



**LEARWOOD MIDDLE SCHOOL**

**2024-2025**

**Student Handbook**

340 Lear Rd.

Avon Lake, OH 44012

Phone: (440) 933-8142

Dear Shoregals and Shoremen,

As we embark on another exciting school year, we're thrilled to welcome back familiar faces and greet new ones to our Learwood family. To our returning students and families, we're excited to continue our journey together, and to those joining us for the first time, we extend a warm embrace into our community.

At Learwood Middle School, we're not just about academics; we're about fostering personal growth and nurturing responsibility in every student. This year holds the promise of new discoveries, challenges, and opportunities for each one of you. Let's embark on this adventure with enthusiasm and curiosity, ready to explore your talents and expand your horizons.

But let's not forget the importance of fun and camaraderie! Our school prides itself on creating a supportive and inclusive environment where every student feels valued and accepted. From engaging classroom activities to exciting extracurricular opportunities, there's something here for everyone to enjoy.

As we dive into the 2024-2025 school year, let's do so with open minds, compassionate hearts, and a commitment to each other's success. Together, let's make memories, forge friendships, and create a vibrant community where everyone feels a sense of belonging.

Enjoy your time here at Learwood Middle School because it will go fast. Take pride in your school and yourself, be involved, and strive for excellence, so that you can create some great memories of your time at "The Wood".

Sincerely,

Dr. Vishtasp Nuggud

**MAIN OFFICE STAFF AND VOICEMAILS**

Main Office	Learwood	440-933-8142
Attendance Line	Learwood	440-930-8295
Principal	Dr. Nuggud	2913
Assistant Principal	Mr. Okuma	2914
Mr. Kaiser	Counselor (Gr. 8)	2912
Mrs. Schanz	Counselor (Gr. 7)	2979
School Secretary	Mrs. Corbin	2915
School Secretary	Ms. Rohlke	2916
Office Assistant	Mrs. Tatman	2918
Clinic	Nurses	2910

**LEARWOOD STAFF AND VOICEMAILS**

Athletics	2888	Mrs. E. Lee	2606
Ms. Adler	2223	Mrs. S. Lee	2404
Mrs. Augustine	2502	Mr. Lynch	2237
Mrs. Belz	2503	Mr. Marlow	2130
Mrs. Bresnahan	2134	Ms. McCarty	2225
Mrs. Castrilla	2202	Mrs. McClain	2103
Mrs. Digges	2506	Ms. McDougal	1542
Mrs. Eckert	2208	Ms. Modock	2505
Mrs. Eisaman-Warren	2231	Ms. Moffat	2504
Mr. Ewald	2105	Mrs. Moreck	2203
Mrs. Farney	2132	Mr. Myers	2233
Mr. Ferrari	2204	Mr. Peepers	2301
Mr. Fitch	2704	Mr. Perry	2703
Mrs. Fleming	2919	Mr. Rocco	2229
Mr. Gomez	2602	Mr. Scarvelli	2201
Mr. Grumbos	2702	Mrs. Simmerly	2135
Mr. Herman	2402	Mrs. Smith	2138
Mrs. Illenberger	2604	Mr. Soltis	2306
Mr. Johnson	2920	Mrs. Walters	2228
		Ms. Wells	2501

**2024-2025 Events (Subject to Change)**

**AUGUST**

- 14 7th Grade Locker/Schedule Day 8:30-11:00 (A-L)
- 14 7th Grade Locker/Schedule Day 11:30-2:00 (M-Z)
- 15 8th Grade Locker/Schedule Day 8:30-11:00 (A-L)
- 15 8th Grade Locker/Schedule Day 11:30-2:00 (M-Z)
- 20 First Day of School
- 28 Washington DC Parent/Student Mtg. PAC 7:00 PM
- 29 Open House: Grade 8: 6:15 PM. Grade 7: 7:15 PM

**SEPTEMBER**

- 2 Labor Day - No School
- 12 PTA Meeting 9:00 AM (AL Library)
- 19 School Picture Day
- 20 Homecoming Game vs Midview
- 25 Early Release - 11:35 AM**
- 26 All Pro Parent Kick-Off 7:15-7:45 AM

**OCTOBER**

- 9 PSAT Test 8th grade only
- 9 Parent Conferences 3:30-7:00 PM
- 10 PTA Meeting 9:00 AM (AL Library)
- 10 Parent Conferences 7:00 AM-3:00 PM No School
- 11 NEOEA Day - No School
- 23-25 Washington DC Trip
- 25 SouperBowl vs Avon

25 End of 1st Quarter  
30 Orchestra Fall Festival 6:00 PM @ HS Commons  
31 All Pro Parent meeting 7:15-7:45 AM

## **NOVEMBER**

1 PD Day No School  
6 Picture Retake/Make-up Day  
11 Veterans Day Breakfast Program  
14 PTA Meeting 9:00 AM (AL Library)  
21 All Pro Parent meeting 7:15-7:45 AM  
27-29 Thanksgiving Break - No School

## **DECEMBER**

10 ALHS/Learwood Band Holiday Concert 7 PM PAC  
11 ALHS/Learwood Orchestra Concert 7 PM PAC  
18 Grade 7 Choir Winter Concert 6:00 PM @ PAC  
18 Grade 8 Choir Winter Concert 7:30 PM @ PAC  
23 Winter Break (School Resumes 1/6/25)

## **JANUARY**

6 Return to School  
9 PTA Meeting 9:00 AM (AL Library)  
17 End of 2nd Quarter  
**17 Early Release - 11:35 AM**  
20 Martin Luther King Jr. Day (No School)  
30 All Pro Parent meeting 7:15-7:45 AM

## **FEBRUARY**

13 PTA Meeting 9:00 AM (AL Library)  
12 Parent Teacher Conferences 3:30-7:00 PM  
14 Teacher In Service Day - No School  
17 Washington's Birthday - No School  
20 Orchestra Winter Concert 7 PM @ PAC  
27 All Pro Parent meeting 7:15-7:45 AM

## **MARCH**

**6 Early release - 11:35 AM**  
7 Parent Conferences - No School  
10 Conference Comp Day - No School  
13 PTA Meeting 9:00 AM (AL Library)  
28 End of 3rd Quarter  
27 All Pro Parent meeting 7:15-7:45 AM

## **APRIL**

10 PTA Meeting 9:00 AM (AL Library)

17 Spring Break (School Resumes 4/28/25)  
30 All Pro Parent meeting 7:15-7:45 AM

## **MAY**

**6 Early Release - 11:35 AM**  
7 Band Spring Concert 7 PM @ PAC  
8 PTA Meeting 9:00 AM (AL Library)  
14 Orchestra Spring Concert 7 PM @ PAC  
28 Grade 7 Choir Spring Concert 6:00 PM @ PAC  
28 Grade 8 Choir Spring Concert 7:30 PM @ PAC  
26 Memorial Day - No School

## **JUNE**

4 Last Day of School. 11:30 AM

## **CLASSROOM RULES**

While each teacher will establish rules of conduct for his/her classroom, you should be on time and prepared to work. You should pay attention to your teachers' directions and not create a disturbance that would interfere with the learning of others. You should show respect for your teachers and fellow students at all times.

### **All staff has the following expectations for students:**

1. Students will maintain a positive learning environment so that teachers may teach and students may learn.
2. Students will treat **ALL** staff with respect and follow their directions in a respectful manner.
3. Students will come to class prepared, on time, and with their materials.
4. Students will keep hands, feet, objects and unkind remarks to themselves.
5. Students will not bring distractions to class.

Classroom rules are designed to provide the best learning environment for everyone in the classroom. If a student chooses to misbehave, then he/she chooses to accept all consequences for his/her actions.

## **LOCKERS**

Lockers will be issued at the beginning of the year. Your locker should be locked at all times. Students should not tell anyone their combination. Each student is responsible for keeping his/her own locker clean, both inside and out. Students are NOT to share lockers. School lockers are property of the school district, with use granted by the district. Students shall have no expectation of privacy with regards to any contraband, dangerous objects or substances placed within such lockers. School officials may search lockers at any time if there are reasonable grounds to suspect a violation of school rules. Party and tape

decorations are not permitted in or on lockers.

### **ATTENDANCE POLICY**

The faculty and administration of Learwood Middle School strongly believe that consistent attendance and punctuality are important factors in pursuit of a high school education and diploma. Families are urged to make appointments outside of school hours. If students are absent they are not to be on the school grounds. When a student is absent, parents or guardians are requested to call the Attendance Office before 8:30 a.m. on the day of the absence. Please call the Attendance Office at **(440) 930-8295** to report absences 24 hours a day.

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

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

### **EXCUSED ABSENCE**

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

1. Personal illness with a doctor's note
2. Medical appointment with a written note from the doctor's office or other proof of attendance.
3. Parents are encouraged to make appointments after school hours.
4. Court appointments with written proof
5. Death of a relative
6. School approved field trips or extracurricular activities;
7. Extenuating circumstances warranting individual consideration by the building administrator

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

### **PERSONAL ILLNESS**

Avon Lake City Schools understand that parents use their best judgment as to whether their child should attend

school when suffering a personal illness. We appreciate this due diligence as it benefits the health of all others in the school. Many of these illnesses do not warrant a visit to the doctor's office and therefore will not have a doctor's note. For this reason, up to 65 hours (per semester) of personal illnesses without a doctor's note could be considered excused absences. Anything beyond the 65 hours would require a doctor's note to be considered excused.

### **PLANNED ABSENCE FROM LEARWOOD MIDDLE SCHOOL**

Absences due to a set of circumstances judged by the administration to constitute good and sufficient cause for excused absence from school may be approved for up to 65 hours (combined total) per year at administration's discretion, dependent on circumstances, for students considered to be in good standing. Reasons for such absence may include school 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 a planned absence must be submitted 5 school days prior to the anticipated absence.**

### **UNEXCUSED ABSENCE**

A student's absence is unexcused when he/she misses school for a reason other than the seven reasons stated above. The following are unexcused absences in accordance with Ohio attendance laws: truancy, suspension, trips not approved and excused 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. Truancy from classes and school;
2. Student absences without a parental phone call stating the reason for the absence;

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

Students with unexcused absences are expected to make up for their missed work. Unexcused absences can be changed to excused with proper documentation from a parent or guardian, or medical professional.

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

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

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

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

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

Students who are leaving school grounds for an appointment, out-of-town, etc. are to **bring a parent note indicating they are leaving** to the Main Office in the morning no later than 8:00 a.m. Upon returning from an appointment, the student must report to the **Main Office** before going to class. It is recommended that all appointments be made before school or after school. Verification of appointments is required before the absence will be excused. A student may not loiter, nor return to school on a day he/she is sent home from school.

#### **STUDENT ATHLETES**

A student athlete must be in attendance for five (5) full consecutive periods a day to be eligible to participate in athletic practice or interscholastic contests scheduled for

that date. Exceptions to this policy are at administrator discretion. Friday attendance determines weekend eligibility.

#### **TARDY**

Accepting responsibility is an important part of learning, and the tardy policy reflects the belief that getting to school on time is a student and/or parent/guardian responsibility and a mandated school law. Students are expected to be in their first period class prior to the first period bell. Those students who are tardy to school will report to the office to sign in and to receive a pass. Unexcused and excessive tardiness will result in disciplinary consequences.

#### **POWERSCHOOL**

Learwood Middle School uses a web based program to monitor your student's progress. PowerSchool is intended to be a communication tool for teachers, students, and parents. PowerSchool does not replace the students' responsibility to accurately copy down daily assignments and test dates in their planner.

#### **STUDY HALLS**

Students must bring school work or reading material to the study hall. Study hall monitors may issue passes to the office, guidance office, library, and to the restroom in emergency cases. Other study hall procedures include:

1. Permission to work together must be obtained from the monitor.
2. Passes to work in another teacher room must be given at the beginning of the period to the study hall monitor.
3. Students are to have all study materials with them when they arrive.
3. Students may use school provided electronic devices for teacher assigned activities.

#### **DRESS CODE/STANDARDS OF APPEARANCE**

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 are 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 Learwood Middle School student dress code.

1. Students shall, at all times, wear some kind of shoes.
2. Skirts and shorts of appropriate size, length, fit and propriety are permissible.
3. Excessive holes and rips in clothing are not permitted.
4. Leggings must be accompanied by an appropriate top.
5. Sunglasses are not to be worn unless prescribed by a doctor.
6. Hats/bandanas worn as head coverings may not be worn in the building.
7. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
8. 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, cut off shirts or any garment, which reveals undergarments, are not appropriate. No spaghetti straps or thin straps, bare backs, or revealing tops are allowed. No low cut armholes or necklines.
9. Garments advertising or displaying illegal and/or inappropriate activities for young people (reference to drugs, alcohol, tobacco, promiscuity, cults, or gangs) are not allowed.
10. Writing and/or symbols on garments should not 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.
11. No items that may present physical danger are allowed (such as chains or spiked jewelry, etc).
12. Any style of dress, which, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.
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 any personal electronic devices between 8:00 AM and 3:00 PM without staff permission. 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. Learwood is not responsible for lost or stolen items. Consequences include:

1. 1st offense: Warning.
2. 2nd offense: Staff confiscation until the end of the period
3. 3rd offense: Device confiscated and held in office until the end of the day.
4. Additional offenses: Parent picks up device from the office after school. Addition to disciplinary consequences.

Electronic devices (Phones, tablets, smart watches, etc.) can be used as "technology" during appropriate times as determined by the classroom teacher.

All devices must be in silent mode while on school campuses and while riding school buses or school vehicles. Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and/or texts, social media, etc.). No recordings can be conducted without the participants' approval.

The use of technology to provide educational material is not a necessity but a privilege. Students are expected to follow the Avon Lake City School's Acceptable use Policy while using any technology in the District. I understand that any network resource including [@alstudent.org](mailto:@alstudent.org) emails are owned by Avon Lake Schools and are not private. Avon Lake City Schools has the right to access my information at any time on any device.

## 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 incident schedule:

1. Incident 1 - up to \$50.00
2. Incident 2 - up to \$100.00
3. Incident 3 - up to full cost of repair or replacement

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.

Students are held accountable to all rules and regulations as set forth by the board approved Acceptable Use Policy - Policy EDE, Policy EDE-E-1 and our Policy EDE-R.

#### **ATHLETICS/ELIGIBILITY**

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of four of those scheduled classes in which the student received a grade. A failing grade may not preclude a student from participation.

All proper paperwork including physicals and emergency medical forms are due prior to any participation. The student-athletes Pay to Participate fee must be paid in order to participate in practices and games.

#### **Fall**

Cross Country - Cheerleading - Football - Volleyball

#### **Winter**

Basketball (Boys and Girls) - Cheerleading - Wrestling

#### **Spring**

Softball - Track and Field (Boys and Girls)

#### **HALLWAY CONDUCT**

1. Students are to walk at all times.
2. Students must have a hall visible pass at all times (one per person).
3. Students are not allowed to eat any type of food while in the halls.
4. No loud, boisterous noises or vulgar language will be accepted.
5. Students are to avoid any type of physical contact with other students (i.e. bumping, tripping, trashing books, etc.).

#### **CAFETERIA CONDUCT**

Lunch should be a time of the day in which you should relax and talk with classmates. Students are responsible for keeping their tables clean. To accomplish this will take very little time. If food and dishes are kept on your tray, there will be a minimal chance of food being dropped on the table. If an accident should occur, ask a cafeteria worker for a cleaning cloth to wipe up spilled food.

1. Students are not permitted to leave the cafeteria without permission.
2. Throwing food or other objects will result in disciplinary action.
3. Running, pushing, or horseplay is not acceptable.
4. Students are not to move from table to table without permission.
5. **No outside delivery of foods (i.e., McDonalds, pizza, DoorDash, etc.) is permitted.**
6. Students will not leave until their table has been dismissed by the lunch supervisor.
7. There will be no more than six (6) students at each table unless otherwise directed by luncheon staff. Each student will have an assigned seat.
8. No use of electronic devices (Phones, tablets, etc).

#### **LUNCH POINT OF SALE**

Avon Lake City Schools has a point of sale system that allows students more time to enjoy their lunch and will give parents the ability to monitor what their child is eating and to check lunch account balances.

It's called a Point of Sale System, or POS, and schools across Ohio and the U.S have implemented POS debit accounts for lunchroom purchases with great success. There are several major benefits to the POS System:

1. Students with food allergies can immediately be identified by Food Service staff through their personal account.
2. Parents can monitor what their child is buying and the food choices their child is making.

3. Students will have more time to enjoy their lunch since lunch lines won't be bogged down with students searching for money or lunch tickets.
4. Students who qualify for the free and reduced lunch program cannot be identified which can help boost school lunch participation and federal reimbursements.

Parents deposit money either weekly/monthly or on an annual basis into their child's lunch account for the purchase of lunch or a la carte lunch items. Check or money order payments will be made online at [www.myschoolaccount.com](http://www.myschoolaccount.com) with a credit card or a checking/savings account transfer. Please be advised of the following bank fees associated with making online payments: \$1.50 flat fee for checking/savings account debit, 6% transaction fee for credit cards-Visa/MasterCard. Cash and checks will be accepted at the school buildings with no fee. Our final goal is to eliminate the need for students to carry cash for lunch on a daily basis. Bringing cash to pay for lunch will delay the lunch lines. Individual student accounts are set up with the student's identification number and photo. Students will memorize their ID numbers to access their lunch account.

No student will be denied lunch. Students will be notified when their lunch account balance is low. Please keep track of your child's account and the amount of money available at [www.myschoolaccount.com](http://www.myschoolaccount.com).

We look forward to seeing your children in our cafeterias and enjoying a healthy and wonderful lunch. Please post the website address near your computer. If you have any questions or concerns, please contact our Dietitian/Food Service Supervisor at 440-930-8215.

### SCHOOL DANCES

All Learwood students have the opportunity to attend school dances unless disciplinary issues restrict attendance. Students are not permitted to bring non-Learwood students, nor are they permitted to leave early. Dress for dances must be school appropriate. Students must be in attendance at school in order to attend the dance. **Rides are expected to be here promptly at the conclusion of the dance. Dances start at 7:00 PM and end at 9:00 PM.**

### CLASS TRIP ELIGIBILITY

Each year the seventh and eighth graders participate in class trips. These trips are a privilege extended to those students who have proven to be academically and behaviorally responsible, and maintain a good record of attendance. To be eligible to participate in this special activity, students will be expected to adhere to the behavioral and attendance requirements outlined in the Avon Lake Board of Education Student Code of Conduct. Students may be denied participation from the trip for any

disregard of the expectations and requirements set forth in the Student Code of Conduct. It is our goal to have as many students participate in the trip as possible. However, we will need the assurance from students demonstrated by their conduct, behavior, and consistent attendance that they are trustworthy, responsible, and able to handle the vigorous pace and independence required for any trip.

### HALL PASS

When you are late to class, you will be expected to provide a hall pass. You may also request a hall pass if you need to work on a special report in the library. Ask the teacher who gave you the assignment to issue you a hall pass. You must carry the designated hall pass for the room you are leaving if you are visiting your locker or the restroom. Only one student may use the hall pass at one time.

### CLINIC PROCEDURE

A student (if able) will go to his/her class and check in with their teacher before asking to come to the office. Only two students are able to be in the clinic at once due to space. If there are more than two students ill, an alternate location in the office will be utilized.

### MEDICATION

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

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

**MEDICATION FORMS ARE AVAILABLE IN THE SCHOOL OFFICE. STAFF CANNOT ADMINISTER ANY MEDICATION WITHOUT THE PROPER FORMS.**



**GRADING SCALE**

<b>Grade</b>	<b>Grade Point</b>
A+	4.0
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

**DAILY SCHEDULE**

<b>Period</b>	<b>Times</b>
1	8:00-8:50
2	8:53-9:43
3	9:45-10:36
4	10:39-11:29
5	11:32-12:22
6	12:25-1:15
7	1:18-2:08
8	2:11-3:00

**SCHOOL FEES 2024-2025**

<b>Grade 7</b>		<b>Grade 8</b>	
Activity Fee	\$ 20.00	Activity Fee	\$ 20.00
Art	\$ 10.00	Art/Ceramics*	\$ 10.00
ELA Resources	\$ 26.00	ELA Resources	\$ 28.00
Instructional License	\$ 5.00	Instructional License	\$ 5.00
Planner	\$ 5.00	Planner	\$ 5.00
Science Lab	\$ 2.00	Science Lab	\$ 2.00
Technology Class	\$ 10.00	Technology Classes*	\$ 10.00
Technology Fee (New-All Students)	\$ 35.00	Technology Fee (New-All Students)	\$ 35.00
<b>Total</b>	<b>\$ 113.00</b>	<b>Total</b>	<b>\$ 115.00</b>

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments. The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

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

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

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

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

## **STUDENT CODE OF CONDUCT**

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

The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function. Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis.

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

### **PREVENTATIVE MEASURES**

The Avon Lake District believes in being proactive and preventative when it comes to violating the Student Code of Conduct. We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member, or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the school administrative team can utilize mediation, counseling, etc.

### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. Students are encouraged not to bring

items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

If a student damages or loses school property, the student and/or their parent/parent's guardian/guardian's will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **DRESS AND GROOMING**

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

### **GANGS**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership, or causing and/or participating in activities that are designed to intimidate another student, will be disciplined.

### **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, tests, and quizzes with the teacher.

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 7:15-7:45 a.m., during students' lunch period, and after school from 3:05-3:35 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.

### **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.