



# Avon Lake High School Student/Parent Handbook 2026-2027



175 AVON BELDEN ROAD  
AVON LAKE, OHIO 44012  
440-933-6290  
[www.avonlakecityschools.org/highschool](http://www.avonlakecityschools.org/highschool)



### **AVON LAKE HIGH SCHOOL ADMINISTRATION**

(440) 933-6290

Mr. Adam Slabodnick – Principal

Dr. Brad Cocco – Shoremen Academy Director & Assistant Principal, Grade 12

Ms. Maria Gingo – Assistant Principal, Grades 10 & 11

Mr. Dale Krzynowek – Athletic Director

Mrs. Nicole Slivinski – Assistant Athletic Director & Assistant Principal, Grade 9

### **GUIDANCE COUNSELORS**

(440) 933-8135

Last Names (A-G) – Mrs. Erin Grieger

Last Names (H-O) – Mrs. Daryn Archer

Last Names (P-Z) – Mr. Mike Kaminski

### **ABSENCE REPORTING ATTENDANCE LINE**

(440) 930-8296

### **DISTRICT ADMINISTRATION**

(440) 933-6210

Ms. Joelle Magyar, Superintendent

Dr. Jack Dibee, Deputy Superintendent

Mr. Philip Oko, Treasurer

Dr. Ned Lauver, Assistant Superintendent of Operations

Ms. Katrina Muzingo, Director of Pupil Services

Mr. Scott Wuensch, Director of Technology

### **BOARD OF EDUCATION**

(440) 933-6210

Mr. Jim Stobe, President

Mr. Michael Sherban, Vice President

Mrs. Jenefer Machovina

Mrs. Kendra Gardiner

Mrs. Gail Soinski Opaskar

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

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# AVON LAKE HIGH SCHOOL

## Foreword

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your grade level principal, noted on page two of this handbook, or visit the Assistant Principal's office.

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 June 10<sup>th</sup> 2026. If any of the policies or administrative guidelines referenced herein are revised after June 10<sup>th</sup> 2026, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

### **Mission Statement**

Our mission is to prepare students for an evolving world. We deliver student-centered learning, celebrate personalized goals, and encourage diverse career paths through collaborative partnerships with our staff, families, and community.

### **Vision Statement**

Inspiring resilient students to achieve meaningful, successful, and fulfilling lives contributing to the success of our Avon Lake community.

### **Equal Education Opportunity**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other

protected characteristics as well as place of residence within District boundaries, or social or economic background (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity).

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s) (also known as Civil Rights Coordinators):

**Civil Rights Coordinators:**

Director of Pupil Services  
(440) 933-4829 x1504  
175 Avon Belden Road  
Avon Lake, Ohio 44112

Special Education Supervisor  
(440) 933-4829 x1777  
175 Avon Belden Road  
Avon Lake, Ohio 44112

Complaints will be investigated in accordance with the procedures described in Board Policy 2260 and page(s) 44-49 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

See also, Policy 5517 – Anti-Harassment

**SCHOOL DAY**

**ARRIVAL** – The building opens for student arrival at 7:00 a.m. Students may enter the building through the North and South Commons entrances. The regular ALHS school day is from 7:45 a.m. to 2:53 p.m. Students arriving outside of the normal start time must sign into the main office. Current bell schedules are posted throughout the high school and in the offices.

**DISMISSAL** – Students departing outside of the normal end time must sign out of the main office. Students not receiving approved additional after school help with a teacher, administrator, and/or involved in athletics or clubs must exit the building in a timely manner. Students may not loiter in the building unsupervised.

BELL SCHEDULES

**AVON LAKE HIGH SCHOOL**

**Daily Bell Schedule**

(50-minute classes with 7:45 am start/ 4-minute pass time)

	<b>1</b>	<b>7:45 – 8:35</b>	<b>50 min.</b>	
	<b>2</b>	<b>8:39 – 9:29</b>	<b>50 min.</b>	
	<b>3</b>	<b>9:33 – 10:23</b>	<b>50 min.</b>	
<b>L U N C H  P E R I O D S</b>	<b>4A</b>	<b>10:27 – 10:51</b>	<b>24 min.</b>	<b>10:27 – 11:17</b>
	<b>4B</b>	<b>10:53 – 11:17</b>	<b>24 min.</b>	
	<b>5A</b>	<b>11:21 – 11:45</b>	<b>24 min.</b>	<b>11:21 – 12:11</b>
	<b>5B</b>	<b>11:47 – 12:11</b>	<b>24 min.</b>	
	<b>6A</b>	<b>12:15 – 12:39</b>	<b>24 min.</b>	<b>12:15 – 1:05</b>
	<b>6B</b>	<b>12:41 – 1:05</b>	<b>24 min.</b>	
	<b>7</b>	<b>1:09 – 1:59</b>	<b>50 min.</b>	
	<b>8</b>	<b>2:03 – 2:53</b>	<b>50 min.</b>	

**AVON LAKE HIGH SCHOOL**  
**Anchor News Now Bell Schedule**  
 (Every Thursday throughout the school year)

	<b>1</b>	<b>7:45 – 8:34</b>	<b>49 min.</b>	
	<b>2</b>	<b>8:38 – 9:27</b>	<b>49 min.</b>	
	<b>3</b>	<b>9:31 – 10:20</b>	<b>49 min.</b>	
	<b>*</b>	<b>Announcements 10:20-10:28</b>	<b>8 min.</b>	
<b>L U N C H  P E R I O D S</b>	<b>4A</b>	<b>10:32 – 10:56</b>	<b>24 min.</b>	<b>10:32 – 11:21</b>
	<b>4B</b>	<b>10:57 – 11:21</b>	<b>24 min.</b>	<b>49 min.</b>
	<b>5A</b>	<b>11:25 – 11:49</b>	<b>24 min.</b>	<b>11:25 – 12:14</b>
	<b>5B</b>	<b>11:50 – 12:14</b>	<b>24 min.</b>	<b>49 min.</b>
	<b>6A</b>	<b>12:18 – 12:42</b>	<b>24 min.</b>	<b>12:18 – 1:07</b>
	<b>6B</b>	<b>12:43 – 1:07</b>	<b>24 min.</b>	<b>49 min.</b>
	<b>7</b>	<b>1:11 – 2:00</b>	<b>49 min.</b>	
	<b>8</b>	<b>2:04 – 2:53</b>	<b>49 min.</b>	

## ATTENDANCE

### Absence Reporting

The faculty and administration of Avon Lake High School strongly believe that consistent attendance and punctuality are important factors that improve educational outcomes and contribute to successful lifelong habits. Students are advised to make appointments outside of school hours. If students are absent from school, they are not to be on the school grounds. When a student is absent, parent(s) and/or guardian(s) are requested to call the Attendance Office before 9:30 a.m. on the day of the absence. **Please call the Attendance Office at (440) 930-8296 to report absences 24 hours a day.** For attendance questions about your student, call (440) 933-6290, extension x1550.

### Attendance Policy

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

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. observation or celebration of a bona fide religious holiday
- 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
- 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
- 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

Attendance shall be taken at the beginning of every period in buildings with period-based scheduling. Absences from a class period shall be accounted for to the nearest full hour. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour. It is the expectation that any classroom assignment missed due to a student absence, whether excused or unexcused, will be completed by the student.

See also, Policy 5200 — Attendance

### **Religious Expression Days**

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. Students are able to receive up to three days of excused religious expression days each year. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

See also, Ohio Revised Code 3320.04 — Religious Accommodations for Public School Students

### **Released Time for Religious Instruction During the School Day**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

- A. student's parent or guardian gives consent in writing;
- B. sponsoring entity maintains attendance records and makes them available to the District;
- C. sponsoring entity provides and assumes liability for the student; and
- D. student assumes responsibility for any missed school work.

Transportation of students to and from released time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board, its members, and employees are immune from liability for any injuries arising from transportation to and from released time instruction. Further, no Board funds will be expended for, and no District personnel shall be involved in, the provision of religious instruction.

The District shall collaborate with a sponsoring entity to identify a time for religious instruction to be offered during the school day.

Students shall not be excused from a core curriculum subject course to attend released time instruction. The Board deems all graded courses to be core curriculum including, but not limited to, courses that have State-approved learning standards.

Released time instruction will be limited to one (1) day per school week, as established by the Superintendent, and shall not exceed fifty (50) minutes, inclusive of travel.

The Board of Education requires sponsoring entities to conduct criminal background checks of any instructors or volunteers. It is the responsibility of any private entity providing religious instruction during release time from the school day to annually submit to the Board an acknowledgment that it has completed criminal background checks on all instructors and volunteers and has verified that no such individual has a criminal conviction which would otherwise prevent them from being employed with an Ohio public school district. In addition, the acknowledgment will include an affirmation by the private entity of its ongoing obligation to complete and maintain such checks

on all such instructors and volunteers if/when staffing changes. Criminal background check documentation must be provided to the Board upon request.

Any private entity providing religious instruction during the school day must agree that it will not distribute educational and program materials to participating students.

Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights.

See also, Policy 5223 — Released Time for Religious Instruction During the School Day

### **Student Vacation or Planned Absence During the School Year**

Parents should submit a written request to the building principal a minimum of two weeks in advance of the scheduled vacation/planned absence and indicate the time period involved.

The Principal is authorized to approve vacation/planned absence requests under the following provisions:

- A. A completed vacation/planned absence form is turned into the students' grade level administrator in advance, indicating the date(s) the student will be absent from school.
- B. The family vacation period/planned absence is necessary during the school year and the student is accompanying his/her parents on a vacation or planned absence. Parents should not request vacation/planned absence days that take place during exam weeks/state testing weeks.
- C. Absences for vacation/planned absence days will be recorded as excused with credit.
- D. Please note the additional form "Make-Up Assignments for Extended Absences" does not need to be completed for a planned absence. It only needs to be completed for a vacation, and those arrangements with teachers to obtain classroom assignments are made by parents and/or students through the school office, one week prior to the departure date.
- E. One make-up for each day of absence shall be approved (2 for 2, 3 for 3, etc.).

### **Biometric Identification Management System**

Avon Lake High School utilizes identiMetrics, a Biometric ID Management system to provide accurate student identification and improve efficiency within attendance reporting for students. This system works with PowerSchool to communicate and track student attendance in real time.

Biometric identification is an automated method of identifying a person based upon physical or behavioral characteristics. Our school has selected identiMetrics because it is secure, accurate, cost-effective, and non-intrusive. You can learn more about the system at [www.identimetrics.net](http://www.identimetrics.net).

Biometrics finger scanning is similar to what is used on smart phones. Using a finger scanner, the software scans certain unique points on the finger to create and store individual templates that identify each student. When the student returns, the software again scans the finger and looks for a match in the database. When a match is found, the student is identified. This all happens in about a second.

### **Student Privacy**

The software scans the finger for identification. It does not store a copy of the fingerprints. Instead, the software creates a template of the unique points on the finger. The template is converted to a unique number and is stored in the school's database with the same high level of security for all of our records. In accordance with ALCS Board Policy 8330, students' personally identifiable information (PII), including a biometric record, will be safeguarded with restricted access, as permitted by law. Students' biometric templates are protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is the same Federal Law that protects all students' personally identifiable information and student records. When your child graduates or is no longer enrolled in Avon Lake High School, the templates are deleted. At no time is a fingerprint image stored.

**It is important to understand that we are not fingerprinting students. In addition, fingerprints cannot be recreated or delivered to any agency, governmental or otherwise.**

### **Parent Notification**

ALHS will notify parents and/or guardians at the start of each school year about our use of this technology. **If you do NOT want your child to participate you can opt out at any time**, please email the Assistant Principal's office at [laura.smith@alcsoh.org](mailto:laura.smith@alcsoh.org). You may also call the high school at 440-933-6290 extension x1545 for the Assistant Principal's office.

## **ACADEMICS**

### **Graduation Requirements**

Please refer to the Program of Studies for all academic requirements and/or Policy 5460 — Graduation Requirements.

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education (ODE) as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

## 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.

See also, Policy 5464 — Early High School Graduation

## Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. downloading or copying information from other sources and presenting it as one's own;
- D. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- E. copying another person's work;
- F. allowing another person to copy one's own work;
- G. stealing another person's work;
- H. doing another person's work for them;

- I. distributing copies of one's work for use by others;
- J. distributing copies of someone else's work for use by others for academic gain or advantage;
- K. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- L. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- M. distributing or receiving questions from quizzes, tests, assessments, etc.

Additionally, Policy 7540.03, the Student Technology Acceptable Use and Safety, explains how Artificial Intelligence may be used as a tool for school work.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy. Students who violate this policy may be subject to disciplinary consequences. Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child. Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct. Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

See also, Policy 5500 — Student Conduct

### **Academic Distinction**

Avon Lake High School utilizes the Latin Honor System as a way to recognize student achievement through an awards program for grades 9-12. Students' cumulative GPA at the end of Semester 1 of each academic year is used to determine which distinction criteria students meet. Below is a breakdown of each specific distinction and GPA requirement.

- Summa Cum Laude (with highest distinction) Cumulative GPA of 4.5+
- Magna Cum Laude (with great distinction) Cumulative GPA of 4.0+
- Cum Laude (with distinction) Cumulative GPA of 3.5+

### **Awards Program**

An end-of-the year awards program is held for grades 9-11 during the school day based on Academic Distinction requirements. Senior awards and scholarship recipients are recognized in a separate evening program. Invitations for these events are sent to students in advance through school-approved electronic communications.

## **Honor Roll**

Honor Roll, which includes High Honor Roll, Honor Roll, and Merit Roll, is determined quarterly of each academic year by students' quarterly GPA. This information is outlined in the Program of Studies. Students' honor status is published on the school website quarterly. Contact the Guidance Department, extension x1559, with any questions related to honor roll status.

## **Community Service**

Students who volunteer and would like to submit their hours to receive an honors cord during senior year for graduation will need to have 30 hours logged by April 1st of their senior year to receive the White Community Service Honor Cord for graduation. All forms MUST be signed by an adult supervisor who can verify the hours were completed as noted and should not be a parent of the student. Please note, the most hours a student can receive for a semester of being a student-aid will be 15 per semester per period unless an extenuating circumstance is adequately provided by the supervisor to justify more. Community Service Log Sheets are available digitally on our website or in the Guidance Office. Contact the Guidance Department with any questions.

## **Senior Cords**

Cords are awarded based on GPA through the 1<sup>st</sup> semester of senior year.

- Summa Cum Laude Cord 4.5 and up – Maroon, Gold and White Twisted
- Magna Cum Laude Cord 4.0-4.49 – Maroon and Gold Tied
- Cum Laude 3.5-3.9 – Gold Cord
- National Honor Society – Blue Cord
- Military Cord – Red, White, and Blue Twisted
- Community Service – White Cord
- Senior Project – Black Cord
- AP Capstone – Navy Blue, Hunter Green and Red Cord

## **Standardized Rules of Exams**

- If a student misses an exam due to legitimate absence, arrangements should be made as soon as possible with the respective teachers to take the exam(s) missed.
- Students arriving late for an exam should report immediately to the Main Office.
- If school is closed for any reason during an exam schedule, the exam schedule will resume on the return of school and the exam week will be extended to equal the number of days missed. For example, if Wednesday is the first day of exams and school is closed, then Wednesday's exams would be taken the first day back to school.
- Students are to remain in their exam room(s) for the entire exam period(s).
- Students should take the exam during the scheduled exam period. There will be no moving of individual student exams unless it is an emergency and approved by an appropriate administrator in advance.

## **Avon Lake Athletic Eligibility**

The Avon Lake Board of Education recognizes the positive values associated with and gained from participation in interscholastic extracurricular activities. Further, the Board of Education understands the incentives which participation in interscholastic extracurricular activities provides to students to achieve success and maintain a satisfactory level of performance in the classroom.

In order to be academically eligible in grades 9-12, a student athlete must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student athlete must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, which count towards graduation, and earn a grade point average of 1.50 (C-) or above. A student athlete enrolling in the 9th grade for the first time and is participating in a fall sport, MUST have been enrolled in and earned passing grades in a minimum of four courses in the preceding grading period. A failing grade may not preclude a student athlete from participation. Summer school and other educational options may NOT be used to substitute for failure to meet academic standards during the last grading period of the school year.

## **Summer School**

The Board may operate summer school programs for students in grades Kindergarten through 12. Summer programs can be for students who need extra help in order to advance with their respective age groups or to provide enrichment, remedial, and recreational experiences.

Tuition may be charged for students who enroll in a summer school program.

Summer school programs are under the direction of an administrator appointed by the Board. Teachers for summer sessions are recruited from the District staff, as feasible.

See also, Policy 2440 — Summer School

## **Educational Options**

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

Educational options are learning experiences or activities that are designed to extend, enhance, supplement, or serve as an alternative to classroom instruction. Policy 2370 — Educational Options, outlines the extent of educational options available to meet students' needs.

## **Report Cards**

Report cards can be accessed through the parent portal in PowerSchool. A notification at the end of each quarter will be communicated with parents/guardians when they are released.

## **Incomplete Grades**

Incomplete grades recorded at the end of any grading period, are normally changed to the appropriate grade within ten school days from the closing of the quarterly grades. Any exception which teachers deem necessary must be approved by the high school administration.

## **ACT and SAT**

It is recommended that students take their first ACT and/or SAT in the spring of their junior year. Additional testing may be deemed advisable in their senior year. Students and counselors should meet to establish an appropriate testing plan. Contact the Guidance Department for additional information regarding testing dates and locations.

## **Advanced Placement (AP)**

The AP program provides students with the opportunity to receive credit and/or advanced placement upon entering college. There are exams for approximately 30 introductory college courses. Scores range from 1 to 5. Each AP exam takes approximately 3.25 hours to complete. All formal reviews for AP tests will take place within the class period, before or after school. AP tests are administered during the first two weeks of May. The actual test dates are established by the AP Program and cannot be altered. All students taking AP courses are required to take the AP exam. The dates of the AP exams will be provided by the teachers, guidance, and building communication.

## **Field Trips**

Field 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.

## **Transcripts**

A transcript includes final grades in all courses from grades 9-12 and the cumulative grade point average. Students may request to send their transcript to colleges and potential employers by completing a transcript request form, which is posted under the high school Guidance page on ALHS's website or by picking up a transcript request form in the Guidance Office. There is no charge for this service. Students need to allow ample notice to process and print transcripts.

## **GENERAL BUILDING INFORMATION**

### **Bus Schedule (JVS Only)**

JVS busing is available for Avon Lake students only. Pick-up and drop-off times will vary based on the location. Refer to the website for current information each school year. JVS bus routes can be found on the ALCS website at:

<https://www.avonlakecityschools.org/district/operations/transportation>

### **Lunchroom Expectations**

- No students may leave the building for lunch.
  - Lunch periods at Avon Lake High School are closed lunch periods.
- Students, parents, and guardians are not permitted to bring fast food into the building or use mobile ordering delivery services to have food delivered.
- Consumption of food and beverages other than water should be limited to the commons.
- Students are to display good manners and talk in a reasonable volume and tone.
- Students are to be courteous to peers and staff and keep their table and area clean.
- Restroom use is restricted to the restrooms located in the Hall of Fame lobby.
  - Students are not to loiter in the Hall of Fame lobby area or restrooms.
- Students are not permitted to leave the commons unless they have a signed pass from a staff member in advance.

### **High School Open Campus Lunch**

Open campus lunch is a senior privilege for students who demonstrate academic responsibility, good attendance, and appropriate behavior. Eligibility must be met and maintained throughout the 4th quarter of senior year, and students must obtain final administrative approval before leaving campus. Leaving without confirmation may result in a disciplinary referral and loss of the privilege. Seniors who qualify for open campus lunch will be contacted by administration during the 4<sup>th</sup> quarter. Open campus lunch dates will be released with the application.

### **Dances**

Students attending dances are permitted to bring a date who is not a student at Avon Lake High School. Registration of non-ALHS students is required. The guest form must be completely filled out and approved before a guest ticket can be purchased. School rules apply for all ALHS student and their guests. Guest forms are posted on our school's website and copies are available to students in the Assistant Principal's Office.

- All school rules apply for all ALHS students and their guests.
- All guests must present a current photo identification to be admitted to the dance (MUST BE UNDER 21).

- ALHS dress code applies to all school sponsored activities.
- Students leaving the dance prior to the end are not allowed to reenter and are expected to leave the grounds immediately.
- Sitting on the shoulders of others is not permitted.
- Inappropriate dance gestures and hazardous dance movements are not allowed (e.g. crowd surfing).
- Middle school students are not permitted to attend any ALHS dance.

### **Elevators**

ALHS has an elevator for use by staff, students, and visitors requiring accommodations. Access keys for use of the elevator may be signed out on a day to day basis from the front desk of the Main Office. A \$10 fee will be charged for lost or unreturned elevator keys.

### **Emergency Medical Authorization Forms**

At the start of the school year, or when a student enrolls during the school year, each student and parent/guardian is required to provide a signature online on an Emergency Medical Authorization Form through PowerSchool.

The purpose of the Emergency Medical Authorization form is to enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents/guardians cannot be reached. According to Ohio Law, even if a parent/guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of their school shall make reasonable attempts to contact the parent/guardian before treatment is given. It is in the best interest of students, parents/guardians, and staff members that the Emergency Medical Authorization forms are completed before their child or children attend school to ensure the safety of all students.

See Policy 5341 — Emergency Medical Authorization

### **Student Fundraising**

No one is permitted to sell any items on school grounds unless properly authorized as an approved school fundraising activity. Violation may lead to confiscation and/or disciplinary action. See Policy 5830 — Student Fund-Raising, for additional information.

### **Posting of Signs or Posters in the School**

All signs and posters are to be placed in designated areas (clear plastic sleeves) using sticky tack only. In order to display posters or signs, the student or advisor must first receive the approval and signature of an administrator. Upon completion of the event or activity, the student or advisor is expected to remove the signs or posters the next school day.

## **Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **Safety and Security**

- A. All visitors must report to the main office when they arrive at Avon Lake High School.
- B. Alumni/visitors to ALHS are allowed on a limited basis after school hours with administrative approval. Appointments are preferred prior to any visit.
- C. All visitors are given and required to visibly wear a building visitor pass while they are in the building. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are hanging around the building after hours.
- D. Students and staff are expected to immediately report to an administrator or staff member any suspicious behavior or situation that makes them feel unsafe.
- E. Access to sections of the building that are not be needed after the regular school days are locked and closed.
- F. Students who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline.

## **Fire, Tornado, and Safety Drills**

Avon Lake High School complies with all fire safety laws and will conduct fire drills in accordance with State law. Avon Lake High School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers and/or Staff will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers and/or Staff will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **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.

See Ohio Revised Code 3319.90—Single-Sex Facilities and Accommodations

## **Calamity Day Notification**

ALCS uses social media and an automated phone system to report school closings. Parents and students are responsible for knowing about emergency closings and delays.

### **Media Center: The Learning and Knowledge Environment (L.A.K.E.)**

The L.A.K.E. is the information center of the school. The goal of the L.A.K.E. is to help students learn and become effective users of information. A wide variety of print and non-print materials, including electronic resources, are available. The L.A.K.E. staff is here to assist students and teachers. An atmosphere conducive to study is maintained. The staff welcomes research questions and will try to help students as much as possible.

- No food, drink, or candy is permitted in the L.A.K.E.
- The L.A.K.E. has an online circulation system. Students must present their school photo identification card when signing out materials.
- Lost items will be charged at replacement cost and added to student's fees.

### **Positive Office Referrals**

Each staff member has access to positive referrals. Staff members use these to recognize a student's special effort, give special thanks, or for anything performed by the student that warrants recognition. Positive referrals are sent to the grade level principal; the assistant principals call students down to their office to acknowledge their great efforts.

### **Student Identification Cards**

Following school pictures, students will receive their student I.D. cards. The I.D. card is to be carried at all times. If lost or damaged, a replacement I.D. will be made at a cost of \$5.00 through the Media Center.

### **Guidance**

The counselors are available at all times for student problems relating to personal/social issues, scheduling, graduation requirements, college entrance testing and interpretation, and career advising and information. Students are to make appointments to meet with their counselor before school, during free periods, or after school. Any exceptions require a pass from the classroom teacher or appropriate staff member. When making an appointment before school or during lunch, students should allow enough time so they will not be late to class. The Guidance office is open from 7:00 a.m. until 3:00 p.m. To contact the Guidance Office, call 440-933-8135. Students can make appointments by visiting the guidance website at <https://www.avonlakecityschools.org/highschool/guidance-department>.

## **Clinic**

The clinic is available to students who are ill or injured. Students must have a pass from their teacher or appropriate staff member to be admitted and report to the Main Office to sign into the clinic.

If the student is too ill to remain in school, the parent(s) will be notified and a plan will be devised for the student to depart from school.

The nurse or school officials are only allowed to call the numbers listed on the emergency medical form. When authorized to leave, the student must sign out with the Main Office and follow the plan agreed to by the parent(s) and/or guardian(s). Injuries are to be reported to the classroom teacher or supervising staff member who will complete the incident report form (often necessary for insurance coverage/reimbursement) and notify an administrator.

## **Administration of Medication**

Medication should be administered at home under parent/guardian supervision whenever possible. If medication must be taken during school hours, the following provisions must be adhered to according to state guidelines and relevant district policy:

- An authorization form must be on file complete with physician and parent/guardian signature.
  - All medical forms are available on the Avon Lake City Schools website under the Nursing section on the Department of Operations webpage.
- Medication must be in its original container.
- The parent/guardian is to drop off the medication in the office. At the end of the school year, a parent/guardian must pick up the unused medication or it will be destroyed.

Over-the-counter medication must be in its unopened commercial container with the student's name and dosage affixed to it. These medications also require an authorization form signed by the parent or guardian. Students in possession of any kind of pills/medication or distributing any pills, whether over-the-counter or prescription, may be subject to discipline per the Student Code of Conduct. Refer to Policy 5330 — Use of Medications for additional information.

## **Immunizations**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons (see below). The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease in accordance with the administration procedures prescribed by the Ohio Department of Health (see AG 5320). This policy pertains to both students who currently attend school in the

District and those eligible to attend. Policy 5320 details immunization requirements for the District.

### **Locks and Lockers**

Students are responsible for securing and locking all personal belongings. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** School lockers are the property of the Board of Education and are provided as a convenience for student use. The lockers and their contents are subject to inspection at the school's discretion.

Students are responsible for the condition of their lockers. Restitution may be imposed where damage has occurred. Offensive or derogatory pictures or displays are prohibited. Lockers are to be kept neat, clean and locked at all times. Students will be assigned lockers and are not to share lockers. Students should not reveal their lock combination. Valuables and money should not be stored in lockers. Lock numbers and combinations are on file in the Assistant Principal's Office.

### **Physical Education Lockers**

Students are responsible for securing and locking all personal belongings. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** All students enrolled in P.E. classes are reminded that in order to ensure the safety of each student's personal possessions, students are to provide their own lock to secure possessions during the P.E. class. Locks must be removed at the end of every period.

### **Lost and Found**

Lost and found items, including books, should be turned into the main office. Any student who has lost articles should report the loss to the office and check to see if these articles have been turned in.

### **Shadowing Days**

ALHS welcomes perspective students to shadow current ALHS students on predetermined dates during the school year. Shadowing is intended for students who are seriously considering attending ALHS for the following school year. To be eligible, the proper form must be completed, and all other criteria followed. Contact the Guidance Department at (440) 933-8135, Option 0, for additional information.

### **Work Permit Rules and Guidelines**

Child labor laws and the compulsory school attendance laws are complementary. The prime objective is to ensure at least a minimum education. While minors are permitted to work, their employment may not interfere with their education. Ohio Revised Code, Chapter 4109 regulates the employment of minors and requires any person under the age of 18 to obtain a Work Permit. A Work Permit may be issued only by the Superintendent of the school district in which the student

resides, and only upon satisfactory proof that the student is at least fourteen years old. The permit itself can be obtained through the main office of the high school or website.

Work Permits are a privilege afforded by the Superintendent or issuing authority of the district and not a right. Issuance may be denied or the certificate can be revoked for non-attendance, repeated disciplinary actions and other reasons deemed sufficient by the Superintendent or issuing authority. On a periodic basis, student attendance and disciplinary records will be checked for compliance with expectations that would qualify a student to receive or maintain a work permit. If records indicate that a student is not in compliance, the student will be denied a work permit until such time that they comply if they are applying for a work permit. If a student has already been issued a work permit, an initial warning will be provided, and/or a revocation will take place.

### **Student Parking Permit Rules and Guidelines**

1. When applying for a parking permit, a valid driver's license, proof of insurance and parent/guardian approval are required. A temporary driver's license will not be accepted and permits will not be held for future purchase.
2. All students parked on school property must have a valid parking permit displayed in their vehicle. Permits are non-transferable and non-refundable.
3. The speed limit on campus is 10 M.P.H., and is strictly enforced. According to ORC 4513.263, seat belts are to be worn by all occupants of the vehicle. It is the responsibility of the driver to ensure that all passengers are properly restrained.
4. No parking in circular driveways, faculty/visitor lots, bus garage area, or fire lanes. Vehicles parked illegally are subject to towing at owner's expense.
5. The school cannot assume liability for vehicles or their belongings. Vehicles are to be locked at all times. Do not leave keys in the vehicle and secure all valuables.
6. Students are not permitted to go to their vehicle during the day without an office pass.
7. Students are expected to exercise good judgment behind the wheel at all times. Reckless operation of a vehicle is strictly forbidden.
8. All cars and items in cars are subject to search in accordance with state and local laws and policies.
9. A parking permit can be revoked at the discretion of administration and may result in disciplinary action under the ALHS Student Code of Conduct.
10. Parking Pass fee (\$20.00 per school year or \$10.00 for the 2nd Semester) will be added to PowerSchool. There is a \$10.00 fee to replace a lost pass. Parking passes can be picked up in the

Main Office.

Continued eligibility of students with parking permits will be monitored on a quarterly basis. In the event a student no longer meets the eligibility criteria, he/she must return the student parking permit to the appropriate administrator immediately upon notification. Failure to do so will result in disciplinary action under the ALHS Student Code of Conduct.

Contact Laura Hout (laura.hout@alcohs.org or extension x1548) with any questions.

### **Junior/Senior Pass Privileges**

Students at Avon Lake High School who, as a result of accumulated credits, have earned the classification of junior or senior are eligible to receive a junior/senior pass privilege if their course schedule permits. The junior/senior pass privilege allows a junior/senior to begin their school day at the beginning of 2nd period (juniors) or 3rd period (seniors) and/or end their school day at the end of 7th period (seniors) or 8th period (juniors).

The purpose of the junior/senior pass is twofold. First, it is designed to give juniors and seniors more flexibility and responsibility in managing their time. It is a phase-in option in preparation for life after high school. Second, it provides an incentive for juniors and seniors to maintain passing grades and good disciplinary records. Students are required to maintain a "C" or higher average in all courses to be eligible for the pass. Grades are checked at each quarter and semester. Students must also have not been suspended during their junior or senior years. The procedures that are associated with the junior/senior pass privileges are specified in the Avon Lake High School student handbook.

Junior/senior passes are only issued with parental permission that indicates parent(s)/guardian(s) assume full responsibility for the junior/senior student when he/she leaves the high school campus. The school will have no liability for accidents that occur when a junior/senior is using his/her junior/senior pass privilege.

See also, Policy 5230 — Late Arrival and Early Dismissal

### **Personal Communication Devices**

The Board of Education is committed to providing educational environments that support students fully engaging with classmates, teachers, and instruction. Use of personal communication devices or possession of personal communication devices ("PCD") (this term shall also include an "electronic communication device" as referenced in R.C. 3313.753) shall be prohibited during the instructional day in accordance with this policy and the Student Code of Conduct of personal communication devices ("PCDs") shall be limited during school hours and during school-related events and functions in accordance with this policy and the Student Code of Conduct.

The term Personal Communication Device ("PCD") is defined in Bylaw 0100 - Definitions.

Nothing in this policy prohibits a student from using a PCD in accordance with the student's individualized education plan ("IEP") or Section 504 plan. The Board shall also permit a student to use a PCD to monitor or address a health concern if the Board receives a written statement from the student's physician requiring such use. Additionally, students may use school phones to contact parents/guardians during the school day depending upon the exigencies of the situation, the location of the students, and the location of the PCD during an active threat or emergency in accordance with the protocol outlined in the Board-adopted emergency management plan.

- A. when the teacher authorizes a student to use a PCD for educational purposes during instructional time;
- B. during the student's lunch period;
- C. between classes; or
- D. during school-related events and functions (e.g., after-school activities, extra-curricular activities)

Students are prohibited from using PCDs in a manner that infringes on a person's reasonable expectation of privacy. This includes using PCDs in locations and circumstances where a student may be changing clothes or in any stage of undress, such as gymnasiums, locker rooms, shower facilities, and restrooms/bathrooms. The Superintendent and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Except as authorized by a teacher, administrator, IEP team, or Section 504 plan, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person during school hours. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent during the instructional day, where there is a reasonable expectation of privacy, or as outlined above, is considered an invasion of privacy and is not permitted.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students may not use a PCD in any way that would constitute bullying or harassment or other violations of the Student Code of Conduct.

See Policy Board 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on school property, or at a school-sponsored activity.

When the use of or possession PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

When the use of PCDs is permitted, all PCDs must be placed in silent mode unless otherwise required by an IEP or Section 504 plan to monitor/address a health concern, or as permitted by a principal or teacher for learning purposes. Students permitted to use a PCD for these limited reasons are expected to use the approved device only as authorized. Uses other than as authorized can be subject to disciplinary action. PCDs must be stored out of sight when directed by the administrator, teacher, bus driver, adult supervising an extracurricular or school event, or sponsor.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on school property, including school buildings, other facilities, and school vehicles.

### **Possession of PCDs on Campus**

Students are permitted to possess a PCD on their person as long as they remain stored out of sight and are not used except when permitted by this policy or the emergency management plan.

Possession of a PCD by a student during the instructional day and during school-related events and functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in the following disciplinary measures:

- A. Issue a verbal warning and require the student to store the PCD in accordance with this policy.

- B. Confiscate the PCD and store it securely in a staff-controlled locker, bin, or drawer for the duration of the class or period.
- C. Confiscate the student's PCD and store it in the facility's central office for the remainder of the school-related event or school day.
- D. Confiscate the student's PCD in the facility's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's PCD use.
- F. Loss of privilege to bring a PCD to school for a designated length of time or on a permanent basis.

If the violation involves an illegal activity (e.g., child pornography, sexting), the school official will also refer the matter to law enforcement or child services. The PCD will be confiscated and may be turned over to law enforcement if a violation involves potentially illegal activity.

School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

This policy shall be posted prominently on the District's website and in a central location in each school building and made publicly available upon request.

See also, Policy 5136 — Personal Communication Devices

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies.

The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes apps and services (as defined by Bylaw 0100) to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices ("PCDS") when they are connected to District Information & Technology Resources, including apps/services, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access apps/services and other resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene,

constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or apps/services containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or apps/services 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 content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information ("PII") regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning

appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor, in accordance with Federal and State law, the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school email account that they are required to use for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various apps/services.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

### **Use of Artificial Intelligence Tools for School Work**

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather

than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.09 - Artificial Intelligence ("AI"))

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

- A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.
- B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- D. Writing assistance: AI tools can provide feedback on a student’s writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student’s thinking, identify bias, suggest additional topics, and ask questions to expand the student’s thinking on a topic.
- E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher’s direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

See also, Policy 7540.03 — Student Technology Acceptable Use and Safety

### **What Families Should Know about AI**

At Avon Lake City Schools, we are committed to helping students learn and grow in a safe, responsible, and supportive digital environment. As artificial intelligence (AI) becomes more common in educational tools and online platforms, we want families to understand how AI may be used in our schools, how students are protected, and what expectations guide its use.

#### **What is artificial intelligence?**

Artificial intelligence, or AI, refers to computer systems that can recognize patterns, generate responses, and complete tasks that usually require human thinking. AI is already built into many digital tools, including search engines, writing supports, learning programs, and online help features.

#### **Why is it important?**

AI isn't a future concept—it's already built into the tools and careers students will encounter after graduation; such as agriculture (precision farming), construction (project planning and safety monitoring), healthcare, cybersecurity, data analysis, engineering, education, finance (fraud detection), manufacturing, software development, logistics and trucking (route optimization), marketing (customer insights), and even creative fields like graphic design and video production. Employers expect employees to understand how to use AI tools to solve problems, analyze information, and work more efficiently. For example, doctors and nurses use AI to help interpret medical data and improve patient care; skilled tradespeople use AI-powered diagnostics in automotive and HVAC systems; and office professionals rely on AI to draft communications, analyze spreadsheets, and manage workflows. Teaching students how to use AI responsibly helps them understand both its benefits and its limitations and become more effective thinkers preparing them to enter a workforce.

#### **How our District Approaches AI Use**

Our district believes that technology should support learning while keeping people at the center of education. Teachers, staff, families, and trusted adults remain the primary support system for

students. AI may be used as a tool to assist with learning, feedback, accessibility, and instructional support, but it should never replace human judgment, relationships, or care.

We also do not support the use of AI tools that act like friends, companions, or emotional support for students. Why are we cautious about AI companions and chatbots?

- Reduced social skills & resilience — Bots don't challenge students or model conflict resolution.
- Emotional dependency — Always available "friendly" bots can increase isolation.
- Misinformation & unsafe advice — Bots may give incorrect, biased, or harmful answers.
- Delayed real help — Students might rely on bots when they should talk to counselors or trusted adults.
- Privacy concerns — Conversations may be stored or shared.
- Exposure to unsafe content — Some AI systems can generate inappropriate responses.
- Manipulation & commercial influence — Some systems may push products or viewpoints.
- Academic integrity issues — Overuse can reduce critical thinking and skill development.

Adolescence and childhood are important times for students to develop healthy relationships, communication skills, and resilience through real human interaction. Our focus is on using AI as an instructional tool, not as a substitute for personal connection or professional support.

### **How AI May be Used in School**

Students may not use AI tools to complete schoolwork unless a teacher has specifically given permission. When AI use is allowed for a class activity or assignment, students may be required to identify how the tool was used and cite AI-generated content according to teacher directions. Unauthorized use of AI for schoolwork may be treated as academic dishonesty under the Student Code of Conduct.

When appropriate, AI-supported tools may be used to enhance teaching and learning. Examples may include:

- instructional software that helps students practice skills,
- tools that support accessibility, such as text-to-speech or translation,
- programs that help teachers organize information, provide feedback, or review student progress,
- digital platforms that use AI features to personalize learning experiences.

### **How Students are Protected**

Student safety, privacy, and responsible technology use are priorities in Avon Lake City Schools. The district uses multiple layers of protection to support safe online access for students, including filtering, monitoring, approved vendor agreements, and device management tools. Student devices are organized by grade level and are subject to different web filtering and app access settings. These protections apply when students use their school-issued accounts and devices, even when they are not at school.

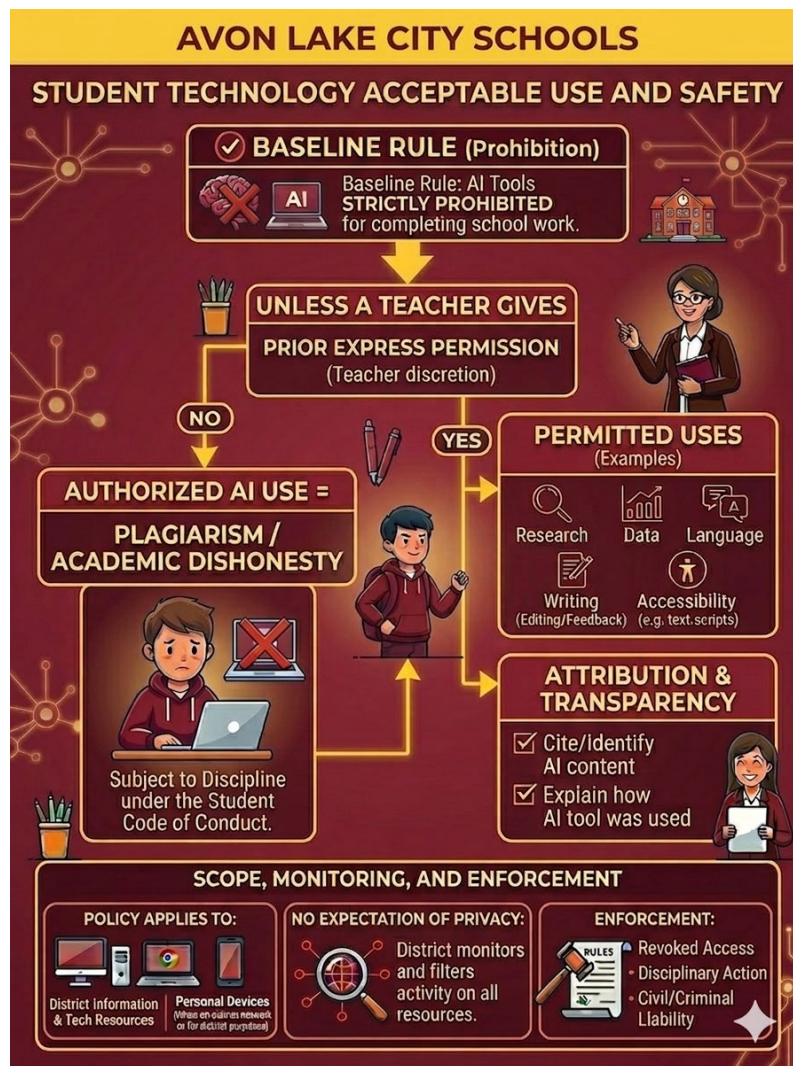
The district also works only with vendors that have agreed to require student data privacy protections. Families can review the district’s approved vendor list and related privacy agreements on the Student Data Privacy Consortium website.

### Digital Citizenship and Student Learning

Because AI is becoming part of the digital world students live in, we believe it is important to help students learn how to use technology thoughtfully and responsibly. This includes teaching students:

- that AI can make mistakes,
- how to question and verify information,
- how to protect privacy,
- when to seek help from a teacher or trusted adult,
- and how to use digital tools in safe, respectful, and academically honest ways.

We also provide ongoing learning opportunities for staff so they can stay informed about emerging technologies and use appropriate tools in ways that support instruction and student well-being.



## **Monitoring and Safety**

To help maintain a safe school technology environment, the district uses tools such as Lightspeed Filter and Lightspeed Classroom. These tools help manage content access, support instructional focus, and allow staff to supervise the use of district-managed devices during learning activities. The district continually updates filtering and monitoring practices to respond to new websites, apps, and online content.

## **Student Data Privacy and SB 29**

Avon Lake City Schools takes student data privacy seriously. In compliance with Ohio Senate Bill 29, the district provides families with notice regarding the monitoring of school-issued devices and the sharing of student data with approved educational technology providers. This includes information about the types of monitoring that may occur on district-issued devices, the use of approved vendors, and annual parent notification requirements.

## **Board Policies and Resources**

Our district's use of technology and AI is guided by board policies (PO7540.09, PO7540.03, PO5136, PO5500, and PO7544) related to student technology use, employee technology use, student conduct, student privacy, and digital safety. These policies help ensure that technology is used in ways that support learning, protect students, and reflect legal and ethical expectations. For more information, families may review the approved vendor and student data privacy information, and board policies related to technology use and digital safety.

## **Transferring Contents of "ALSTUDENT.ORG"**

<http://www.avonlakecityschools.org/district/office-of-technology/google-takeout-instructions-for-seniors>

## **District-Issued Student E-Mail Account**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected

to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Technology Director.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work. The Technology Director is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

### **Unauthorized E-mail**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

### **Authorized Use and Training**

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.03 F1.

Furthermore, students using the District's e-mail system shall satisfactorily complete training.

See also, Policy 7540.06 — District-Issued Student E-Mail Account

## Technology Loaner Agreement

Avon Lake City Schools is committed to providing high quality educational technology devices to all students. Chromebooks will be checked out to students via our library circulation system. Any loaned equipment is, and at all times, remains the property of Avon Lake City Schools and is herewith lent to the Borrower for educational purposes only for the current academic school year. Students shall have no expectation of privacy with respect to the Chromebooks provided by the District or any materials therein and may be inspected without notice. Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Borrower losing his/her right to use this equipment. The equipment will be returned to the school when requested by Avon Lake City Schools, at years end and/or if the Borrower withdraws from Avon Lake City Schools District prior to the end of the school year.

The Chromebook may be used by Borrower only for educational purposes, in accordance with the District's policies, Student handbook, and the District's Code of Conduct. Borrower may not install or use any software other than software owned or approved by the District and made available on the Chromebook. The Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of the device, to make no attempts to add, delete, access, or modify other user accounts.

Avon Lake City Schools asset tags and labels have been placed on the Chromebooks and are NOT to be removed or modified. If they become damaged or missing, contact your buildings administrator for replacements. Additional stickers, labels, tags, or markings are not to be added to the Google Chromebook.

Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition. Students and parents/guardians must immediately report any damage to or loss of the Chromebook or accessories to the District. Avon Lake City Schools District can obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. In the event of damage to the Chromebook or accessories which is not covered by the warranty, (broken screens are not covered) the student and parents/guardians may be charged for the cost of repair or replacement of the Chromebook or accessories according to the following schedule:

- First incident in current school year – Free Repair
- Each Additional repair in current school year - \$50.00
- Replacement Chromebook - \$250.00
- Gross negligence or intentional misconduct – \$400.00

Avon Lake City Schools reserves the right to charge the student and parents/guardians the full cost of repair or replacement of the Chromebook or accessories at any time, such as when damage occurs due to gross negligence or intentional misconduct as determined by the District. In the event the Chromebook or accessories are lost, stolen, or otherwise not returned to the District, the student and parents/guardians may be billed a fine for the full cost of replacement of the Chromebooks or accessories.

# **THE SHOREMEN AND SHOREGALS ACADEMY**

## **The Shoremen Academy Mission**

The Avon Lake City School District recognizes that student needs are not “one size fits all.” The mission of the Shoremen Academy is to provide selected students the ability to access the curriculum in a non-traditional manner while maintaining the same level of professionalism and support services provided through the general curriculum.

### **Placement**

Placement in the Shoremen Academy is by application only and should not be considered a right; rather, is a privilege being granted to student learners by the high school administration and the Avon Lake City Schools Board of Education. In order for the Shoremen Academy to successfully provide students with an alternative education, the program must be able to run smoothly, free of misconduct, truancy, and other deterrents. Those who violate the Avon Lake High School Student Code of Conduct will be evaluated by the ALHS administration and risk removal from the program. The Shoremen Academy is governed by the same regulations as those stated in the Avon Lake High School Handbook and Student Code of Conduct.

### **Student Status**

Students enrolled in Shoremen Academy have the same status as Avon Lake High School students, unless otherwise noted by the Superintendent or administration of the school district. A Shoremen Academy student may attend and participate in extracurricular activities in the same manner as ALHS students, unless otherwise noted by the Superintendent. The Avon Lake Board of Education adopted Student Code of Conduct that applies to the Shoremen Academy in the same manner as it applies to ALHS, non-Academy students.

A student enrolled in the Shoremen Academy will be working toward an ALHS diploma. The Shoremen Academy is a credit-recovery program; therefore, with administrative approval, a student may be enrolled in both Avon Lake High School and The Shoremen Academy, depending on the learner’s need. Students from study hall, with administration approval, may be permitted to attend the academy to complete their credit recovery modules.

### **Student Expectations**

Academy placement is not a right, but rather a privilege. A Shoremen Academy learner must come to school prepared and demonstrate diligence towards the curriculum. Productivity in coursework is without question highly important. A student enrolled in the Shoremen Academy must prove to the staff they truly want to accomplish completing the assigned curriculum. Space is limited; therefore, a student who lacks effort or develops attendance challenges will be subject to review and potential loss-of-status in the Shoremen Academy.

Last, disciplinary items will be reported to Dr. Cocco. Student and parent meetings may take place with Dr. Cocco to address disciplinary concerns and/or discipline administered for Avon Lake High School Student Handbook and Student Code of Conduct violations. Dr. Cocco will be the administrator in charge of all Academy disciplinary meetings, application, and communications.

### **Student Code of Conduct**

Students of the Shoremen Academy fall under the same rules and restrictions as those enrolled in Avon Lake High School. Students will be required to follow all Student Code of Conduct policies established by the ALCS Board of Education. Shoremen Academy Students must follow the rules and regulations established by the classroom teacher.

### **Instructional Support**

Students will have access to instructional support through our ALHS staff. IEPs and section 504 plans will be followed and will be reflective of an education in alternative educational setting. Students are strongly encouraged to seek help from the teacher in the classroom.

### **Counseling**

Counseling services will be accessible to learners in this program through ALHS counselors. Agencies such as guest speakers, social workers, and other support services may be brought in to address the social and emotional well-being of learners. Additionally, ALHS counselors and/or ALHS faculty will proctor state exams. Career readiness, employability, and college options may also be a part of the Shoremen Academy counseling program. Should you require any of these services or want to know more about them, please contact your school counselor.

### **Schedule**

The Shoremen Academy schedule follows the district calendar and runs each week during regular school bell schedule hours. If there is a calamity day then the academy will not be in session.

### **District Technology**

Shoremen Academy students are to adhere to the policies designated in the Acceptable Use Policy Regulations established by Board Policy. Vandalism and abuse of the equipment may be grounds for removal from the program and/or school discipline.

### **In-Take Meeting**

During the initial student placement meeting between the Student, Parent, Counselor, Assistant Principal, and Dr. Cocco, the rules and regulations will be reviewed by Dr. Cocco. A decision could be made prior to the meeting by consensus that this meeting need not to take place.



# Avon Lake City Schools

## STUDENT CODE OF CONDUCT

2026-2027

## STUDENTS' RIGHTS AND RESPONSIBILITIES

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 that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made 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 schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

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. 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.

### **PREVENTIVE MEASURES**

The Avon Lake City Schools believes in being proactive and preventative when it comes to violating the 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 administrative team can utilize mediation, counseling, etc.

### **CARE OF PROPERTY**

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.

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.

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Avon Lake High School charges specific fees for activities and materials used in the course of instruction which can be found in the Program of Studies under Course Descriptions.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **DRESS AND GROOMING**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

See also, Policy 5511 — Dress and Grooming

### **GANGS**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to

discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Refer to Policy 5517 (Anti-Harassment), 5517.01 (Bullying and Other Forms of Aggressive Behavior), and 5516 (Student Hazing) for all policies related to bullying.

### STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. **Insubordination:** Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member or acting in defiance of staff members.
2. **Tardiness:** Tardiness to class and school impede upon students' learning. Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
3. **Violation of bus/school vehicle rules:** (See Policy 5610.04 — Suspension of Bus Riding/Transportation Privileges)
4. **Motor vehicle offenses:** All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
5. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities.
6. **Inappropriate appearance:** Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that presents a hazard to the health or safety of the student

or to others in the school, materially interferes with school work, creates disorder, or disrupts the education program, causes excessive wear or damage to school property, or prevents the student from achieving the student's educational objectives because of blocked vision (e.g., hats, costumes, sunglasses) or restricted movement (e.g., hoods, ski masks). Shoes must be worn at all times for health and safety reasons (See Policy 5511).

7. **Personal Communication Devices:** Students are not permitted to use any electronic devices during instructional time unless authorized by appropriate staff (See Policy 5136).
8. **Failure to serve disciplinary consequence:** A student who fails to complete an assigned minor disciplinary sanction, such as a Detention, Saturday School, or ISACP will be subject to further disciplinary action.
9. **In halls without permission or misuse of a hall pass:** A student may not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student may not transfer or otherwise misuse a hall pass.
10. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except by following proper office protocols for leaving (e.g. a parent note, parent call into the main/ attendance office with legitimate excuse or with the consent from an administrator).
11. **Use of inappropriate language:** Students shall not use inappropriate language in speech, writing, or gesture.
12. **Inappropriate display of affection:** Sexual affection or activity of any nature is prohibited.
13. **Other misconduct:** Any misconduct which is contrary to the school's educational mission is prohibited.
14. **Possession/Use of Tobacco:** The possession, consumption, use, distribution, purchase, and/or or concealment of tobacco, nicotine, or vaping 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 strictly prohibited.
15. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
16. **Academic dishonesty:** A student who has committed an act of academic dishonesty may be subjected to disciplinary action in accordance with Board Policy and the Student Code of Conduct (See Policy 5500 and 7540.03).
17. **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, and horseplay.

18. **Violating acceptable use policy:** Any violation of our acceptable use policy may be subject to discipline (See Policy 5500, 7540.03 and 7540.09).
19. **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 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 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.
20. **Disobedience to administrative directive:** A student may not 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.
21. **Misuse of facilities and equipment:** Students may not use school facilities and/or equipment for uses other than those which were intended. Restitution of costs for repair or replacement may be part of the disciplinary action.
22. **Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying):** Students may not engage in any obscene, abusive, profane, degrading gestures or expression, or disrespectful actions of 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. This includes possession, publication, or distribution of materials (including electronic) meeting this description. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. Refer to Policy 5517 (Anti-Harassment), 5517.01 (Bullying and Other Forms of Aggressive Behavior), and 5516 (Student Hazing) for all policies related to bullying.
23. **Hazing:** Performing any act, or coercing another, including the victim, to perform any act, of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule. Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no

matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property. All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties. Refer to Policy 5517 (Anti-Harassment), 5517.01 (Bullying and Other Forms of Aggressive Behavior), and 5516 (Student Hazing) for all policies related to bullying.

24. **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 may be part of the disciplinary action.
25. **Fireworks and explosives:** Students may not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
26. **Fighting:** Engaging in adversarial physical contact (differentiated from poking, pushing or shoving) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).
27. **Physically assaulting a staff member/student/person associated with the District:** 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, student, or other person associated with the District may be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.
28. **Use and/or Possession of a Weapon:** The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons (Policy 5772).
29. **Possession/Use of drugs and/or alcohol:** Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. If a building principal has a reasonable individualized suspicion of drug or alcohol use, the building principal may request the student in question to submit to any appropriate testing including, but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one (1) other member of the teaching or administrative staff present as a

witness to the test. If a student refuses to take the test, the student will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test (Policy 5530).

30. **Theft, or knowingly receiving or possessing stolen property:** Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing may be disciplined and/or be reported to law enforcement officials.
31. **Arson and/or attempted arson:** Setting fires or use or possession of any incendiary device is prohibited.
32. **Interference, disruption, or obstruction of the educational process:** Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
33. **Extortion:** Any action that is the use of threat, intimidation, force, or deception to take or receive something from someone else is prohibited.
34. **Bomb threats, and other false alarms and reports:** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building.
35. **Failure to provide evidence/providing false information/lying:** Students are expected to be honest concerning violations of the Student 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.
36. **Use and/or possession of a firearm:** A firearm is defined as any weapon, including a starter 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 destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, 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 (1/4) ounce, mine, or other similar device. Unless a student is permanently excluded from school, the Superintendent shall expel

a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with Policy 5610.

37. **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.
38. **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.
39. **Unauthorized use of school or private property:** Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.
40. **Class cuts:** A student may not be in the halls without permission or leave the building before the appropriate dismissal time except by following proper office protocols for leaving (i.e. a parent note, parent call into the main/ attendance office with legitimate excuse or with the consent from an administrator). Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.
41. **Violent Conduct:** Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.
42. **Careless or Reckless Driving:** Driving on school property in such a manner as to endanger persons or property.

43. **Possession of Pornography:** Possessing sexually explicit material.

44. **Unauthorized use of vehicles:** Occupying or using vehicles during school hours without parental permission and/or school authorization.

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school vehicle rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff. Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It may include restorative practices, detentions, in-school discipline, Opportunity School, Saturday School. Informal discipline varies by building and is appropriate per age and grade level.

See also, Policy 5610.02 — In-School Discipline

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days, or for any period of time if the expulsion will extend into the following semester or school year, will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent, at the Superintendent's discretion, may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities, such as band and athletics, can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, the student may be subject to school disciplinary action, as well as action through local law enforcement.

### **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.

See also, Policy 5611 — Due Process Rights

### **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain their view of the underlying facts. After that informal hearing, the Principal (or assistant principal or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their parents will be given written notification of the suspension within one (1) day, setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) calendar days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or the student's representative requests otherwise. A verbatim transcript will be made, and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

See Policy 5610 — Removal, Suspension, Expulsion, and Permanent Exclusion of Students and Policy 5610.01 — Permanent Exclusion of Nondisabled Students

## EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal, or Assistant Principal may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal, in writing, within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one (1) school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the Principal, assistant principal, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

See Policy 5610.03 — Emergency Removal of Students

## EXPULSION FROM SCHOOL

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 and Board Policy 5611 — Due Process Rights, 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 fourteen (14) calendar 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.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

### **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge 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.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

### **NOTICE OF SEARCH AND SEIZURE**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

See also, Policy 5771 — Search and Seizure

Administrators may search a student or a student's property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property

including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property, if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and the building administrator (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

See also, Policy 5540 — Interrogation of Students

### **INFORMAL DISCIPLINE DESCRIPTIONS**

#### **Detention**

Detentions are held before school from 7:05-7:35 a.m., during students' lunch period, and after school from 3:00-3:30 p.m. During detention, students are expected to work on school assignments. 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 at the high school every Wednesday. Students must be seated in the room by 3:00 p.m. Students who are late will not be permitted to attend. Dismissal will be at 4:00 p.m. Students will be expected to work on school-related assignments and/or read appropriate materials approved by the Opportunity School monitor. Students who need to reschedule an assigned consequence must get prior approval from their grade level administrator. Once Opportunity School has been rescheduled, it will not be rescheduled again, and their grade level administrator may assign additional consequences.

### **Saturday School**

Saturday School will be held every Saturday morning except over Holiday weekends. Students need to report to the Common's doors before 8:00 a.m., and quietly wait to be escorted by a staff member to the classroom where Saturday School will be held. No one will be accepted into Saturday School after 8:00 a.m. for any reason and failure to report on time may result in additional consequences being assigned by the student's grade level administrator. Students who need to reschedule an assigned consequence must get prior approval from their grade level administrator. Parents of students who are ill and unable to attend Saturday School are to call the grade level administrator no later than 9:00 a.m. on the first school day after a missed Saturday School. Students must leave the building immediately at the dismissal of Saturday School, which ends at 11:00 a.m. All school rules apply while students are on school property for Saturday School. Students will be provided one restroom break at 9:30 a.m. Students are required to bring textbooks or supplemental readings for classes, paper, writing utensils, and other equipment necessary to complete work.

### **In-School Alternative Classroom Placement**

In-school Alternative Classroom Placement results in the loss of the privilege of the student to participate in classes. 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 for the day during ISACP. Students who are in ISACP will not be given additional days to complete assigned work. Failure to report for ISACP will either result in additional days of ISACP or in suspension from school.