

# **Avon Lake Elementary Schools**

**Parent and Student Handbook**

**2024-2025**



## **WELCOME TO THE AVON LAKE CITY SCHOOL DISTRICT**

This elementary 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 in their elementary years.

### **Mission Statement of the Avon Lake Schools:**

The mission of the Avon Lake City Schools, a district committed to personalized educational excellence, is to challenge all students and develop their individual goals through community partnerships, resources and technologies which will produce responsible and compassionate citizens.

## Avon Lake Elementary Schools

### **EASTVIEW ELEMENTARY SCHOOL - Mr. Jamie Franko**

230 Lear Rd.

Avon Lake, Ohio 44012

Office Phone: 440-933-6283

(Attendance - available 24 hrs.) 440-930-8294

### **ERIEVIEW ELEMENTARY SCHOOL - Mrs. Melissa Isaly-Johns**

32630 Electric Blvd.

Avon Lake, Ohio 44012

Office Phone: 440-933-6282

(Attendance - available 24 hrs.) 440-930-8293

### **REDWOOD ELEMENTARY SCHOOL – Mrs. Holli Weber**

32967 Redwood Blvd.

Avon Lake, Ohio 44012

Office Phone: (440) 933-5145

(Attendance - available 24 hrs.) 440-930-8291

### **WESTVIEW ELEMENTARY SCHOOL - Mr. Nick Moore**

155 Moore Rd.

Avon Lake, OH 44012

Office Phone: 440-933-8131

(Attendance - available 24 hrs.) 440-930-8292

### **SCHOOL HOURS**

Full Day-8:50-3:20

PM Kindergarten-12:35-3:20

All-Day Kindergarten-8:50-3:20

### **ARRIVAL AT SCHOOL**

The school day begins at 8:50 a.m. Students may enter buildings at 8:35. Upon entering, students are to go directly to their classrooms. The tardy bell rings at 8:50 a.m.

### **DISMISSAL FROM SCHOOL**

When students are to leave school in other than the usual manner (i.e. bus riders who are picked up by a parent), please notify the classroom teacher.

## **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.

## **TABLE OF CONTENTS**

Attendance Policies and Procedures .....	5
Student Health and Safety.....	8
Miscellaneous.....	15
Student Conduct.....	18

## **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:  
<http://policy.ctspublish.com/avonlake-osba>

## **ATTENDANCE POLICIES AND PROCEDURES**

### **Student Absences and Excuses**

#### **Attendance Policy**

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.

#### **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, behavioral or dental 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 the truly held religious beliefs of the student or the student's family;
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. pre-enlistment reporting to military enlistment processing station;
9. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
10. planned visits (limit ten days per year);
11. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applied to absences of up to 24 school hours) or
12. 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 makeup missed work. For excused absences, the student will have one school day to 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 ten 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.

### **Unexcused Absence/Truancy**

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.

### **Consequences for Excessive Absences**

Consequences for excessive absences will be appropriate for the specific age level of students.

### **PLANNED ABSENCE**

Absence due to a set of circumstances judged by the administration to constitute good and sufficient cause for excused absence from school may be approved per administration's discretion for students considered to be in good standing. Reasons for such absence may include college visitations, retreats, participation in non-school athletic events, or family matters/trips out of town. These absences, while excused, are still counted in the student's total accumulated absences by school law.

**Requests for planned absence should be submitted 5 school days prior to the anticipated absence.**

#### **Planned Absence Form:**

<https://www.avonlakecityschools.org/forms>

### **REPORTING PROCEDURE FOR ABSENCE**

The following information must be provided when reporting an absence. Calls must be received by 9:00 a.m. on the day of the absence. Email should not be used to report student absences.

- **Student's name**
- **Date of absence**
- **Teacher's name**
- **Reason for absence**

Students who arrive **tardy** to school are to report directly to the office with a parent or adult. No student should go to class without reporting to the office first. Parents are asked to send a signed note with the child upon return from an absence.

### **Guidelines for When to Keep Your Child Home from School**

The protocol for management of communicable disease in Avon Lake City Schools is based upon the Ohio Department of Health's guidelines and recommendations.

**Your child is too ill to go to school if he or she has any of the following symptoms:**

- Temperature above 100 F by mouth (\* see below)
- Vomiting or diarrhea within the past 24 hours (\* see below)
- Shortness of breath or has increase in wheezing during normal activity



- Has a cough that interrupts normal activity, pain from an earache, headache, sore throat or recent injury.
- Has yellow or green drainage from nose or eye(s)
- Eggs (nits) or head lice – until cleared by nursing staff (see school nurse for lice policy)
- Rash over body or localized to one area of the body, indicating a potential communicable disease (\* see below)
- Fatigue and needs bed rest (common with flu-like symptoms)
- Signs of conjunctivitis such as red, crusty or swollen eyes (\* see below)

\*Students who are sent home with a fever 100 degrees or higher must remain at home until the student is fever free for 24 hours without the use of medication. In most cases this means that students will miss the following school day. Please understand that fevers can reoccur within a 24 hour time period and this policy is in the best interest for all students.

\*Students who are sent home due to vomiting or diarrhea must also stay home for 24 hours to ensure that these symptoms are gone before returning to school.

\*Students exhibiting signs of conjunctivitis (crusty eyes, red or swollen eyes) may return once the symptoms have been treated and are gone or a note is presented from a doctor stating that the student may return to school.

\*Students who show signs of a communicable disease exhibiting as a rash may return to school once the rash is gone or a note is presented from a doctor stating that the student may return to school.

Attendance is important for your child to be successful in school. If your child's absence requires a doctor's visit, please turn in the medical excuse to your child's school upon returning.

## **ADMINISTERING MEDICATION**

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

1. The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.
2. Each person designated to administer medication receives a statement, signed

by the physician or other person licensed to prescribe medication, which includes all of the following information.

- A. the name and address of the student;
  - B. the school and class in which the student is enrolled;
  - C. the name of the drug and the dosage to be administered;
  - D. the times or intervals at which each dosage of the drug is to be administered;
  - E. the date on which the administration of the drug is to begin;
  - F. the date on which the administration of the drug is to cease;
  - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
  - H. special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medication as described above changes.
  4. The person authorized to administer the drug receives a copy of the statement described above.
  5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional. The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes “gross negligence or wanton or reckless misconduct.”

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

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.

### **Inhalers**

In order for a student to possess and use an inhaler, he/she must have written approval from the student’s physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

The physician’s written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;

7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes, in good faith, that the written approval(s) have been received by the appropriate authority.

### **Epinephrine Autoinjectors**

Student possession of an epipen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information.

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epipen appropriately and has provided the student with training in the proper use of the epipen;
5. circumstances in which the epipen should be used;

6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
  - A. the student may experience that should be reported to the prescriber or
  - B. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

### **Non-Individual Specific Epinephrine Auto Injector Policy**

As mandated by Section 3313.7110 of the Revised Code, this policy is intended to create a framework for accommodating individuals with undiagnosed life-threatening allergies (anaphylaxis).

Avon Lake City School District will procure epinephrine auto injectors for each school operated by the district to have on the school premises for the use in emergency situations identified under Ohio Revised Code, ORC 3313.7110(C)(5). Procurement can occur through purchase, accepting donations of epinephrine auto injectors from a wholesale distributor of dangerous drugs or a manufacturer of dangerous drugs, as identified in Ohio revised Code, section 4729.01. The district may also accept donations of money to purchase epinephrine auto injectors ORC 3313.7110 (E).

Avon Lake City School District will:

1. At all times, attempt to maintain at least two epinephrine auto injectors at each school operated by the district, ORC 3313.7110 (A)
2. Consult with a licensed health professional authorized to prescribe drugs, as defined in Ohio Revised Code, section 4729.01. , 3313.7110 (B)
3. Obtain and follow prescriber issued protocol specifying definitive orders for epinephrine auto injectors, conditions for which it is to be given, and dosages of epinephrine to be administered, ORC 3313.7110 (C).

### **Storage/Disposal, ORC 3313.7110 C:**

Avon Lake City School District will:

1. Identify one or more location(s) in each school operated by the district in which epinephrine auto injectors shall be stored.
2. Ensure the epinephrine auto injectors be stored in a safe, secure, accessible location in accordance with Ohio Revised Code 3313.713 to allow for rapid, life-saving administration.
3. Ensure epinephrine auto injectors that have expired will be disposed of in a sharps container.
4. Ensure epinephrine auto injectors that have been used will be either sent with emergency medical services personnel (911) at the time of administration or disposed of in a sharps container.
5. Ensure used and expired epinephrine auto injectors will be replaced in a reasonable time period.

### **Usage-ORC 3313.7110 C:**

Only licensed health care providers, athletic trainers, and those individuals trained may administer an epinephrine auto injector to students, school employees, or contractors, school visitors and other individuals in the school building in an emergency situation when a person exhibits signs and symptoms of anaphylaxis on school premises during the school day.

Avon Lake City School District will be responsible for:

1. Identifying individuals employed by or under contract with the district board, in addition to the school nurse and athletic trainer, who may access and use an epinephrine auto injector to provide a dosage of epinephrine to an individual in an emergency situation.
2. Allowing identified individuals to attend training based on prescriber issued protocol before allowing access and use of epinephrine auto injector.
3. Identifying emergency situations as described within the prescriber issued protocol.
4. Summoning emergency medical services to the scene immediately upon administering an epinephrine auto injector.

Avon Lake City School District, a member of the district board of education, or a district or school or contractor is not liable in damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with procuring, maintaining, accessing, or using an epinephrine auto injector under this section, unless the act or omission constitutes willful or wanton misconduct. This section does not eliminate, limit, or reduce any other immunity or defense that a school or school district, member of a district board of education, or district or school employee or contractor may be entitled to under Chapter 2744 or any other provision of the Revised Code or under the common law of this state ORC 3313.7110 (D).

The District shall report to the Ohio Department of Education each procurement and occurrence in which an epinephrine auto injector is used from a school's supply of epinephrine auto injectors ORC 3313.7110 (F).

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. a school employee prohibits a student from using an epipen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. a school employee permits a student to carry and use an epipen because of the good faith that the conditions have been satisfied or
3. In instances in which a student is rightfully permitted to carry an epipen, the medication is used by a student for whom it was not prescribed.

## **MISCELLANEOUS**

### **Electronic Student Devices - cell phones and watches**

As more students bring cell phones and watches with wi-fi and data capabilities, it is important to remember and inform your children about the policy of using them while at school. During school hours, students must keep the phone in the locker/cubby or

backpack and have it turned off. If a parent needs to contact their child or a child needs to contact a parent, that communication must go through the school and in most cases the main office. Watches are another area where communication may occur if wi-fi or data are enabled. Students may wear watches and use the watches for time telling purposes or tracking their steps and other non-communication purposes. However, if students and parents are using the watch to call and text each other, those devices will be viewed more for communication and will be asked to be put away each day like a cell phone. Thank you for your attention to this matter and following these rules.

### **Birthday treats**

Due to the increased number of potentially severe food allergies (peanut, tree nut, eggs, seeds, gluten, sugar, dairy etc.) our elementary schools have adopted a "non-edible" birthday treat policy. This means that all birthday treats that are brought into school must be **non-food items**. Some examples of acceptable non-edible treats include: pencils, stickers, temporary tattoos, erasers, silly bands, or any other similar item. We still want to celebrate this important day in your child's life; we just want to do it in a manner that all children can participate in.

### **School parties where food is available**

There will be two parties where food will be available to the students. Those parties are Halloween and a holiday party in December.

### **Cold weather policy**

In the winter months, we strongly recommend that parents provide hats, gloves, waterproof boots and snow pants for their children and require them to wear them during recess. Outside temperature and wind chill are taken into consideration to determine outside recess each day during the winter months. Normally, **if the wind chill factor is above 20 degrees Fahrenheit**, students will be permitted outdoors.

### **Technology Loaner Agreement**

Avon Lake City Schools is committed to providing high quality educational technology devices to all students. Chromebooks will be checked out to students via our library circulation system. Any loaned equipment is, and at all times, remains the property of

Avon Lake City Schools and is herewith lent to the Borrower for educational purposes only for the current academic school year. Students shall have no expectation of privacy with respect to the Chromebooks provided by the District or any materials therein and



may be inspected without notice.

Borrowers may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Borrower losing his/her right to use this equipment. The equipment will be returned to the school when requested by Avon Lake City Schools, at year's end and/or if the Borrower withdraws from Avon Lake City Schools District prior to the end of the school year.

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

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

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

- First incident in current school year – Free Repair
- Each Additional repair in current school year - \$50.00
- Replacement Chromebook - \$250.00

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

## **Student Code of Conduct**

### 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.

### PREVENTIVE MEASURES

The Avon Lake City Schools believes in being proactive and preventative when it comes to violating the Student Code of Conduct. We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member, or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the high 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.

## HAZING AND BULLYING

(Harassment, Intimidation, and Dating Violence) (see Board Policy JFCF)

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

Throughout this policy the term bullying is used in place of harassment, intimidation, and bullying.

Bullying, harassment, and intimidation is an intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once. The intentional act also includes violence within a dating relationship. The behavior causes

mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. 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.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

## ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## STUDENT DISCIPLINE CODE

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

1. Insubordination and disrespect: 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. A student is disrespectful through speech or behavior that demonstrates they do not think someone or something is valuable or important.
2. Classroom absence or tardiness: 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 Board Policy EEACC or EEACC-R)
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. Shoes must be worn at all times for health and safety reasons.

7. Electronic devices: Students are not permitted to use any electronic devices during instructional time. Students may use district provided technology for educational purposes.

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 shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer or otherwise misuse a hall pass, and shall use them in a responsible manner.

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 (i.e. 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. Tobacco: The possession, use, transmission, or concealment of tobacco products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activities on or off the school campus is prohibited.

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.

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, etc.

18. Violating acceptable use policy: Any violation of our acceptable use policy may be subject to discipline (see Board Policy EDE, EDE-R, EDE-E2).

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. Abusive, harassing, and/or disrespectful behavior: 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.

23. Hazing and bullying: Bullying, harassment, and intimidation is an intentional written, verbal, electronic, or physical act that a student has exhibited toward another student



more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. 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.

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. Weapons in school: 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 (see Board Policy JFCJ).

29. Alcohol use/student drug abuse: A student shall not possess buy, sell, use, transmit, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, over-the-counter

medication, counterfeit/look-alike substances, alcoholic beverage, intoxicant, or mood-altering chemical of any kind. This rule is in effect during school or a school-sponsored activity/event/program on school grounds, on the school bus or bus stop or in transit to and from school, and at any other time when the school is being used by any school group or off the school grounds at any school-sponsored activity, function, or event (see Board Policy JFCH/JFCI).

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/attempted arson/possession of incendiary device: 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.

## PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL

### Student Suspension

Board Policy JGD (revision date 12/12/2023)

The Superintendent, principals, assistant principals, and other designated administrators may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. 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.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive credit upon accurate completion of any assignment missed due to suspension. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension. The time frame for make-up work will be equivalent to the number of days suspended. Work is due during the assigned period. It is the responsibility of the student to initiate contact

with his/her teacher regarding academic work missed during the suspension. Students are to arrange make up work, homework, test, and quizzes with the teacher.

### **Elementary Suspension (grades kindergarten-3<sup>rd</sup>)**

Suspension or expulsion for the following reasons:

- Bringing a firearm to school.
- Bringing a knife capable of causing serious bodily injury.
- Criminal offense that results in physical harm to persons.
- Making a bomb threat.

The guidelines listed below are followed for all out-of-school suspensions.

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

### Appeal Procedure

Should a student or a student's parent(s)/guardian(s) choose to appeal the principal's suspension to the Board or its designee, he/she must do so within ten (10) calendar

days of the notice of suspension. The notice of appeal shall be in writing and made to the Board's designee, the Assistant Superintendent or individual who is otherwise designated by the Board. Whether the appeal shall be heard by the Board or its designee shall be at the sole discretion of the Board's designee. The student or a student's parent(s)/guardian(s) may be represented in all such appeal proceedings and all witnesses are sworn in and a verbatim record of the hearing is kept. If the hearing is before the Board, the student or a student's parent(s)/guardian(s) may request that the hearing be held in executive session. However, the Board must act in public with respect to any action taken with respect to the suspension appeal. During the appeal process, the student may be excluded from school.

#### Appeal to the Court

Under State law, appeal of the Board designee's decision may be made to the Court of Common Pleas.

#### Student Expulsion

Board Policy JGE (revision date 12/12/2023)

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the Student Code of Conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. 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.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given unless mutually agreeable by both the Superintendent/designee and the parent(s). If the hearing is held outside this timeline the parent(s) must sign a waiver stating that they agreed to hold the hearing outside this timeline at the time the expulsion hearing is held.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session.

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

#### Permanent Exclusion

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

#### Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The notice of appeal must be made within fourteen (14) calendar days after the notice of intent to expel was provided to the student, parent, guardian, or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be

held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn in and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

#### Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

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

#### EMERGENCY REMOVAL OF STUDENTS

Board Policy JGDA (revision date 8/11/2020)

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal, or personnel employed to direct, supervise, or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal, and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the

reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

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

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

#### Interviews and Searches

Board Policy JFG-R (revision date 2/14/2017)

#### Interviews

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

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

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



## Searches

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.

## CONSEQUENCE DESCRIPTIONS

### Detention

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

## Opportunity School

Opportunity School is held at the high school every Wednesday. Students must be seated in the room by 3:00p.m. Students who are late will not be permitted to attend. Dismissal will be at 4:00 p.m.

Students will be expected to work on school-related assignments and/or read appropriate materials approved by the Opportunity School monitor. Students who need to reschedule an assigned consequence must get prior approval from their grade level administrator. Once Opportunity School has been rescheduled, it will not be rescheduled again, and their grade level administrator may assign additional consequences.

## Saturday School

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

## In-School Alternative Classroom Placement

(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. ISACP is considered an excused absence. However, students are expected to complete all assigned work for the day during ISACP. Students who are in ISACP will not be given additional days to complete assigned work. Failure to report for ISACP will either result in additional days of ISACP or in suspension from school.

