



TROY
INTERMEDIATE
SCHOOL
STUDENT HANDBOOK
2025-2026

Troy Intermediate School
237 Belmar Blvd.
Avon Lake, OH, 44012
Phone: 440-933-2701

WELCOME TO THE AVON LAKE CITY SCHOOL DISTRICT

This Parent/Student Handbook provides information about policies and procedures that govern our schools. Please read the handbook and discuss the appropriate information with your child.

Many individuals are responsible for the planning and implementing our excellent educational program. They include: Board of Education members, administrators, teachers, secretaries, tutors, nurses, teacher assistants, counselors, custodians, maintenance workers, psychologists, bus drivers, speech and language therapists, librarians, cafeteria personnel. Our success also is dependent on the cooperation and active involvement of our parents. Working together, Avon Lake students receive an outstanding start to their school year.

Mission Statement of the Avon Lake Schools:

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.

TROY INTERMEDIATE SCHOOL

PRINCIPAL

Mrs. Theresa Lengel
237 Belmar Blvd.
Avon Lake, OH 44012
Office Phone: 440-933-2701

ASSISTANT PRINCIPAL

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237 Belmar Blvd.
Avon Lake, OH 44012
Office Phone: 440-933-2701

SCHOOL HOURS

7:45am-2:30pm

The school day begins at 7:45am. Students may enter the building at 7:20am. Students entering the building between 7:20 am-7:30 am report to the following locations: 5th grade students report to the cafeteria and 6th grade students report to the gym hallway.

VISITORS

Visitors must report and sign in at the office before going to other parts of the building. All visitors must wear a "Visitor Badge" while in the school. All visits must be pre-arranged through the office or classroom teacher.

Additional Information - Approved through our Online Back-to School Forms *

Immunization Requirements
Medical Care Consent
ALCS Bus Safety Rules and Safety Signals
Field Trips within the Avon Lake City Limits
Email Communication /Pearson PowerSchool Information
Acceptable Computer Use
Computer Technology Loaner Agreement
Broadcast of Student Work, Photos, and Videos
Notice Regarding Directory Information (FERPA)

*Accessed via your PowerSchool Parent Account each fall

The ALSC District Policy Manual may be viewed online:

<https://go.boarddocs.com/oh/alcs/Board.nsf/goto?open&id=DGHPGZ649F23>

Crisis Intervention

The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

BEHAVIOR EXPECTATIONS

Troy Intermediate School staff uses a model of Positive Behavior Interventions and Supports (PBIS) to intentionally teach students expectations for behavior in all areas of the school environment. The Avon Lake City School's core values of **Responsibility**, **Respect**, and **Readiness**, create a framework that we use to teach, model, and reinforce behavior expectations (see *Table 1* below). When students behave in a manner that is inconsistent with these expectations, a progressive discipline plan is used to reteach and reinforce expected behavior. The following principles are used to guide our philosophy of behavior management:

- Each student comes to us as the best version of him/herself
- The foundation of classroom management and appropriate student behavior is positive relationships
- All staff and students should be treated with dignity and respect
- Expected behaviors should be explicitly taught, recognized, and reinforced
- Expectations for behavior should be consistent throughout the school environment
- Unexpected behaviors are an opportunity for learning and growth
- Interventions & discipline should be progressive in nature
- All staff should have the authority and autonomy to address misbehavior

Troy Intermediate School
Avon Lake City Schools

The SHORE WAY



Respectful

Responsible

Ready

Classroom	Hallway	Cafeteria	Recess	Restroom	Technology	Bus
Follow directions. Listen to other's perspectives & ideas. Be kind to everyone.	Walk on the right side of the hallway. Give others personal space and respect boundaries. Be kind to everyone.	Follow directions. Include others. Use table manners. Be kind to everyone.	Follow directions. Practice safety. Include others. Be kind to everyone.	Give others privacy. Always flush and clean up after yourself.	Keep your username & password private. Be mindful of your digital footprint. Use school appropriate language.	Follow the driver's directions. Keep hands, feet & objects to yourself. Use school appropriate language. Be kind to everyone.
Engage in activities appropriately. Learn from mistakes. Take ownership of your learning. Use voice level per teacher's directions.	Keep lockers organized. Clean up after yourself. Use voice levels 1-3.	Clean up after yourself. Use voice levels 2-3 while communicating with others. Use voice level 1 when monitors are speaking.	Use voice levels 2-5 for outdoor recess Use voice levels 1-3. for indoor recess Use voice level 1 when the monitors are speaking.	Return to class in a timely manner. Wash your hands.	Keep cell phones off and stored in lockers during the school day. Take care of equipment. Use smartwatches and other devices appropriately.	Report to your bus stop on time. Keep your space clean. Use voice levels 2-3. Use voice level 1 when the driver is speaking.
Be prepared for learning. Participate positively. Be attentive. Have a growth mindset.	Transition to your assigned location in a timely manner. Have a hall pass if you are in the hallway during class.	Sit in your seat properly during lunch. Raise your hand if you need something.	Wear clothing that is appropriate for outdoor recess. Bring something to work on for indoor recess.	Have a hall pass. Re-enter the classroom ready to learn.	Use your device as directed by a teacher. Bring your device to school each day charged.	Stay seated and facing forward. Keep the aisle clear.

VALUABLES

Students should not bring large amounts of money or wear expensive watches or jewelry to school. Purses, money, jewelry, electronics, or any item of value should not be left unattended. Check the lost and found located in the office and near the cafeteria if you lose something.

LOCKERS

Lockers will be issued at the beginning of the year. Each student is responsible for keeping his/her locker clean. Students are not to share lockers. School lockers are property of the school district, with use granted by the district.

Students shall have no expectation of privacy with regards to any contraband, dangerous objects or substances placed within such lockers. School officials may search lockers at any time if there are reasonable grounds to suspect a violation of school rules. Money or valuables should not be left in lockers. Decorations and tape are not permitted in or on lockers.

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

Absences from school are considered either excused or unexcused.

Excessive absences from the classroom present a major obstacle to effective student learning. When students are absent, they miss the information given, but also the interaction, which adds to the overall learning experience. The activities in a classroom can never be totally replicated in make-up work.

ATTENDANCE POLICIES AND PROCEDURES

Attendance Policy

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Excessive absences from the classroom present a major obstacle to effective student learning. When students are absent, they miss the information given, but also the interaction, which adds to the overall learning experience. The activities in a classroom can never be totally replicated in make-up work.

Excused Absence

Excused absences from school are not counted in the number of accumulated absences.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness - a doctor's note is required for absences due to personal illness that are over three consecutive days or for absences beyond state attendance requirements each semester;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and

sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments with written note from doctor's office or other proof of attendance. Parents are encouraged to make appointments after school hours.

Reasons for which students may be non-medically excused include, but are not limited to:

1. court appointments with written proof;
 2. death in the family;
 3. observation of religious holidays consistent with a student's truly held religious belief;
 4. school approved field trips or extracurricular activities;
 5. extenuating circumstances warranting individual consideration by the building administrator;
 6. 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;
 7. absences due to a student being homeless;
 8. planned visits (limit ten days per year) and
 9. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity
10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

In addition, if the student will be out of the state for 24 or more consecutive school hours for a Board-approved enrichment activity or an extracurricular activity, a classroom teacher employed by the Board must accompany the student to provide instructional assistance.

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

A student with excused absences must, upon returning to school, make arrangements with his/her teacher(s) to make up missed work. For excused absences, the student will have one school day to do makeup work for each day absent.

Planned Visits

Absence, due to a set of circumstances judged by the administrator to constitute good and sufficient cause for absence from school, may be approved for up to five days per year. Reasons for such absence may include college visitations, retreats, participation in nonschool athletic events or family matters out of town. By State law, students must be counted absent unexcused when out of school because of family vacation. The vacation absence days are included in the total accumulated absences.

Students requesting planned visits must receive prior approval from the building administrator. Planned visit days will not be approved during test weeks. Requests for a planned absence should be submitted five (5) school days prior to the anticipated absence. The Planned Absence request form is available on the school website.

Unexcused Absence/Tuancy

A student's absence is unexcused or truant when he/she misses school for an unacceptable reason or without parental permission. The following are unexcused absences in accordance with Ohio attendance laws: truancy, suspension, trips not approved in advance, shopping, hunting, fishing, baby-sitting, oversleeping, attendance at games, birthday or other celebrations, gainful employment.

Unexcused absence from school and/or classes include:

1. out of school suspension or expulsion;

2. truancy from classes and school and
3. unexcused with credit absences.

An absence is considered unexcused with credit when the absence is the result of personal illness or injury not requiring medical attention, documented with a parent phone call or note. These absences are counted in a student's accumulated absences as defined in the Board policy on excessive absences.

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

Tardiness

Accepting responsibility is an important part of learning and the tardy policy reflects the belief that getting to school on time is both a student and/or parent/guardian responsibility and a mandated school law.

HOMEWORK REQUESTS

In most cases, teachers will assign make-up work when a student returns to school. If your student is absent for more than two days, you may request homework for your student on the third day of their absence using the following procedure:

1. Call the school before 8:15 am to make arrangements to pick up make-up work.
2. Assignments can be picked up between 2:30 and 3:30 pm on the day of notification or sent home with a relative or responsible party.
3. Additional work will be assigned when original assignments are completed and handed into teachers.
4. Please contact the building principal for extenuating circumstances.

POWER SCHOOL

Troy Intermediate School uses a web-based program to document academic progress. Power School is intended to be a communication tool for teachers, students, and parents. Power School does not replace the student's responsibility to accurately copy down daily assignments and test dates in their planner.

STANDARDS OF APPEARANCE & DRESS CODE

The primary responsibility for appearance and grooming rests with the individual student and his/her parent(s)/guardian(s). However, it is the responsibility of the District to maintain an optimum educational atmosphere and to assist students in attaining socially acceptable standards of conduct, appearance, good taste, and courtesy.

Guidelines for acceptable standards of appearance in school may be updated by school administrators. Some classroom environments or field trips may require firmer guidelines. Students representing the Avon Lake City Schools at events outside the school setting may be required to meet specific dress and appearance patterns. Coaches, advisors, and the building principal are responsible for establishing these patterns with their respective teams or clubs.

This dress code is written to include students at all levels in the District. Consequences for violation of the code will be appropriate for the specific age level of the student(s). The building administrator(s) shall be the judge of the acceptability of appearance and grooming under this policy.

Students shall appear in school and at school-sponsored activities in dress that is clean, in good taste, and in a manner that will not tend to disrupt the school activity nor create a condition that would be adverse to the safety and health of the students. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive, or distracting to the educational process. Students may be sent home if a change of clothes is not available. Any time missed from class will be recorded as unexcused.

Violations of these standards and guidelines shall be handled by the building principal and his/her designee who shall determine appropriate actions to be taken. Those actions may result in suspension or in a recommendation for expulsion. The following guidelines shall constitute the Troy Intermediate School student dress code:

1. Students shall, at all times, wear some kind of shoes and/or sandals.
2. Skirts and shorts of appropriate size, length, fit, and propriety are permissible.
3. Dark glasses are not to be worn unless prescribed by a doctor.
4. All head coverings, hoodies, and hats are to be removed upon entering the building. Hats should be kept in the students' lockers. Exceptions may be made for approved religious or medical reasons.
5. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
6. Non-school-appropriate shirts could be distinguished as any shirt or top with a plunging neckline that makes other students or staff uncomfortable. Cut off shirts, or any garment which reveals undergarments are not appropriate.
7. Garments advertising or displaying illegal and/or inappropriate activities for young people (a reference to drugs, alcohol, tobacco, promiscuity, cults, or gangs) are not allowed.
8. Writing and/or symbols on garments should not be such as to literally, or by implication, be obscene or be such as to shock or affront the standards of common decency and propriety as determined by the administration.
9. No items that may present physical danger are allowed (such as chains or spiked jewelry, etc.).
10. No excessive or distracting use of make-up where we are unable to identify your face.
11. Any style of dress, that, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.
12. No pajamas or bedroom slippers are permitted during the school day.
13. Students representing the Avon Lake Schools at events outside the school setting may be required to meet specific dress and appearance patterns. Coaches and advisors with the building principal are responsible for establishing these patterns with their respective teams or clubs.

FEES

Students enrolled in District schools are furnished with basic textbooks without cost. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free lunch under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. This exception only applies to recipients of free lunch, not students who receive reduced-price lunch. This provision does not apply to extracurricular activities and student enrichment programs that are not courses of instruction.

Student Fees for the 2025-2026 School Year will be as follows:

5th Grade Student Fees

Planner	\$6.00
Art Supplies	\$7.00
Science Consumables	\$7.00
Homework Folder	\$2.00
Social Studies Folder	\$1.50
Book pouch	\$1.50
Gizmo License	\$5.00
SUBTOTAL	\$30.00
District Activity Fee	\$20.00
TOTAL 5th GRADE FEES	\$50.00

6th Grade Student Fees

Planner	\$6.00
Art Supplies	\$7.00
Science Consumables	\$3.00
Homework Folder	\$2.00
Book pouch	\$1.50
6th Grade Science World	\$5.00
6th Grade Junior Scholastic	\$5.00
Gizmo License	\$5.00
SUBTOTAL	34.50
District Activity Fee	\$20.00
TOTAL 6th GRADE FEES	\$54.50

ACCEPTABLE COMPUTER USE POLICY FOR STUDENTS

Avon Lake City School District (the "District") provides computer, network, internet, remote access, and other online resource and electronic messaging services to its students for educational purposes. The District believes that access to these systems will allow students to:

1. assist in the collaboration and exchange of information
2. facilitate their own academic development and personal growth and
3. enhance their information gathering, dissemination, and communication skills.

Acceptable and Unacceptable Uses

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

In exchange for the privilege of accessing and using the District's resources, the student understands and agrees that the following uses are unacceptable under any circumstances:

1. transmitting, retrieving, storing, or accessing any material, site, data, or information that is discriminatory, harassing (cyberbullying) or derogatory to any individual, group, or entity, or any material that violates the District's anti-harassment policy or any other District policy;
2. transmitting, retrieving, storing, or accessing any material, site, data, or information that is obscene, pornographic, or sexually oriented; (A good rule to follow is never view, send, or access materials, which you would not want your teachers or parents to see. Should you encounter such material by accident, you must report it to your teacher immediately.)
3. posting, or otherwise transmitting in any manner, personal information about any student (including yourself), such as the student's personal email addresses, home address, phone number, and/or photograph, to any website, chat room, electronic bulletin board system or any other person or location without approval from an appropriate administrator;
4. any use that constitutes an intentional waste of the District's resources, including but not limited to mass mailings unrelated to academic functions, installing unauthorized software or games, or using printer paper, disks, or other District property for personal use;
5. communications that are threatening to any other person or group of persons;
6. uses that violate copyright laws;
7. any use that would violate Federal, State, or local laws;
8. uses that attempt to gain unauthorized access to another computer system ("hacking") or to impair the operation of another computer system (for example, the transmission of digital media such as a computer virus, song, movie, etc.);
9. accessing or attempting to access another user's account, using another user's password for any reason, misrepresenting yourself as another user, and/or accessing another user's stored data, information, email, or files without the express permission of the other user.
10. permitting any other individual to use your account to access the District's resources, internet or email systems, or sharing your password with other individuals (the student will be responsible for any activity or misconduct that results from sharing his/her account or password);
11. using the District's resources for commercial or profit-making activities, and/or the facilitation of personal business or
12. any fundraising activities, unless specifically authorized by the administrator.
13. You cannot modify, duplicate, rebroadcast or defame any video produced by an employee of the Avon Lake City School District regardless of the platform from which you obtained it. To use any such video will require written approval from the producer before doing so.

The list above is not exhaustive; the District reserves the right to address any further conduct that may constitute unacceptable use of its resources.

Filtering and Monitoring

Pursuant to Federal law, the District has implemented technology protection measures that block or filter internet access to visual displays that are obscene, constitute child pornography, or are harmful to minors. The District may also monitor the online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Any student who attempts to disable the technology protection measures discussed above will be subject to discipline.

Nevertheless, parents/guardians are advised that an industrious user may be able to access information or images on the internet the District has not authorized for educational purposes, which may be inappropriate, offensive, objectionable, or controversial. Parents/guardians assume this risk by consenting to allow their student to use such resources.

The District reserves all rights to any material stored in files or other District media, and will remove any material which the District, in its sole discretion, believes to be unlawful, obscene, pornographic, abusive, or otherwise inappropriate.

In the event that one of the circumstances is triggered, the school district must give notice of that fact to the student's parent within 72 hours. The 72-hour notice must include a written description of the triggering circumstance, identifying which features of the device were accessed and a description of the threat, if any. If notice would pose a threat to life or safety, it must instead be given within 72 hours after the threat has ceased.

School Issued Devices

Please be aware that on school-issued devices, if permitted off-campus, we cannot enforce our protection services such as internet filtering. Therefore, the user will have full internet access where available. The devices are to be used only for the purposes stated in class. Students who violate these rules will risk losing their privilege to use the devices. Devices may be inspected and/or monitored to ensure that these rules are being followed and that no inappropriate use is being conducted.

By signing below, you will give your child permission to use the devices in school and at home. The student is responsible for any loss of equipment or damage done to the device and peripherals while in their possession and care. If your child's designated device or peripherals are lost, stolen, or damaged you will be responsible for the replacement or service of the device up to \$300.

Waiver of Privacy

The District possesses the right to monitor, access, and inspect any computer, device, network or internet connection, email system, files, or other electronic media within its systems and any data, information, email, transmission, upload, download, or messages which may be contained therein. Therefore, all such data, information, and the like are the property of the District and students specifically waive any right to privacy in anything they create, store, send, transmit, upload, download, or receive on or through the District's computers, network, internet connection or other online resources and electronic messaging systems.

Violations of the Policy

Violations of this policy compromise the security, integrity, and availability of the District's resources and therefore will be taken very seriously. Violations may result in the user's access privileges being revoked, as well as disciplinary action up to and including suspensions or expulsion for a first offense. The District also will cooperate with government and civil authorities in the prosecution of any civil or criminal matter against any person who violates this policy.

Digital Driver's License Agreement

Definition of "Technology"

For purposes of "Any Time Anywhere Learning with Devices" Technology means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, laptop and mobile computers, existing and

emerging mobile communication systems, and smart technologies (Blackberry, iPhone, etc.), portable internet devices (iPod touch, iPad, tablet PC, etc.), Personal Digital Assistants (PDAs), handheld systems that can be used for: word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet Access

An internet gateway will be provided by the school via wireless connectivity. Only this connection may be accessed while on campus. Personal internet connective devices such as, but not limited to: cell phones/cell network adapters (tethering) are not permitted to be used to access outside internet sources at any time. All devices on District property will be treated as if District-owned and expected to abide by Avon Lake City School policies. If you access non-Avon Lake cellular service you are bound to District policies.

Security and Damages Responsibility

I understand that Avon Lake City School District is in no way responsible for the loss or damage of any personal equipment. The District recommends that you purchase personal insurance to cover your equipment. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

It is recommended that skins (decals), engravings, or other custom markings are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Student Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the implicit right to use his/her laptop, cell phone, or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in the "Any Time Any Where Learning with Devices" program understand and will follow Avon Lake City School's Acceptable Use Policy while using my personal technology in the District. I understand that any network resource including @alstudent.org emails is owned by Avon Lake City Schools and is not private. Avon Lake City Schools has the right to access my information at any time on any device.

All Devices:

- Must be in silent mode while on school campuses and while riding school buses or school vehicles.
- May not be used to cheat on assignments or tests, or for non instructional purposes (such as making personal phone calls and text/instant messaging).
- Can be used to record video or photographic resources of persons on campus and must be done so with the written consent of the participant. No photography or video is to be taken without consent.
- May only be used to access files on computer or internet sites that are relevant to the classroom curriculum including cell phones, mobile communication systems, and smart technologies (Blackberry, iPhone, etc.) may be used only with teacher permission in the classroom.

Technology Loaner Agreement

Avon Lake City Schools is committed to providing high-quality educational technology devices to all students. In the event students need to borrow technology equipment from the Avon Lake City Schools, borrowed technology equipment (e.g. 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 borrowed technology equipment provided by the District or any materials therein and may be inspected without notice.

The borrower may not deface or destroy this property in any way. Inappropriate use of the borrowed technology equipment 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 year's end, and/or if the Borrower withdraws from Avon Lake City Schools District prior to the end of the school year.

The borrowed technology equipment 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. The borrower may not install or use any software other than software owned or approved by the District and made available on the borrowed technology equipment. 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 borrowed technology equipment and are NOT to be removed or modified. If they become damaged or missing, contact your building's administrator for replacements. Additional stickers, labels, tags, or markings are not to be added to the borrowed technology equipment.

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 borrowed technology equipment 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 borrowed technology equipment 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 borrowed technology equipment or accessories according to the following schedule:

- First incident - Free Repair
- Each additional repair in current school year - \$50
- Replacement Chromebook - \$250
- 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 borrowed technology equipment 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 borrowed technology equipment 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 borrowed technology equipment or accessories.

Student's Acknowledgement

The school's network filters will be applied to one's connection to the internet and an attempt will not be made to bypass them using any technology available (proxy servers, remote desktop sharing, etc.).

Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Avon Lake City Schools AUP.

Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is a violation. The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

Printing directly from personal laptops will not be possible at school. Personal technology is to be charged prior to bringing it to school and runs off its own battery while at school. Students will not always have access to power sources.

PERSONAL ELECTRONIC DEVICES

Students are held accountable to all rules and regulations as set forth by the board approved Acceptable Use Policy - Policy (7540)

Students are prohibited from using their personal electronic devices, including cell phones, during the school day. Troy Intermediate and Avon Lake City Schools are not responsible for the loss or theft of any such items. Personal devices are still subject to the same rules and expectations set forth in the board-approved Acceptable Use Policy. For example, no

unapproved photos, unapproved recordings, non-academic social networking, text messaging, searching for/looking at inappropriate material, etc.

1. Consequences for violating the electronic use policy include: a warning for a first/minor offense;
2. teacher confiscation until the end of the period for second/major offense;
3. device held in the office until the end of the day for repeated/major offense, and
4. parent pick-up of the device from the office after repeated/major offenses.

BUS REGULATIONS

The purpose of a school transportation system is to deliver students to and from school or authorized curricular or extracurricular events, therefore conduct expected in the school is required on the bus and at loading points on and off school property. Riding the bus is a privilege. This privilege will be suspended for students who cannot abide by the rules and regulations prescribed by the Ohio Code and local transportation rules. Students are responsible and liable for damages that might result from malicious behavior (i.e. seat damages). Misconduct on the bus or bus stop will be treated the same as if it occurred in or on school property and will be subject to the same levels of discipline.

Students are not permitted to ride on any unassigned bus due to limited seating. Riding home with a friend is not permitted without an approved office bus pass. Bus passes require written notes from both parents/guardians involved.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedures. Such items as toy guns, water pistols, slingshots, knives, radios, tape recorders, weapons of any kind, lighters, laser pointers, etc.). Items deemed undesirable will be confiscated and returned to the guardian at his/her request.

MEDICATION

It is the policy of the Avon Lake City School Board of Education to discourage the administering of any oral medication (prescription or non-prescription) to students by school personnel. We do, however, understand that the health needs of some students require that medication be taken during the school day. For students who must take oral medication (prescription or non-prescription) at school, the following requirements must be met:

- The parent must obtain a written order from a licensed health care provider requesting that oral medication be given at school. This order must include the name of the medication, the dosage, the time to be given, the reason for the medication, and the possible side effects. Forms are available in the school office.
- The medication is to be provided in the original container dispensed by the prescribing licensed health care provider or licensed pharmacist with the student's name, name of the medication, when it is to be given, name of the pharmacy, and prescription number on the container.
- If either the medication or the licensed health care provider is changed, the above process must be repeated. The school principal must be notified of ANY change immediately.
- New forms must be used each school year.

Medication forms are available in the school office. the office can not administer any medication without the proper forms. Board Policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

SECURITY CAMERAS

Security cameras are placed throughout the building for the safety and security of students and staff.

TITLE IX COMPLIANCE

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):

Dave Schindler

Director of Pupil Services

Phone:440-933-6210

Fax: 440-933-7591

175 Avon Belden Road, Avon Lake Ohio 44012

david.schindler@alcsoh.org

Katrina Muzingo

Supervisor of Special Education

Phone: 440-933-6210

Fax: 440-933-7591

175 Avon Belden Road, Avon Lake Ohio 44012

katrina.muzingo@alcsoh.org

Complaints will be investigated in accordance with the procedures described in Board Policy. 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.

Civil Rights Compliance Officers

Dave Schindler

Director of Pupil Services

Phone:440-933-6210

Fax: 440-933-7591

175 Avon Belden Road, Avon Lake Ohio 44012

david.schindler@alcsoh.org



Avon Lake City Schools

STUDENT CODE OF CONDUCT

2024-2025

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.

STUDENT CODE OF CONDUCT

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

The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function. 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.

PREVENTATIVE MEASURES

The Avon Lake School District 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 school 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.

If a student damages or loses school property, the student and/or their parent/parent's guardian/guardian's 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.

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.

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 Policy 5517.01

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:

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 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 Building Director 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.

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.

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 5000 and 5500)
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 is disruptive of the classroom or school atmosphere is not allowed, presents a hazard to the health or safety of the student or to others in the school, 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 (Policy 5511).

7. **Personal Communication Devices:** Students are not permitted to use any electronic devices during instructional time unless authorized by appropriate staff (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 (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 (Policy 5500 and 7540.03).

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.
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 of 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.
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.

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 Policy 5611

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.

Suspension from School Policy 5610

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.

Emergency Removal Policy 5610.03

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 for 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.

Expulsion from School Policy 5610 and 5611

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

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

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

Within 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 Policy 5610

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.

Search and Seizure Policy 5771

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 Policy 5540

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

CONSEQUENCE DESCRIPTIONS

Detention

Detention is held before school from 7:05-7:35 a.m., during students' lunch period, and after school from 2:30-3:00 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.

In-School Alternative Classroom Placement

(ISACP) In-school Alternative Classroom Placement results in the loss of the privilege of the student to participate in classes. Students spend the school day(s) in a designated classroom completing assigned work from teachers. 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.