

Avon Lake High School

"A Nationally Ranked High School"



STUDENT HANDBOOK

2018-2019

CLUBS, ATHLETICS, MUSIC and ADVISORS
AVON LAKE HIGH SCHOOL • 2017-2018 SCHOOL YEAR

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AVON LAKE HIGH SCHOOL

POLICIES & PRACTICES

Non-Discrimination Harassment Equal Opportunity

Strategies

We will ensure our curriculum will be coordinated K-12 to meet local expectations as well as state proficiencies: we will establish local standards of performance at each level of that curriculum, as well as develop means of assessing whether students have met those standards.

We will bring parents, students and staff together as partners to motivate each student to set and to achieve personal educational goals, which challenge him/her to the limits of his/her abilities and are tailored to individual aspirations.

We will ensure that all staff will have the knowledge and skills to make an optimum contribution to the mission as well as effectively implement initiatives in the strategic plan.

We will integrate technology throughout the district to best achieve the mission and objectives.

We will ensure that our facilities create a physical environment conducive to teaching and learning.

We will establish a climate of trust among students, staff, parents, and community so that all members of the partnership can work cooperatively to achieve the mission and objectives.

We will establish a culture dedicated to excellence in each school and throughout the district, which fosters pride and school spirit, and recognizes outstanding achievement.

Avon Lake City Schools offers equal employment and educational opportunities to all qualified individuals regardless of sex, race, color, religion, national origin, age, disability or protected class status. Individuals who believe they have been discriminated against or harassed on the basis of sex, race, color, religion, national origin, age, or disability are encouraged to file a complaint with the Superintendent, (440) 933-6210.

ALHS DAILY TIME SCHEDULE

7:45 – 8:28 AM	Period 1
8:32 – 9:15 AM	Period 2
9:19 – 10:02 AM	Period 3
10:06 – 10:28 AM	Period 4
10:30 – 10:52 AM	Period 5
10:56 – 11:18 AM	Period 6
11:20 – 11:42 AM	Period 7
11:46 – 12:08 PM	Period 8
12:10 – 12:32 PM	Period 9
12:36 – 1:19 PM	Period 10
1:23 – 2:06 PM	Period 11
2:10 – 2:53 PM	Period 12

EARLY RELEASE BELL SCHEDULE

7:45 – 8:11 AM	Period 1
8:15 – 8:42 AM	Period 2
8:46 – 9:13 AM	Period 3
9:17 – 9:39 AM	Period 4
9:41 – 10:03 AM	Period 5
10:07 – 10:29 AM	Period 6
10:31 – 10:53 AM	Period 7
10:57 – 11:19 PM	Period 8
11:21 – 11:43 PM	Period 9
11:47 – 12:14 PM	Period 10
12:18 – 12:45PM	Period 11
12:49 – 1:15PM	Period 12

EXAM BELL SCHEDULE

9th, 10th, and 11th Grade

Time	Dec. 18/May 31	Dec. 19/June 3	Dec. 20/June 4
8:00 a.m. – 9:20 a.m.	TBA Period Classes	TBA Period Classes	TBA Period Classes
9:35 a.m. – 10:55 a.m.	TBA Period Classes	TBA Period Classes	TBA Period Classes
11:10 a.m. – 12:30 p.m.	TBA Period Classes	TBA Period Classes	TBA Period Classes

Individual Student Time 12:45 p.m. – 2:53 p.m.
 (Students are not required to stay.)
 End of Instructional Day 2:53 p.m.

**JOINT VOCATIONAL SCHOOL
 BUS SCHEDULE**

*Leaves (Avon Lake Town Center) @ 6:50 AM
 Leaves JVS @ 2:18 PM*

GENERAL INFORMATION

Assemblies

Assemblies and pep rallies are held for several purposes: to teach, entertain, honor, display school spirit, celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program. There is an obligation of courtesy that each student at ALHS owes other people in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. Assemblies are a privilege, not a right. Inappropriate behavior in an assembly may result in removal from the assembly and/or disciplinary action.

Spirit Assemblies

Spirit Assemblies are held at the discretion of administration. A special bell schedule is followed.

Cafeteria

The lunch periods at Avon Lake High School are closed lunch periods. No student may leave the building for lunch. Consumption of food and beverages other than water should be limited to the cafeteria and North Plaza. The majority of our students need no instruction on how to conduct themselves; however, there are expectations that all students must adhere to.

Students are to display good manners and talk in normal volume and tone.

Be courteous to peers and staff, and keep their table and area clean.

Restroom use is confined to the restrooms located in the field house lobby.

The north plaza is available to students during their lunch periods. Eating in the north plaza is a privilege as long as the north plaza is properly maintained. During seasons when the flowers are in bloom in the north plaza, students are not to pick the flowers.

Students are not permitted to bring fast food into the building.

Students are not to loiter in the field house lobby area or restrooms.

Students are not permitted to leave the cafeteria unless they have signed pass from a staff member in advance.

Lunch/Lunch Study Hall

Every student is assigned a lunch/lunch study hall block. There are 3 sets of double periods (periods 4/5, 6/7, and 8/9) that make-up our lunch/lunch study hall periods. During each double set of periods a student will do one of the following: Lunch the first period and study hall the second period (i.e. 4th period lunch/5th period study hall) or study hall the first period and lunch the second period (i.e. 4th period study hall/5th period lunch).

Each student will be assigned to a room for lunch study hall on their schedule. Students are to report directly to their lunch study hall room. It will be a 23 minute silent study hall. There will be no passes to the media center from lunch study hall. Daily announcements will be presented during these study halls.

Skipping lunch study hall will be reported as a class cut.

Senior Double Lunch

Seniors are eligible to have double lunch. These students will remain in the commons during their lunch study hall. This privilege can be taken away by administration.

Senior Lunch Room (Fish Bowl)

Only seniors are eligible to eat lunch in the senior lunchroom. This is the glass room at the north end of the commons. Students are responsible for daily clean up and care of the furniture. Use of this room is a privilege that can be taken away.

Crisis Intervention Plan

THE SAFETY AND SECURITY OF OUR STUDENTS IS OUR NUMBER ONE PRIORITY. IN ORDER TO BE PREPARED FOR A WIDE VARIETY OF EMERGENCY/CRISIS SITUATIONS, AVON LAKE CITY SCHOOLS HAS DEVELOPED AND MAINTAINS A CRISIS INTERVENTION PLAN.

IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO CALL THE PRINCIPAL'S OFFICE.

Dances

Students attending dances such as Homecoming are allowed to bring a date who is not a student at Avon Lake High School. Registration of non-ALHS students is required when the tickets for the dance are purchased. School rules apply for all ALHS students and their guests. Proper attire is required for admission to these dances. Students not dressed appropriately may not be permitted to attend.

- Students leaving the dance prior to the end are not allowed to return and are expected to leave the grounds immediately.
- Sitting on the shoulders of others is not permitted.
- Inappropriate dance gestures and hazardous "dance" movements are not allowed.

- This includes crowd surfing.
- Once a student leaves a dance they may not reenter.
- Middle School Students are not allowed to attend any ALHS Dance nor are any persons 21 years old or older.
- Freshmen are not eligible to attend prom.
- Students who ride the school provided charter buses to prom must ride them back to the school after prom.

Dress Code

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 recommendation for expulsion. The following guidelines shall constitute the Avon Lake High 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. Style of dress that exposes the midriff and cleavage is prohibited. This prohibition includes the exposure of the front, rear and sides of the waist. Tank tops, cutoff shirts or any garment, which reveals undergarments, are not appropriate. No bare backs, or revealing tops are allowed. No low cut armholes or necklines.
7. Garments advertising or displaying illegal and/or inappropriate activities for young people (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 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, which, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.
12. No pajamas or bedroom slippers permitted during 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.

Electronic Devices

Students are not to operate cellular phones, iPads, MP3 players, laser pointers or other electronic devices between 7:45 AM and 2:53 PM. Violations of this policy will result in the confiscation of such items. Students should limit items brought to school to those items necessary for school activities. Students are responsible for securing/locking all personal belongings. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** First offense of this rule will result in confiscation of the item and students will pick item up after school. Second and consecutive offenses will result in progressive discipline and the item will be confiscated.

- Cell phones may be used outside of the North commons doors only at lunch and before and after Academic School Day.
- Personal audio devices may be used during lunch in the commons and in study halls if permitted by the teacher or monitor. These may be used so they can only be heard by the individual student. All music must be school appropriate.

In addition, electronic devices can be used as “technology” during appropriate times as determined by the classroom teacher. Technology means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, laptop and mobile computers, existing and emerging mobile communication systems and smart technologies (cell phones), portable Internet devices (iPod touch, iPad, tablet PC, etc.), Personal Digital Assistants (PDAs), hand held systems that can be used for: word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

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 but must be done so with the written consent the participant. No photography or video is to be taken without consent.
- May only be used to access files on computer or Internet sites which are relevant to the classroom curriculum Cell phones, mobile communication systems, and smart technologies may be used only with teacher permission in the classroom.

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 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 program understand and will follow Avon Lake City School's Acceptable Use Policy while using personal technology in the district. Please understand that any network resource, including @alstudent.org emails, are owned by Avon Lake City Schools and are not private. Avon Lake City Schools has the right to access your information at any time on any device.

Elevators

ALHS has an elevator for use by staff, students, and visitors with special needs. Keys for use of the elevator may be obtained from the Bursar's Office. A \$20 dollar fee will be charged for lost, unreturned elevator keys.

Emergency Medical Authorization Forms

When school starts or when a student enrolls during the school year, each student and parent/guardian is required to sign off online on an Emergency Medical Authorization Form which will be available on InfoSnap.

It is important to have these forms properly completed and acknowledged with an online signature. In the event a student must be transported to the hospital for treatment, this form enables the hospital personnel to perform emergency treatment immediately rather than having to wait for parents to be contacted. Failure to have an emergency medical form on file will result in removal from school until the form is on file.

Fundraising on School Grounds

No one is permitted to sell any items on school grounds unless properly authorized as an approved school fundraising activity. Violation may lead to confiscation and/or disciplinary action.

Hallways & Hall Passes

The rules of conduct set forth below are established not only for instructional reasons, but also for reasons of safety, cleanliness, comfort, and convenience. In a building this large and crowded, the need to be considerate of other persons and to respect their "space" is essential.

Students are not to:

- Consume food or beverages other than water
- Use vulgar or profane language
- Yell, scream, hit lockers, or make excessive noise
- Congregate in halls and block student movement
- Be in the halls without a pass
- Go anywhere on the pass except the location written on the pass

Posting of Signs or Posters in School

All signs and posters are to be placed in designated areas only. In order to exhibit posters or signs, the student or advisor must first receive the approval and signature of an administrator in charge of student activities. Upon completion of the event or activity, the student or advisor is expected to remove the signs or posters the next school day.

Public Display of Affection

Students are expected to refrain from public displays of affection in school. Kissing and touching is considered in poor taste and disruptive behavior for the educational environment.

Safety Drills

Fire and tornado safety is always important. To insure this safety, regular fire and tornado drills are conducted. An electronic signal will be broadcast over the public address system to begin a drill. *

1. Directions for leaving the building are posted in every classroom and students are expected to familiarize themselves with these instructions. Students are to exit the building quickly and quietly.
2. Teachers should close doors and windows and turn out the lights as they leave.
3. Students must meet and stay with their teacher for an outside attendance check.
4. At the end of the drill a signal is given for all students to re-enter the building and return to their rooms.
5. Misconduct during these drills is unacceptable and subject to disciplinary action.
6. Students out of a classroom on a pass during an alarm are to exit to the nearest door and report to the nearest teacher or staff member-to insure a proper attendance check.
7. Teachers will report any students missing from class during these drills to the appropriate person.

Any student found guilty of causing a false alarm will be suspended for a period of 10 days and may be recommended for expulsion to the Superintendent of Schools. Criminal prosecution will be pursued.

* Other safety drills and procedures may be implemented throughout the year. It is our expectation that students follow all safety procedures presented to them by school personnel during such drills.

Tornado Procedures

Directions for tornado procedures are posted in every classroom and students are expected to familiarize themselves with these instructions. In the event of a tornado, the teachers will direct the students to the assigned area. The following rules must be observed:

- Walk quickly to the designated area.
- Do not talk.
- Assume proper safety position facing the wall.
- Avoid being near windows.
- Listen for further directions.

A.L.I.C.E.

(New title of “Lockdown Procedures”)

The Avon Lake City School District has a plan in place to assure the safety of our students and staff in light of an emergency. The plan is known as A.L.I.C.E. and is designed to create a proactive approach for emergency situations.

ALERT

GET THE WORD OUT!

USE CLEAR, CONCISE LANGUAGE TO CONVEY THE TYPE AND LOCATION OF THE EVENT.

LOCKDOWN

NO CHANGE FROM CURRENT PROCEDURES. ALLOWS AGGRESSIVE USE OF CURRENT TECHNOLOGY AND PROCEDURES.

INFORM

COMMUNICATION ALLOWS FOR GOOD DECISION MAKING.

COUNTER

APPLY SKILLS TO DISTRACT, CONFUSE, AND GAIN CONTROL.

AGGRESSIVE RESPONSE VS PASSIVE RESPONSE.

EVACUATE

LEAVE THE DANGER AREA TO AVOID CONTACT WITH AN INTRUDER.

The philosophy behind the ALICE plan is:

- Utilize technology and information in ways that allow staff and students to make informed decisions.
- Remove as many people as possible from the DANGER zone.
- Provide realistic training so that those “stuck” in the CRISIS Zone have options available to them to enhance their chances of surviving. The staff and students at all Avon Lake schools have been trained in ALICE and practiced the procedures during each school year. Full implementation of the program was started at the beginning of the 2012-2013 school year. Safety is always the number one concern for Avon Lake City School District. We believe that the ALICE safety

procedures give our staff and students the best opportunity to survive a crisis should the need arise.

School & Personal Property

It is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trashcans, food is to be eaten only in designated areas, gum and graffiti have no place on the floors or walls, and the furniture and equipment in our schools are for your use and not abuse. Students who intentionally disfigure or damage school or personal property or equipment will be subject to disciplinary action as per student code of conduct and possible prosecution.

School Closings

In the event of a possible school closing, or other emergency information, the Code RED system will be used whenever possible. Please continue to monitor the local news as they also carry closing lists for Avon Lake City Schools.

Study Hall Guidelines

1. When the tardy bell sounds, the study hall will be called to order and attendance will be taken.
2. Students are to report on time to the assigned study hall with appropriate schoolwork or reading material.
3. Upon reporting to study hall, students are to be seated immediately. Passes or requests for passes are not to be submitted until after attendance is taken and only when called for by the monitor.
4. Study halls will serve as a room where quiet study is available. Card playing, MP3 players, CD players, electronic games and other games will not be permitted.
5. The monitor will issue a hall pass at his/her discretion. Hall passes are a privilege. One student at a time may leave the room with the monitor's permission. The use of passes should be on a very limited basis.
6. Students are to always report first to study hall with a pass if they are going to be in a different room during study hall. Students who fail to take a pass to study hall first will be marked absent and face possible consequences.
7. Students will be permitted to work together only when given special permission by the study hall monitor.
8. Tardiness, disruptive behavior or any act prohibited by the student discipline code will not be tolerated in study hall. Monitors are permitted to issue detentions for breaches of discipline. A chronic or extraordinary discipline problem may be referred to the office.
9. At the conclusion of each period, the study hall monitor will direct students to police their immediate area.

10. With the prior consent of the office, study hall monitors are permitted to affect and enforce any rule or guideline not herein noted, so long as that rule contributed to the efficient and proper conduct of study hall.

Substitutes

Substitute teachers are to be afforded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the student conduct code. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at ALHS.

Vending Machines

Vending machines are only to be used before school, after school, or during your lunch period.

MEDIA CENTER: The L.A.K.E.

- The L.A.K.E. is the information center of the school. The goal of the L.A.K.E. is to help students learn and become effective users of information. A wide variety of print and non-print materials, including electronic and on-line computer resources, are available. The L.A.K.E. staff is here to assist students and teachers. An atmosphere conducive to study is maintained. The staff welcomes research questions and will try to help students as much as possible. No food, drink, candy, or gum is allowed in the L.A.K.E. at any time.
- Circulation - The L.A.K.E. has an on-line circulation system. Students must present their school I.D. card when signing out materials. Most materials may be checked out for a two-week period and renewed once.
- 5 cents a day will be charged for overdue books; \$3.00 for any lost magazine.
- Overdue Notices – students receive notices for any books overdue. Once a student owes more than \$1.00 or has any materials 4 or more weeks overdue, they are denied access to the media center during study hall, and cannot check out additional materials. Report cards are held in the school office until the fine is paid and/or materials are returned.

Acceptable and Unacceptable Uses

Avon Lake City School District (the “District”) provides computer, network, Internet 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.

This form must be electronically signed using InfoSnap by the student and parent/guardian before the student will be allowed on the network.

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

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:

- Transmitting, retrieving, storing or accessing any material, site, data or information that is discriminatory, harassing (Cyber-bullying) or derogatory to any individual, group or entity, or any material that violates the District's anti-harassment policy or any other District policy.
- 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.

- Posting, or otherwise transmitting in any manner, personal information about any student (including yourself), such as the student's personal e-mail 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.
- Any use that constitutes 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.
- Communications that are threatening to any other person or group of persons.
- Uses that violate copyright laws.
- Any use that would violate federal, state or local laws.
- 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.).
- 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, e-mail or files without express permission of the other user.
- Permitting any other individual to use your account to access the District's resources, Internet or e-mail 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.)

- Using the District's resources for commercial or profit-making activities and/or the facilitation of personal business.
- Any fundraising activities, unless specifically authorized by the administrator.
- 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 which block or filter Internet access to visual displays that are obscene, constitute child pornography or are harmful to minors. The District may also monitor 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 and 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.

Waiver of Privacy

The District possesses the right to monitor access and inspect any computer, device, network or Internet connection, e-mail system, files or other electronic media within its systems and any data, information, e-mail, 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.

COMPUTER/ON-LINE SERVICES

(Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

Students should report all acts of bullying including electronic acts bullying associated with the school to high school administration.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating

- computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
 15. Users are expected to keep messages brief and use appropriate language.
 16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

Digital Etiquette

Also known as Netiquette, is a basic set of rules that should be followed in order to make the internet better for all users. It's just as important to treat people with courtesy and respect online as it is in real life. When users utilize instant messaging, chat, or email over the Internet, messages may be misinterpreted; it's not always easy to tell when someone is teasing or saying something in jest. It's important to remember to treat others as you want to be treated with courtesy and respect. This includes hacking other computers, downloading illegally, plagiarism and using bad language on the Internet.

The following are general guidelines:

- Do not write in capitals.
- Humor is not always obvious over the internet.
- Reread what is written for tone and spelling.
- Ask permission to post information about other people before doing so.
- Assume everything is public as if it was on the front page of the paper.
- Treat others as you would want to be treated.
- Communicate clearly and to the point.

Make messages easy to read and understand. Stay away from abbreviations in formal conversation.

If you would not want a parent, teacher, student, employer, insurance agency or benefit company to see it, DO NOT POST IT.

Internet/Web Publishing

The following document will need to be electronically signed using InfoSnap by all students and their parent/guardian before the first day of school.

I give permission to the Avon Lake City School District Board of Education to publish: (1) my student's creative work, such as a writing, art or other project; (2) photograph(s) of my student; and (3) videos of my student to the Internet/World Wide Web via District-sponsored Web site(s) and/or to broadcast these items on District-sponsored cable television programs. I also give the District permission to post my student's first name along with the creative work, photographs and/or videos being posted to the Internet/Web

and/or being broadcast on cable television programs. I understand that at no point will my student's: (1) last name; (2) home address; (3) personal e-mail address; or (4) telephone number ever be posted along with such work, photograph or video. If, for some reason, the District wishes to post my student's first and last name, separate permission will be sought and obtained before posting such information.

I also understand that my student's creative work may be protected by copyright. With that understanding, I also give the District permission to post my student's creative work, whether in written, pictorial, video or other form, to District-sponsored Web sites and/or broadcast these items on District sponsored cable television programs with express consent under copyright law.

I understand the grant of permission for the Internet/Web publishing and/or broadcast on District sponsored cable television programs, as described above, continues indefinitely or until I revoke my consent or request removal of any work, photographs, video and/or related information that has been posted.

I further agree to hold harmless the Avon Lake City School District Board of Education, its employees and agents from any claims, demands or actions that may result from the posting or broadcasting of such work, photographs, videos and accompanying information.

Pearson PowerSchool/E-Mail Communication

This document supplies you with important information regarding parent/teacher e-mail communication and our **Pearson PowerSchool** electronic grade book. The Avon Lake City Schools provide its teachers with access to electronic mail (e-mail) for educational purposes and District-related business. The District believes that access to e-mail and other technological resources provides the ability to gather and disseminate information, as well as to enhance home/school communication.

While e-mail may be the most effective way of communicating with your child's teacher, it should not be assumed that e-mail correspondence is entirely private and confidential. The District undertakes a number of measures to ensure the security and integrity of its technological resources. However, e-mail travels over the Internet where unauthorized individuals may be able to access an e-mail exchange between a parent and a teacher. Additionally, an e-mail message may be forwarded to the wrong person or e-mail address. Therefore, it may still be best for parents to utilize another method of communication when informing a teacher of particularly sensitive material or requesting a teacher to provide the same.

The Avon Lake High School will be using a grade book program called **Pearson PowerSchool**. This program will allow parents and students to go online and check your student's progress at any time throughout the school year using a secure login created for you through the program. In addition to being a grade

book, **Pearson PowerSchool** also provides a class website where students and parents can see class announcements, assignments, homework, and other information about a class in which your child is enrolled. Please note that initially teachers may not be using all of these features.

In order to facilitate the accessibility of the **Pearson PowerSchool** logins and passwords, and for purposes of e-mail communication with school staff, as a district, we are asking that parents/guardians provide their e-mail address. You will receive a letter confirming your login and password.

Once you receive confirmation for **Pearson PowerSchool**, go to <https://psal.nccohio.org/public>.

If you have any questions or concerns, please do not hesitate to contact the high school.

Social Networking Etiquette

Conduct by both staff and students on social networking sites (e.g. Facebook) are just as important as conduct in real life. In order to maintain respect, following a social networking etiquette is extremely important. To avert offending anyone, one must be careful about the words used and the comments made. Avoid any potential issues by keeping a distance from sensitive issues. It is important for both staff and students to follow these basic set of rules.

- Being 'friends' with others should be carefully considered. Staff, being friends with students removes or diminishes the wall of formality used to separate you and maintain professionalism.
- Keep your status updates, posted items, photos, videos, applications, etc. G-rated.
- Don't complain about anyone on networking sites.
- Limit how much you comment on others' Facebook activity.
- Turn off chat.
- The pictures, wall messages and comments made should be carefully considered and are best avoided.
- Register with a personal email address, not a school address.
- Assume everything you do is visible to everyone, despite your privacy settings.
- Staff, tell your non-school 'friends' not to post or comment inappropriately.
- Avoid applications like quizzes, games, etc. - they can steal your personal info and resell it
- Use a passphrase, not a password!
- Post as little personal information in your profile as possible.
- Don't use Facebook on unencrypted wireless networks. Turn on "Secure Browsing" (if available).

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 suspension 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.

ACADEMIC

ALHS Graduation Requirements

Language Arts	4 Credits	English 9 / 9 Honors (1) English 10 / 10 Honors (1)
Mathematics	4 Credits	Mathematics must include one unit of Algebra II or its equivalent
Science	3 Credits	
Social Studies	3.5 Credits	American History I/II (1) AP US History (1) American Government (1) AP US Government & Politics (1) World History I/II (1) Honors World History (1) Economics (½)
Health 10	.5 Credit	
Physical Education	.5 Credit	2 courses (0.25) credits each) over 4 years
Business/Tech or Foreign Language or Fine Arts	1 Credit	
Electives	4.5 Credits	
Total Credits	21 Credits	Must pass all state mandated tests required for graduation. <i>New High School Graduation Requirements Beginning with the Class of 2018</i>

Academic Credit

Credit is awarded upon the satisfactory completion of the course. Credit for semester courses is awarded at the end of the semester. Partial credit is not awarded. To receive academic credit, all class requirements must be satisfactorily completed.

Awards Program

An end-of-the year awards program is held for all grades. Recognition for perfect attendance and academics is recognized. Seniors awards and scholarships recipients are recognized in a separate program from undergraduates.

Community Service Organization

The Avon Lake High School Community Service Organization is open to all ALHS students who have a desire to help their community by volunteering service hours for worthwhile projects. Students who volunteer a minimum of thirty community service hours will receive an honor cord at graduation. Students participating in the organization are responsible for selecting the service, contacting the supervisor of each activity, transportation to and from the service site, performing work, documenting the service performed, and returning all necessary forms to the community service office.

Positive Referrals

Positive Referrals are for students with exemplary behavior, improved behavior, exemplary academic achievement, and improved academic achievement. They are randomly written for deserving students on a **Positive Referral Form** and turned into the administration office. Students are then recognized by their grade principal with a copy of the referral and a gift.

Senior Cords

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

Senior Project

Senior Project was developed as an opportunity for those seniors who meet the requirements to develop an understanding of specific careers before graduating from Avon Lake High School. This internship takes place during the last three weeks of classes during the second semester of the student's senior year.

GUIDANCE

The counselors are available at all times for student problems relating to personal/social issues, scheduling, graduation requirements, college entrance testing and interpretation, and career information. Students are to make appointments to meet with their counselor before school, lunchtime or after school. Any exceptions require a pass from the classroom teacher. When making an appointment before school or during lunch students should allow enough time so they will not be late to class. **The Guidance Office is open from 7:00 a.m. until 3:00 p.m. To contact the Guidance Office, call 933-8135.**

Ohio's State Tests in English language arts, mathematics, science and social studies
The overall test windows appear below. Later this year, the department will announce guidelines for selecting a specified number of consecutive test dates within these windows.

- **Fall 2018: High school end-of-course tests, Dec. 3, 2018-Jan. 1, 2019.**
- **Spring 2019: English language arts, March 25-April 26; mathematics, science and social studies, April 1-May 10.**
- **Summer 2019: High school end-of-course tests, July 15-26.**

Final Exam Days

First Semester

Monday, Dec. 18, 2017
Tuesday, Dec. 19, 2017
Wednesday, Dec. 20, 2017

Underclassmen Second Semester

Friday, May 31, 2018
Monday, June 3, 2018
Tuesday, June 4, 2018

Senior Final Exams

Friday, May 24, 2018
Tuesday, May 28, 2018
Wednesday, May 29, 2018



Standardized Rules for Exams

1. If a student misses an exam due to legitimate absence, arrangements should be made as soon as possible with the respective teachers to take the exam/exams missed.
2. Students arriving late for an exam should report immediately to the Attendance Office.
3. No planned absences will be accepted during exam days.
4. If school is closed for any reason during our exam schedule, the following procedure will go into effect: the week will be extended to equal the number of days missed. For example, if Wednesday is the first day of exams and school is closed, then Wednesday's exams would be taken the first day back to school.
5. Students are to remain in the exam room for the entire session. If finished early, students may study or read quietly.

6. Restroom needs are to be taken care of prior to entering the room. Students will not be excused from the exam room unless the teacher determines it an emergency.

Test Security Provisions

Test Security at ALHS for all standardized achievement/ability, competency, and proficiency testing will be the responsibility of the principals, test coordinators, and test monitors. Materials will be reviewed before and after testing sessions and kept in locked areas during non-testing periods. The Principal(s) will investigate any alleged breach of test security. The accused violator will be provided an opportunity to respond to the allegation and present a defense at a hearing. After the hearing the decision will be rendered in writing and may involve invalidating student(s) scores, suspension, expulsion, and/or termination of employment. If a violation occurs during the Ohio Graduation Test, the Superintendent shall notify the State Board of Education of the findings and actions taken.

Schedule Changes

It is important that the decisions about courses be made in the spring of each year. Classes are scheduled and teachers hired on the basis of these enrollments. Therefore, the cooperative decisions cannot wait until summer or fall. Careful advanced planning and student commitment for the courses they select is essential so that the student is registered for the most appropriate course according to his/her academic and career interests as well as his/her ability.

Classroom teachers will suggest minimum requirements, competencies and prerequisite courses. According to the counselor's professional judgment, the student is then recommended for enrollment in the course, which is most appropriate.

If parents disagree they may **appeal** the teacher recommendation.

To appeal a teacher recommendation:

1. The student will pick up an appeal form.
2. The student is **responsible** for getting the necessary teacher and parent signatures on the form.
3. The student must return the appeal form to his/her counselor with all signatures **before** the administration and guidance counselors will review the appeal.
4. Please observe all deadlines.

SPORTS ELIGIBILITY

Athletic/Cheerleader Eligibility

The Avon Lake Board of Education recognizes the positive values associated with and gained from participation in interscholastic extracurricular activities in Grades 7–12. Further the Board of Education understands the incentives which participation in interscholastic athletics and extracurricular activities provide to students to achieve success and maintain a satisfactory level of performance in the classroom.

A 1.5 minimum grade point average expectation has been established as part of this policy in order for a student to participate in a school sport. In order to be eligible to participate in athletics, a student in Grades 9–12 must be currently enrolled and have met the minimum grade point average (1.5) for the immediately preceding grading period.

Students must continue to maintain all identified requirements set forth by the Ohio High School Athletic Association. Requirements are: A student must currently be enrolled, and in the immediately preceding grading period received passing grades that earn a minimum of 5.0 credits, or the equivalent.

POST SECONDARY enrollment options

A student enrolled at Avon Lake High School is eligible to participate in the Post-Secondary Enrollment Options Program. This is an opportunity for students to take classes at eligible post-secondary institutions. The institutions include community colleges, state universities, and select private colleges and universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wider variety of course options to high school students. Students interested in this program must meet Avon Lake High School graduation requirements plus any enrollment requirements that the post-secondary institutions may have. The legislation for this program requires that parents and students receive counseling regarding the program, and that a letter of intent be submitted to the Guidance Office no later than March 30.

Alternative Education Program

The Avon Lake High School Alternative Program provides students an alternative method of education. The program is committed to student empowerment through an online individualized instruction. We measure student's progress through four key areas: engagement, time, mastery of subject, and grade.

SUMMER SCHOOL

Avon Lake students may choose to attend summer school only if they failed a course. If a student chooses to attend summer school, he/she must meet the following requirements:

1. Course to be taken must first be approved by a guidance counselor or the Principal.
2. Students must provide their own transportation.
3. Enrichment courses must receive the approval of principal.

The principal and guidance counselor will approve summer school courses for the following reasons:

1. In **ELECTIVE COURSE**, that because of scheduling conflicts, the student could not schedule at Avon Lake High School.
2. To **MAKE-UP FAILURES in REQUIRED or ELECTIVE COURSES**.
3. We offer limited required courses.

GRADES IN APPROVED SUMMER SCHOOL COURSES ARE INCLUDED IN THE AVON LAKE HIGH SCHOOL GRADE POINT AVERAGE.

Auditing Courses

Courses may be audited in special circumstances but only those courses which have been taken but not failed. See your counselor about the process. No credit or grade will be issued for an audited course. Only students in grades 10, 11, and 12 may audit a course.

CREDIT FLEXIBILITY

Credit Flexibility is any alternative coursework, assessment or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student’s transcript and counted as required graduation credit in the related subject area or as an elective. Please see your grade level guidance counselor for more details about this opportunity.

HOMEWORK

The assignment of homework outside of class time should be expected. Students should be aware of how homework is included in evaluation (grading) for the course, which is explained in each course syllabus.

LORAIN COUNTY

Joint Vocational School

Avon Lake students may choose to complete their junior and senior years in high school studying one of several two-year vocational programs at Lorain County Joint Vocational School located in Oberlin, Ohio. He or she will receive an Avon Lake High School diploma upon successful completion of the two years at LCJVS. Application to the vocational school begins in the 10th grade. Students should check with their counselor early in the 10th grade about the various course offerings at the JVS, application procedures, and the credits needed.

HONOR ROLL

(Compiled after each 9-week grading period)

High Honor Roll 4.0 and above GPA

Honor Roll 3.6-3.99 GPA

Merit Roll 3.0-3.59 GPA

A student may not have a “D” or an “F” in any subject to qualify for this Honor Status.

An “I” grade must be made up before this honor status is given.

High School Academic Diploma with Honors for Graduating Classes of 2018 and Beyond <i>Students need to fulfill only 7 of the following 8 criteria</i>	
Subject	Criteria
English	4 credits
Mathematics	4 credits, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent or higher content
Science	4 credits, including two units of advanced science
Social Studies	4 credits
Foreign Language	3 credits in one world language or 2 credits in two world languages
Fine Arts	1 credit
Career-Technical	Not counted toward requirements and may not be used to meet requirements
Electives	Not counted toward requirements
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1280 SAT
Additional Assessment	None

Please see your counselor for additional Diploma with Honors options.

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

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

- ½ credit physical education
- ½ credit health
- ½ credit in American history
- ½ credit in government

Career-Technical Diploma with Honors for Graduating Classes of 2018 and Beyond <i>Students need to fulfill only 7 of the following 8 criteria</i>	
Subject	Criteria
English	4 credits
Mathematics	4 credits, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 credits, including physics and chemistry
Social Studies	4 credits
Foreign Language	Not counted toward requirements
Fine Arts	Not counted toward requirements
Career-Technical	Now counted in Electives
Electives	4 credits of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post-secondary credit.
Grade Point Average	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1280 SAT
Additional Assessment	Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

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

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

- ½ credit physical education
- ½ credit health
- ½ credit in American history

OHIO CORE GRADUATION REQUIREMENTS

Beginning with students who enter ninth grade for the first time on or after July 1, 2010, the requirements for graduation from every public and chartered nonpublic high school shall include twenty credits that are designed to prepare students for college and the workforce. The units shall be distributed as follows:

- English language arts, four credits;
- Health, one-half credit;
- Mathematics, four credits, which shall include one unit of algebra II or its equivalent;
- Physical education, one-half credit;

- Science, three credits with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following, or their equivalent:
 - Physical sciences, one credit.
 - Biology, one credit.
 - Advanced study in one or more of the following sciences, one credit:
 - Chemistry, physics, or other physical science;
 - Advanced biology or other life science;
 - Astronomy, physical geology, or other earth or space science.
- Social studies, three credits, which shall include both of the following:
 - American history, one-half credit;
 - American government, one-half credit.
 - Each school shall integrate the content of economics and financial literacy, as expressed in the social studies academic content standards adopted by the State Board of Education (SBOE), in a social studies or other course so that all students receive this instruction.
- Fine arts, one credit
 - Must complete at least two semesters of fine arts

DETERMINING SEMESTER GRADES

Grades are a report on student learning based solely on evidence provided by the student. Learning is topical, sequential and cumulative. Evidence of learning used in grading and reporting include assignments, assessments and interactions (participation) with the teacher and the class. Behavior and attendance, while very important to learning, are reported separately and are not part of the grade. Students will have multiple opportunities to provide evidence of learning.

Grading procedures will be clearly communicated by the teacher, based on district policy and/or researched strategies supported in professional literature. The teacher will assign grades based on the evidence of learning provided, with consideration of the needs and circumstances of the student(s), as appropriate. All official credit will be granted on a semester basis.

EXPLANATION OF CALCULATING SEMESTER GRADE

Grade	Quality Points	Honors
A	4.00	5.00
A-	3.67	4.67
B+	3.33	4.33
B	3.00	4.00
B-	2.67	3.67
C+	2.33	3.33
C	2.00	3.00
C-	1.67	2.67
D+	1.33	1.33
D	1.00	1.00
F	0.00	0.00

HIGH SCHOOL GRADING PROCEDURES

Teacher Scale

93-100=A	73-76=C
90-92=A-	70-72=C-
87-89=B+	67-69=D+
83-86=B	63-66=D
80-82=B-	60-62=D-
77-79=C+	Below 60 =F

GPA/ Class Rank/ Weighted Grades

A=4.00	C=2.00
A-=3.67	C-=1.67
B+=3.33	D+=1.33
B=3.00	D=1.00
B-=2.67	D-=.67
C+=2.33	F=.00

NOTE: Honor/ AP scale = add one (1) more point from grades "A" through "C-"

Grading Guidelines

Excellent

A = 93-100	Mastery of all concepts of course – able to apply concepts to new material
A- = 90-92	Highly motivated – self directed Above Average
B+ = 87-89	Mastery of most of the concepts of the course
B = 83-86	Demonstrates achievement well above class average
B- = 80-82	Is growing into leadership in development of individual and class goals

Average

C+ = 77-79	Achieves the objective developed for the average of the class
C = 73-76	Requires some individual direction and supervision
C- = 70-72	Mastery of basic concepts of course

Below Average

D+ = 67-69	Difficulty understanding some basic concepts of course, however is able to function and progress with remediation and supervision
D = 63-66	Seldom completes undertaking without much teacher direction and encouragement
D- = 60-62	May be irregular in attendance and make-up work obligations Failure
Poor Work	Rejects teacher assistance and leadership Lack of Comprehension Puts forth no effort and refuses take part in class activities
F = Below 60	Fails to meet minimum requirements of course

High School Grading Procedure

For Regular Classes	For Honors/AP Classes	CC+ Off/On Campus
A = 4.00	A = 5.00	A = 5.00
A- = 3.67	A- = 4.67	
B+ = 3.33	B+ = 4.33	
B = 3.00	B = 4.00	B = 4.00
B- = 2.67	B- = 3.67	
C+ = 2.33	C+ = 3.33	
C = 2.00	C = 3.00	C = 3.00
C- = 1.67	C- = 2.67	
D+ = 1.33	D+ = 1.33	
D = 1.00	D = 1.00	D = 1.00
D- = .67	D- = .67	
F = .00	F = .00	F = .00

***No extra points are given for grades below C- in Honors/AP Classes.**

NOTE: Selection criterion of students for Honors/AP Classes are as follows:

1. scholastic aptitude as revealed by scores on standardized tests;
2. level of academic achievement;
3. evaluation of previous teachers and
4. expressed desire of student and parent.

Promotion and Class Assignments

To be promoted to the next grade level, students must pass a minimum number of credits. Only students with an approved graduation plan and who are making appropriate progress will be granted senior status. Students who are granted senior status at semester will not automatically receive senior privileges (contact current administrator).

10TH GRADE STUDENT	5.75	credits
11TH GRADE STUDENT	11.00	credits
12TH GRADE STUDENT	16.50	credits
FOR GRADUATION	21.00	credits

Class Load (Minimum)

Students in the 9th and 10th grade are required to take a minimum of 6 classes per semester and 11th and 12th grade students are required to take a minimum of 5 classes per semester. Exceptions must be approved by administration in advance. Students are reminded to check requirements for athletic eligibility.

Interim Reports

Interims are no longer sent hard copy. You can logon to Pearson Power School to view your student's progress at any time.

Please note: If you have any questions or concerns about your student's progress in any class, please call your student's teachers or counselor.

Report Cards

Report cards are issued at the end of each semester. The end of the second quarter coincides with the end of the first semester. Exam grades and semester class grades will appear on this report card. The end of the fourth quarter is the end of the school year. Final exam grades and final course grades will be included on the final report card. Report cards will be mailed within two weeks of the last day of the grading period semester.

Incomplete Grades

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

Cheating

Cheating involves one or more of the following actions or assisting another in one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report, term paper or computer disc.
3. To plagiarize – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. To prepare for cheating in advance. Such action involves:
 - A. Having in your possession a copy of a test to be given or having been given by a teacher.
 - B. Using unauthorized notes or reference during a test or examination.
 - C. Supplying others with any unauthorized information that contributes to a grade.
5. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)

Cheating may be proved against a student only under one of the following conditions:

1. A staff member personally observes or discovers an act of cheating as defined previously and through student behavior or product.
2. A student admits to a staff member that he/she has committed an act of cheating.
3. Teachers in the high school make use of turnitin.com, a web-based originality checking and plagiarism prevention service used throughout high schools, colleges, and universities worldwide. Through electronic submission of written assignments, this tool helps identify plagiarized text, and allows for quick feedback and teacher intervention for students.

When a teacher determines that an action of cheating has taken place, he/she will:

1. Confer with the student in question.
2. Assign a score or zero to the assignment on which the student was guilty of cheating.

3. Notify the student's parents by phone to explain the situation and to offer the opportunity for a conference to discuss the matter.
4. Inform the appropriate assistant principal in writing, of the student's violation as a matter of record or for potential disciplinary consequences.

In the event a hearing is necessary, the teacher will be asked to present the case in the presence of the student, parent and an administrator.

SAT and ACT

American College Test (ACT)

It is recommended that students take their first ACT and/or SAT-I in the spring of their junior year. Additional testing may be deemed advisable in their senior year. Students and counselors should meet to establish an appropriate testing plan.

SAT-II Subject Tests (once called Achievement Tests) are taken on the same Saturdays as the SAT-I at the same locations. Your prospective college will tell you in their literature if you need to take the SAT-II tests. Only very selective colleges require the SAT-II Subject Tests.

Please contact your guidance counselor for registration and test dates.

Advanced Placement (AP)

The AP program provides students with the opportunity to receive credit and/or advanced placement upon entering college.

There are exams for approximately 30 introductory college courses. Scores range from 1 to 5. Each AP exam takes approximately 3-1/4 hours to complete. All formal reviews for AP tests will take place within the class period, before or after school. AP tests are administered during the first two weeks of May. The actual test dates are established by the AP Program and cannot be altered.

All students taking AP courses are required to take the AP exam. The dates of the AP exams are the following:

May 6, 2019 – U.S. Government and Politics & Environmental Science
May 7, 2019 – Spanish Language & Culture & Physics 1: Algebra-Based
May 8, 2019 – English Literature & Composition & French Language & Culture
May 9, 2019 – Chemistry & Psychology
May 10, 2019 – US History, Physics 2: Algebra Based, & Studio Art
May 13, 2019 – Biology, Physics C: Mechanics, Physics C: E & M
May 14, 2019 – Calculus AB & Calculus BC
May 15, 2019 – English Language and Composition
May 16, 2019 – Statistics
May 17, 2019 – Music Theory & Computer Science A

Transcripts

A transcript includes final grades in all courses from grades 9 - 12, a cumulative grade point average, class rank, Proficiency Test results, and results of college entrance exams, and AP exams. Students may request to send their transcript to colleges and potential employers by completing a "transcript release" form. There is no charge for this service while students are enrolled in school, but graduates and withdrawn students are

charged \$2.00 per transcript. Transcripts will not be released for students who owe outstanding fines, fees, or other obligations to the school.

Students need to allow 24-hour notice to process and print transcripts.

STUDENT SERVICES

Clinic Office

The Clinic is located adjacent to the Assistant Principals Office and is available to students who are ill or injured. Students must have a pass from their teacher to be admitted and report to the Main Office.

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

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

Administration of Medication

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

- An authorization form must be on file complete with physician's signature (forms are available in the school office).
- Medication must be in its original container.
- The parent/guardian is to drop off the medication in the office. At the end of the school year a parent must pick up the unused medication or it will be destroyed.

Over-the-counter medication must be in its commercial container with the student name and dosage affixed to it. These medications also require an authorization form signed by the parent or guardian. Students in possession of any kind of pills/medication or distributing any pills, whether over-the-counter or prescription, will be liable for suspension/expulsion as noted in the Code of Conduct.

Immunization of Students

State health standards require students to be immunized against specific communicable diseases. The minimum immunization requirements are 4 DPT injections, 3 doses of oral polio vaccine, and immunization against rubella, measles, and mumps after the 1st birthday. The only children who are exempt are those with a medical or religious/philosophical exemption on file at the school. Under the law (3313.671), children may be admitted to school if they are "in the process" of completing the required immunizations. "In the process" means they have already had a minimum of 1 DPT and 1 polio and immunization against measles, rubella, and mumps. Children who are not exempt and who are not "in the process" will not be admitted until they qualify. Additionally, those who are "in the process" must complete their series in a medically sound but timely manner or they lose the temporary waiver and are subject to exclusion from school.

Locks and Lockers

Students are responsible for securing /locking **all personal belongings**. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** School lockers are the property of the Board of Education and are provided as a convenience for student use. The lockers and their contents are subject to inspection at the school's discretion. Students are responsible for the condition of their lockers. Restitution may be imposed where damage has occurred. Offensive or derogatory pictures or displays are prohibited. Lockers are to be kept neat, clean and locked at all times. Students will be assigned lockers and are not to share lockers. Students should not reveal their lock combination. Valuables and money should not be stored in lockers. Avon Lake High School is not responsible for articles lost or stolen from lockers. Locker numbers and combinations are on file in the Assistant Principals Office.

P.E. Lockers

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

Lost and Found

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

Student I.D. Cards

Following school pictures, students will receive their student I.D. cards (providing they have completed their emergency medical information on InfoSnap). The I.D. card is to be carried at all times. Failure to produce the student I.D. card when asked may result in disciplinary penalty.

If lost or damaged, a replacement I.D. will be made at a cost of \$5.00 through the Media Center. I.D.'s will be needed upon request by school personnel and admittance to the media center.

Only students who are residents of Avon Lake and are considering transferring to ALHS will be considered for visitation privileges. These requests must be made at least one week in advance by the parent through the Associate Principal or the Assistant Principal.

Visitors/Alumni

Parents and alumni are always welcome to visit our school. Every visitor is asked to check in at the Main Office. Student visitors to ALHS are allowed on a limited basis after school hours with administrative approval.

Work Permits

The child labor laws and the compulsory school attendance laws are complementary. The prime objective is to ensure at least a minimum education. While minors are permitted to work, their employment may not interfere with their education. ORC 4109 regulates the employment of minors and requires any person under the age of 18 to obtain a Work Permit. A Work Permit may be issued only by the superintendent of the school district in which the student resides, and only upon satisfactory proof that the student is at least fourteen years. The permit itself can be obtained through the main office of the high school.

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

Parking Permit Rules and Guidelines

1. When applying for a parking permit, a valid driver's license, proof of insurance, and a parent/guardian signature are required. Please bring a copy of license and proof of insurance. A fee of \$20 will be charged on permits purchased first semester and second semester will be \$10.
2. All students parked on school property must have a valid parking permit displayed in their vehicle. Permits are non-transferable and non-refundable.
3. The speed limit on campus is 10 M.P.H., and is strictly enforced. According to ORC 4513.263, seatbelts are to be worn by all occupants of the vehicle. It is the responsibility of the driver to ensure that all passengers are properly restrained.
4. Seniors are to park only in the North Parking lot, and are to use Electric Blvd. to enter and exit the lot. If the North lot is full, Seniors are permitted to park in the South Lot. Seniors must move their cars from the North Parking lot before 3:30 for band practice. All other students are to use the far South lots.
5. No parking in circular driveways, faculty/visitor lots, bus garage area, or fire lanes. Vehicles parked illegally are subject to towing at owner's expense.
6. The school cannot assume liability for vehicles or their belongings. Vehicles are to be locked at all times. Do not leave keys in the vehicle, and secure all valuables.

7. Students are not permitted to go to their vehicle during the day without an office pass or senior pass.
8. Students are expected to exercise good judgment behind the wheel at all times. Reckless operation of a vehicle is strictly forbidden.
9. All cars and items in cars are subject to search in accordance with state and local laws and policies.
10. Revocation of Parking Privileges: A parking permit will be revoked for the remainder of the academic year when any of the following occurs:
 - a. The student's GPA for any grading period falls below a 2.00.
 - b. The student receives an F in any course, he/she will lose privileges for ten (10) school days.
 - c. The student has accumulated more than eight (8) absences. These will not include absences for which the student has secured written verification of illness from a doctor.
 - d. The student has accumulated seven (7) tardies to school; he/she will lose parking privileges for 10 school days.
 - e. The students has accumulated more than three (3) total days per semester of out of school suspension for infraction of the student code of conduct.
 - f. The student has accumulated more than two (2) dress code violations per semester that require discipline action.
 - g. Continued eligibility of students with parking permits will be monitored on a quarterly basis. In the event a student no longer meets the eligibility criteria, he/she must return the student parking permit to the appropriate administrator immediately upon notification. Failure to do so will result in disciplinary action under the ALHS Student Code of Conduct.