORTUNITY SCHOOL**

Opportunity school is held in room 160 at the high school every Friday. Students must enter the room and be seated by 3:05 p.m. Students who are late will not be permitted to attend. Dismissal will be at 4:05 p.m.

Students will be expected to work on school-related assignments and/or read appropriate materials approved by the supervisor. Students who become ill during the school day or unable to attend must get prior approval from their grade level administrator.

Once Opportunity school has been re-scheduled, it will not be re-scheduled again. The consequence will be a Saturday School, if the student fails to attend the Saturday school will receive an Out of School Suspension.

### **SATURDAY SCHOOL**

Saturday school begins promptly at 8:00 AM every Saturday morning in room 160, except over Holiday weekends. Students are to be in the commons by 8:00 AM. No one will be accepted into Saturday School after 8:00 AM for ANY REASON. **Failure to be on time will be treated the same as a cut.** Saturday school will end at 11:00 AM and all students must leave the building immediately. **Students are required to bring textbooks or supplemental readings for classes, paper, writing utensils and other equipment necessary to complete work.**

No one will be allowed to go to his/her locker for materials. Students are to bring materials, books, paper, etc., with them. Students will enter and exit the building through the south side commons doors and wait without talking for the monitor to take them to room 160. Students who miss Saturday School are allowed one reschedule of Saturday School per the school year. If a student misses more than one Saturday School, the result will be one day of Out of School Suspension following the next school day.

Saturday school is an alternative to suspension in the discipline system. Failure to attend Saturday School, being late to Saturday School, and/or being removed from Saturday School for violations of guidelines and rules will result in additional disciplinary consequences.

Students are not to communicate with other students in any way between the hours of 8:00 AM and 11:00 AM. Sleeping is also not permitted.

**Students are required to work on school-related assignments and/or read appropriate materials approved by the supervisor. Students are to remain busy on homework or other school related work for the entire 3 hours. No reading magazines, newspapers (unless for a class assignment), or leisure reading is permitted.**

All school rules apply while students are on school property for Saturday School. Students will be provided one restroom break at 9:30 AM. No other restroom passes will be written.

Parents of students who are ill and unable to attend Saturday School are to call the appropriate administrator's office no later than 9:00 AM on the following Monday.

The Saturday School will be rescheduled for the next available Saturday for verified illness called in before 9:00 AM on Monday. Saturday School assignments that have been rescheduled **must** be served on next available date. In addition once a Saturday School has been rescheduled, it will not be rescheduled again for ANY reason.

### **IN-SCHOOL ALTERNATIVE CLASSROOM PLACEMENT**

(ISACP) In-school Alternative Classroom Placement results in the loss of the privilege of the student to participate in classes and extra-curricular activities during the time of ISACP. Students spend the school day(s) in a designated classroom completing assigned work from teachers. ISACP is considered an excused absence. However, students are expected to complete all assigned work during ISACP. Students who are in ISACP will not be given additional days to complete assigned work.