



**TROY
INTERMEDIATE
SCHOOL
STUDENT HANDBOOK
2024-2025**

Troy Intermediate School
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BEHAVIOR EXPECTATIONS

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

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

Troy Intermediate School
Avon Lake City Schools

The SHORE WAY



Respectful

Responsible

Ready

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

VALUABLES

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

LOCKERS

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

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

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 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 nonmedically excused include, but are not limited to:

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

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within

120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

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

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

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

Planned Visits

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

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

Unexcused Absence/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.

HOMEWORK REQUESTS

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

1. Call the school before 8:15 am to make arrangements to pick up make-up work.
2. Assignments can be picked up between 2:30 and 3:30 pm on the day of notification or sent home with a relative

or responsible party.

3. Additional work will be assigned when original assignments are completed and handed into teachers.
4. Please contact the building principal for extenuating circumstances.

POWER SCHOOL

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

STANDARDS OF APPEARANCE & DRESS CODE

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

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

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

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

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

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

specific dress and appearance patterns. Coaches and advisors with the building principal are responsible for establishing these patterns with their respective teams or clubs.

FEES

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

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

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

Student Fees for the 2024-2025 School Year will be as follows:

<u>5th Grade</u>		<u>6th Grade</u>	
Student Fee	\$42.50	Student Fee	\$54.00
District Activity Fee	<u>\$20.00</u>	District Activity Fee	<u>\$20.00</u>
Total Fee	\$62.50	Total Fee	\$74.00

ACCEPTABLE COMPUTER USE POLICY FOR STUDENTS

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

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

Acceptable and Unacceptable Uses

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

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

1. transmitting, retrieving, storing, or accessing any material, site, data, or information that is discriminatory, harassing (cyberbullying) or derogatory to any individual, group, or entity, or any material that violates the District's anti-harassment policy or any other District policy;
2. transmitting, retrieving, storing, or accessing any material, site, data, or information that is obscene, pornographic, or sexually oriented; (A good rule to follow is never view, send, or access materials, which you would not want your teachers or parents to see. Should you encounter such material by accident, you must report it to your teacher immediately.)
3. posting, or otherwise transmitting in any manner, personal information about any student (including yourself), such as the student's personal email addresses, home address, phone number, and/or photograph, to any website, chat room, electronic bulletin board system or any other person or location without approval from an

- appropriate administrator;
4. any use that constitutes an intentional waste of the District's resources, including but not limited to mass mailings unrelated to academic functions, installing unauthorized software or games, or using printer paper, disks, or other District property for personal use;
 5. communications that are threatening to any other person or group of persons;
 6. uses that violate copyright laws;
 7. any use that would violate Federal, State, or local laws;
 8. uses that attempt to gain unauthorized access to another computer system ("hacking") or to impair the operation of another computer system (for example, the transmission of digital media such as a computer virus, song, movie, etc.);
 9. accessing or attempting to access another user's account, using another user's password for any reason, misrepresenting yourself as another user, and/or accessing another user's stored data, information, email, or files without the express permission of the other user.
 10. permitting any other individual to use your account to access the District's resources, internet or email systems, or sharing your password with other individuals (the student will be responsible for any activity or misconduct that results from sharing his/her account or password);
 11. using the District's resources for commercial or profit-making activities, and/or the facilitation of personal business or
 12. any fundraising activities, unless specifically authorized by the administrator.
 13. You cannot modify, duplicate, rebroadcast or defame any video produced by an employee of the Avon Lake City School District regardless of the platform from which you obtained it. To use any such video will require written approval from the producer before doing so.

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

Filtering and Monitoring

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

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

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

School Issued Devices

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

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

Waiver of Privacy

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

Violations of the Policy

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

Digital Driver's License Agreement

Definition of "Technology"

For purposes of "Any Time Anywhere Learning with Devices" Technology means a privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, laptop and mobile computers, existing and emerging mobile communication systems, and smart technologies (Blackberry, iPhone, etc.), portable internet devices (iPod touch, iPad, tablet PC, etc.), Personal Digital Assistants (PDAs), handheld systems that can be used for: word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet Access

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

Security and Damages Responsibility

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

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

Student Agreement

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

All Devices:

- Must be in silent mode while on school campuses and while riding school buses or school vehicles.
- May not be used to cheat on assignments or tests, or for noninstructional purposes (such as making personal phone calls and text/instant messaging).
- Can be used to record video or photographic resources of persons on campus and must be done so with the

written consent of the participant. No photography or video is to be taken without consent.

- May only be used to access files on computer or internet sites that are relevant to the classroom curriculum including cell phones, mobile communication systems, and smart technologies (Blackberry, iPhone, etc.) may be used only with teacher permission in the classroom.

Technology Loaner Agreement

Avon Lake City Schools is committed to providing high-quality educational technology devices to all students. In the event students need to borrow technology equipment from the Avon Lake City Schools, borrowed technology equipment (e.g. Chromebooks) will be checked out to students via our library circulation system. Any loaned equipment is, and at all times, remains the property of Avon Lake City Schools and is herewith lent to the Borrower for educational purposes only for the current academic school year. Students shall have no expectation of privacy with respect to the borrowed technology equipment provided by the District or any materials therein and may be inspected without notice.

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

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

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

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

- First incident - Free Repair
- Each additional repair in current school year - \$50
- Replacement Chromebook - \$250

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

Student's Acknowledgement

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

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

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

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

ELECTRONIC DEVICES

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

Students are prohibited from using their personal electronic devices, including cell phones, during the school day. Troy Intermediate and Avon Lake City Schools are not responsible for the loss or theft of any such items. Personal devices are still subject to the same rules and expectations set forth in the board-approved Acceptable Use Policy. For example, no unapproved photos, unapproved recordings, non-academic social networking, text messaging, searching for/looking at inappropriate material, etc.

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

BUS REGULATIONS

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

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

ARTICLES PROHIBITED IN SCHOOL

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

MEDICATION

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

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

- New forms must be used each school year.

Medication forms are available in the school office. the office can not administer any medication without the proper forms.

SECURITY CAMERAS

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



Avon Lake City Schools

STUDENT CODE OF CONDUCT 2024-2025

STUDENTS' RIGHTS AND RESPONSIBILITIES

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

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

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

privacy, which includes privacy with respect to the student's school records.

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

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

STUDENT CODE OF CONDUCT

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

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

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

PREVENTATIVE MEASURES

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

CARE OF PROPERTY

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

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

DRESS AND GROOMING

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

GANGS

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

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

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. Student 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.

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 3:00 p.m. Students who are late will not be permitted to attend. Dismissal will be at 4:00 p.m.

Students will be expected to work on school-related assignments and/or read appropriate materials approved by the Opportunity School monitor. Students who need to reschedule an assigned consequence must get prior

approval from their grade level administrator. Once Opportunity School has been rescheduled, it will not be rescheduled again, and their grade level administrator may assign additional consequences.

Saturday School

Saturday School will be held every Saturday morning except over Holiday weekends. Students need to report to the 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.

