

Avon Lake Elementary Schools

Parent and Student Handbook

2023-2024



WELCOME TO THE AVON LAKE CITY SCHOOL DISTRICT

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

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

Mission Statement of the Avon Lake Schools:

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

Avon Lake Elementary Schools

EASTVIEW ELEMENTARY SCHOOL - Mr. Jamie Franko

230 Lear Rd.
Avon Lake, Ohio 44012
Office Phone: 440-933-6283
(Attendance - available 24 hrs.) 440-930-8294

ERIEVIEW ELEMENTARY SCHOOL - Mrs. Melissa Isaly-Johns

32630 Electric Blvd.
Avon Lake, Ohio 44012
Office Phone: 440-933-6282
(Attendance - available 24 hrs.) 440-930-8293

REDWOOD ELEMENTARY SCHOOL – Mrs. Holli Weber

32967 Redwood Blvd.
Avon Lake, Ohio 44012
Office Phone: (440) 933-5145
(Attendance - available 24 hrs.) 440-930-8291

WESTVIEW ELEMENTARY SCHOOL - Mr. Nick Moore

155 Moore Rd.
Avon Lake, OH 44012
Office Phone: 440-933-8131
(Attendance - available 24 hrs.) 440-930-8292

SCHOOL HOURS:

8:50-3:20

AM Kindergarten

8:50-11:35

PM Kindergarten

12:35-3:20

All-Day Kindergarten

8:50-3:20

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

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Acceptable Computer Use
Computer Technology Loaner Agreement
Broadcast of Student Work, Photos, and Videos
Notice Regarding Directory Information (FERPA)

*Accessed via your PowerSchool Parent Account each fall
The ALSC District Policy Manual may be viewed online:
<http://policy.ctspublish.com/avonlake-osba>

ATTENDANCE POLICIES AND PROCEDURES

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes were in effect. The new legislation mandates Ohio schools to track attendance from school for 38 or more hours in one month or 65 or more hours in one year with or without a legitimate excuse, the State of Ohio deems this as excessive absences. When a student is deemed excessively absent, Avon Lake City Schools is required by law to report these absences to the Ohio Department of Education. No further absences will be excused unless a doctor's excuse, court document, or funeral verification is submitted to justify the need for absence. A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours a month or 72 or more hours in a school year.

EXCUSED ABSENCES

- Personal illness with a doctor's written excuse
- Medical appointments with a doctor's written excuse.
- Court appointments.
- Death of a relative and or funeral.
- School approved field trips or extracurricular activities.
- Extenuating circumstances warranting individual consideration by the building principal.

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. 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 nonmedical 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 five days per year)
9. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applied to absences of up to 24 school hours) or
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 for missed work. For excused absences, the student will have one school day to do makeup work for each day absent.

PERSONAL ILLNESS

Avon Lake City Schools understands 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

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

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

REPORTING PROCEDURE FOR ABSENCE

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

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

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

Guidelines for When to Keep Your Child Home from School

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

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

- Temperature above 100 F by mouth (* see below)
- Vomiting or diarrhea within the past 24 hours (* see below)
- Shortness of breath or has increase in wheezing during normal activity
- Has a cough that interrupts normal activity, pain from an earache, headache,

sore throat or recent injury.

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

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

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

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

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

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

ARRIVAL AT SCHOOL

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

RELEASE DURING THE SCHOOL DAY

If a student is to be excused from school during the school day, the parent/guardian must phone and send a note to the school office. The note must indicate the time, date and reason for release and who will pick up the student. The student must be signed out in the office on the day of the appointment.

DISMISSAL FROM SCHOOL

When students are to leave school in other than the usual manner (i.e. bus riders who are picked up by a parent), a note signed by a parent/guardian must be provided to the classroom teacher.

Transportation

GENERAL BUS RULES

Transportation services are provided as a privilege by the Avon Lake Board of Education. While at the bus stop and/or riding the bus, students are expected to adhere to all school rules and regulations as outlined in the student code of conduct. Pupils who ride the buses are expected to conduct themselves in an orderly manner at all times. Loud talking, yelling, or the creation of any unnecessary disturbance could distract the driver and cause a serious accident.

Incidents of inappropriate behavior will be reported to the building administrator and parents. Disciplinary action may be taken and additional consequences will be determined as they relate to the rule which was broken. Pupils who repeatedly fail to comply with the established bus rules will be denied the privilege of riding the school bus.

The bus rules are as follows:

- Be courteous; treat the driver and all other students with respect.
- Use no profane language.
- Do not chew gum, eat, or drink on the bus.
- Cooperate with the driver.
- Do not smoke. Smoking is prohibited in all school facilities including buses.
- Remain seated when the bus is in motion.
- Keep hands, head, and feet inside the bus.
- Do not tamper with any bus equipment.
- Always sit in your assigned seat. There are no exceptions to this rule.
- Do not bring large school projects or pets on the bus.
- Weapons of any nature are not to be brought to any school building.

SAFETY BUS SIGNALS

When students get on or off the bus and must cross a street, the driver's hand will be on the window to indicate caution. When the hand is lowered, the student may advance, look both ways, and cross the street. The driver will blow the horn to indicate danger.

BIKE RIDERS

- It is the parent's responsibility to provide appropriate support and for any student who cannot safely ride a bike to school independently (accompany them or send with an older sibling).
- Bikes are to be parked in the racks with a **chain and/or lock** during school.

- Bicycle riders have the responsibility to become familiar with bicycle safety practices and are subject to the same rules and regulations that govern walkers.
- Students are instructed to walk their bike on school property.
- The school will not accept responsibility for care or supervision of bicycles.

WALKERS

Students who walk to school need to follow all rules for safe pedestrian travel. Crossing guards are stationed at each building to allow for safe crossing of the street.

Upon the conclusion of the school day, the students who are walking home will be dismissed from the building. Parents of younger students or students who cannot walk home on their own need to make arrangements to have someone available to meet your student upon dismissal. Older siblings are permitted to walk home with younger siblings.

EMERGENCY SCHOOL CLOSING

When it becomes necessary to close the schools, the schools rely on the district wide automated calling system as well as social media, local radio and television stations to communicate information. Many television stations will email you announcements.

STUDENT HEALTH AND SAFETY

SCHOOL NURSE

Our nurse is employed by the Avon Lake Schools and visits our school on a daily basis. If you wish to contact the nurse for information, please call the school office.

EMERGENCY MEDICAL FORMS

Each school is required by Board of Election Policy to have on file for each student an Emergency Medical Authorization Form providing information from the parent/guardian on how he/she wishes the school to proceed in the event of a health emergency involving a student and a release for the school in case emergency action must be taken.

CHANGE OF ADDRESS OR TELEPHONE

A parent should inform the office if he or she has a change of address or telephone number in order to help in addressing mailings and in case of an emergency. Changes

in an address require a change of address form including proof of residency. Please refer to the change of address form on the school district website www.avonlakecityschools.org under the resources tab.

MEDICATION

It is the policy of the Avon Lake City Schools Board of Education to discourage the administration of any 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 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 prescription medication be given at school. This form must be complete and have a Health Care Provider signature AND a parent/guardian signature.
 2. Non- prescription (over-the-counter) medication forms require a parent signature only and a completed form. Medication must be received in its original container with the student's name affixed and it must be administered according to package dosage/ directions. All medication forms are available in the school office and on the district website.
 3. All prescription medication must be received in the original container in which it was dispensed by the prescribing physician or licensed pharmacist and must have an affixed label including:
 - Student's name
 - Name of medication
 - Dosage
 - Licensed physicians and pharmacist name
 - Time of administration
 - Prescription number
- ** Ask your pharmacist for a separate bottle for school if needed, with a label as stated above.
4. If any medication or dosage is changed, the above process must be repeated. The building nurse must be notified ANY change immediately.
 5. Students may not carry medication with them during the school day, unless indicated by the parent and physician on a signed medication form (inhalers/ epi pens).
 6. Parents are asked to:
 - Deliver medication to school.
 - Notify school if there is a change in physicians/ medication/ dosages etc.
 - Provide measuring spoon/ cup for liquid medication.
 7. The office cannot accept medication without proper forms.

8. New forms must be used each school year.

THE OFFICE CANNOT ADMINISTER ANY MEDICATION WITHOUT THE PROPER FORMS.

ILLNESS/INJURY

Even though safety is a primary concern and we do everything in our power to keep children safe, an accident or injury at school may occur. You will be notified immediately of an accident or serious injury. The following injuries will result in a phone call to the parent to make a decision regarding the child: injuries to the head, suspected fracture, unconsciousness, unusual pain or discomfort and any doubtful situation. Minor injuries will be cleaned and bandaged. A student who becomes ill and cannot attend class will be sent home with a parent or a person named on the emergency form.

Emergency forms are ESSENTIAL. Please keep the office informed if there is any change in a telephone number (work, cell, etc.) or a change in doctor.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized medical or religious exemption. If a student does not have the required immunizations or exemptions, the principal may exclude the student or require compliance by a certain date. Proof of vaccination must be provided to the school prior to the 14th day of school.

The following immunizations are required under Ohio Revised Code 33.13.67

DPT (Diphtheria, Tetanus, Pertussis)

Polio (Poliomyelitis)

MMR (Measles, Mumps, Rubella)

Hepatitis B

Varicella (Chicken Pox)

More information can be found at:

<https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/bid/immunizations/School-Immun-Summary-2017-2018.pdf?la=en>

BIRTHDAY TREATS

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

EMERGENCY DRILLS

FIRE DRILLS

The buildings must be completely evacuated without prior warning during these drills. Order, as well as speed is essential. Teachers and students have been thoroughly instructed regarding proper routes and manner of exit during these drills. Instructions are also posted in each room.

TORNADO DRILLS

Tornado drills are conducted as well during tornado season (April-June).

SAFETY DRILLS

Your child's safety is always a primary concern; therefore safety drills will be conducted throughout the year using the A.L.I.C.E. strategy. The philosophy behind the A.L.I.C.E. plan is to utilize technology and information in ways that allow staff and students to make informed decisions in the event of a crisis. A.L.I.C.E. stands for alert, lockdown, inform, counter and evacuate.

Alert - Get the word out- Use clear, concise language to convey the location of the event.

Lockdown - Allow aggressive use of current technology and procedures.

Inform - Communication allows for good decision making.

Counter - Apply skills to distract, confuse and gain control.

Evacuate - Leave the danger.

SPECIAL SERVICES

READING INTERVENTION

Students that qualify for tutoring will work on decoding skills, oral reading, and reading comprehension. The goal of the program is to help each student become a successful reader.

SPECIAL EDUCATION

The Special Education programs offer either a tutor or resource room teacher to those students who qualify. The extent and type of participation are determined by individual need as outlined in each student's Individual Education Plan (I.E.P.). Special programs are available to serve students.

ACADEMIC RESOURCE PROGRAM - Gr. 3 and Gr. 4 S.O.A.R.

Criteria for entrance into S.O.A.R. includes a score at the 95th percentile or higher in Math and/or Reading on the MAPs beginning in Grade 2, in addition to a cognitive score of 124 or higher. Service is guided by a Written Education Plan (WEP). Students will participate in a once-weekly full-day pullout immersion program which includes standards-based enrichment in all content areas, opportunities to participate in competitions, development of critical thinking skills, and county-wide enrichment programs.

GUIDANCE AND COUNSELING

The elementary guidance counselor is on staff to help students, teachers, and parents. The counselor conducts group guidance programs in the classrooms on a regular basis. Topics of discussion focus on areas to help students grow in a safe and positive manner. Students may request to see the counselor, or referrals can be made. Counseling may be conducted individually and/or in small groups. Our classroom guidance lessons are planned around good decision-making and responsibility, which are reinforced by teachers in daily activities. Guidance lessons are taught throughout the year. A course of study is available in the guidance office for your review. Please notify the counselor if you do not wish your child to participate in guidance activities.

TESTING AND STUDENT RECORDS

TESTING

Student progress is closely monitored using criterion-referenced and standardized tests and the Ohio State Tests. We will be using MAPs, Benchmark Assessments and Acadience to monitor the progress of students this school year. Unit or chapter tests in each subject are administered frequently to assess progress. Students' permanent records contain test data and a record of student progress by grading period.

ACCESS TO STUDENT RECORDS

Student records are confidential and are protected by the privacy act. Only the school staff and the child's natural parents or legal guardians have access to the records. A divorce or change in custody does not change the rights of the natural parent to their child's records. The child's legal name must be used on all records.

STUDENT CONDUCT

PHILOSOPHY

The staff creates an accepting and supportive environment through the practice of several beliefs that show self-discipline is the key to good discipline. Respect and caring toward each other is believed important and modeled. We believe self-discipline is fostered by giving students opportunities to practice responsibility in school and classroom activities and by giving students choices to make about their behavior and by recognizing students who demonstrate appropriate behavior.

Each classroom has clearly identified behavior expectations, rewards, and consequences. Students are supported through the use of the social emotional learning core competencies which include: self-management, self-awareness, responsible decision making, relationship skills, and social awareness. Parents are contacted for serious offenses.

GENERAL SCHOOL RULES

The Avon Lake Code of Student Conduct appears in this handbook and provides in detail the guidelines and procedures governing student conduct and discipline in the Avon Lake Schools. Each classroom teacher will review with students his/her behavioral expectations during the first days of school. Below are discipline procedures governing the cafeteria and the playground.

STUDENT DRESS CODE

Rules governing appearance should be based upon health and safety factors, cleanliness, comfort, cost and availability, current fashion or style, good taste, conditions conducive to a learning atmosphere and the weather.

Guidelines for appearance and grooming in the Avon Lake City Schools are:

- Hair style must conform to health and safety standards.
- Tops (skirts, blouses, etc.) should meet the waistband of pants.
- Boys and girls may wear tank tops but the straps should be three fingers in width.
- Girls' tops must have backs.
- Pants must be high enough to insure modesty.
- Skirts must be long enough to insure modesty.
- Footwear must be worn and conform to health and safety standards prescribed.
- Shoes with wheels or metal cleats may not be worn in the school building.
- Hair and clothing must be clean.
- Students are permitted to wear mid-thigh or lower in length shorts.
- Hats may not be worn in school except during special "theme" days

In matters not outlined above, it is expected that all persons will exercise good judgment. Dress and appearance must always be appropriate for school-sponsored

activities (classroom, field trips). Shirts with slogans or wording considered distracting to the school environment will not be permitted.

CAFETERIA RULES

- Stay in your seat. For permission to leave your seat, raise your hand.
- It is encouraged that students eat a full lunch prior to purchasing extras.
- Clean up your area.
- Use your inside voice.

Possible Consequences:

- Loss of recess and cafeteria privileges
- Visit to principal

PLAYGROUND SAFETY PROCEDURES

SLIDES

- Go up the steps of the slide. Don't climb up the sliding surface.
- Hold on with both hands going up the steps of the slide. Take one step at a time.
- Keep at least one arm's length between children.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient; wait for a turn without pushing or shoving.
- Leave the front of the slide after completing your turn.

SWINGS

- Sit in the center of the swing, never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off.
- Walkway around a moving swing-not too close to the front or the back.
- Have only one person in a swing at a time.
- Never swing empty swings or twist swing chains.

CLIMBING EQUIPMENT

- Use the "lock grip" for climbing and holding. Grasp bars tightly.
- Watch carefully when climbing down; avoid other children climbing up.
- Don't allow too many people on the equipment at the same time.
- On horizontal ladders and bars all children should start at the same end of the equipment and, using the lock grip, move in the same direction.
- Children must stay well behind the person in front and not swing feet.
- Never use the equipment when it's wet.
- Drop from the bars with knees slightly bend and land on both feet.
- Do not walk across the top of equipment.

OTHER:

1. Touch football only
2. **No toys including all electronic** devices on the playground (includes remote controlled)
3. No hard baseballs on playground
4. No throwing of snow or ice at any time
5. Sliding on ice is prohibited.
6. No gum or candy or food is to be taken out to the playground.
7. Stay away from open windows.
8. No skateboarding is permitted during or after school hours.

COLD WEATHER RECESS POLICY

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

CURRICULUM

The curriculum is under continuous study in order to keep current and to ensure that the best materials, equipment and strategies are being provided. In 2010, the state of Ohio adopted the Common Core Standards in English Language Arts and Mathematics. Courses of study were written by teachers and administrative coordinators under the supervision of the Superintendent and were approved by the Board of Education.

Curriculum, in the broadest sense, includes all the experiences that children have at school. We believe that all children can learn and that it is our responsibility to actively engage students in the learning process. We strive to deliver an integrated curriculum that provides meaning, depth and student inquiry.

LANGUAGE ARTS

Language Arts curriculum is built around four English Language Arts strands: Reading, Writing, Speaking and Listening and Language. High quality literature is the basis of instruction with an emphasis on content-rich nonfiction. Students read complex texts and use evidence from the text in their writing.

MATHEMATICS

The emphasis on the elementary math curriculum is to build a foundation on whole numbers, addition, subtraction, multiplication, division, fractions and decimals. Problem solving, reasoning and communicating are emphasized to facilitate success and confidence in math. As a partner in education, we encourage parents in helping their children acquire mastery of the basic facts and principles.

SOCIAL STUDIES

The social studies curriculum weaves together concepts from history, sociology, geography, philosophy, economics and political science. The goal of the program is to help students evolve into informed, enlightened and productive members of society. Units of study have been developed at each grade level and incorporated with literature.

SCIENCE

The science program emphasizes inquiry and hands-on experiences. Science units have been developed at each grade level to ensure in-depth study of physical, earth and life science topics.

ART

The art program stresses creativity and art appreciation. Creativity is encouraged through the use of different media. Students are given many opportunities to develop capabilities and express their creativity. Whenever possible, art is integrated into the language arts, science and social studies curriculum.

MUSIC

The music program develops, in students, an appreciation and enjoyment of a variety of types of music. Students' skills and knowledge are carefully developed. They are given opportunities to perform throughout the year. Whenever possible, music is integrated into the language arts, science and social studies curriculum.

PHYSICAL EDUCATION

An organized physical education program emphasizes physical fitness, team participation, good sportsmanship and the importance of physical activity to a sound mind and body.

RELATED ACADEMIC INFORMATION

BOOK FEES/BOOK FINES

Books issued to students by each classroom teacher are Board of Education property and must be handled with care. There will be a fee to pay for rebinding or replacement if books are damaged or lost. Workbooks purchased with money from the “workbook fees” will become the property of the student at the end of the school year or once the booklet is completed.

Students will be assessed a fee for such things as workbooks, literature books and materials used to supplement our course of study. A workbook fee notice will be sent home after school begins regarding the cost of instructional materials. Students will not be able to participate in extracurricular activities until all fees are paid or other arrangements are made.

If assistance is needed to cover the cost of book fees, please contact your building principal. Books and materials purchased with these funds are the property of the student.

FIELD TRIPS

Field trips may be planned during the year to enrich and enhance the learning that takes place in the classrooms. Students going on field trips must return the signed parent permission form which indicates parent approval outside of Avon Lake. Students must have an emergency medical form on file in the office prior to the trip. Parent chaperones are an important part of these trips.

There is no cost for bus transportation for classroom field trips. A nominal fee may be charged for admission at the time of the trip. Your child’s teacher may outline the planned trips for the school year early in the year so that you may plan ahead for any additional costs.

A detailed accounting of trip fees is available in the school office. Financial issues may be discussed with your building principal.

COMPUTERS

Students in grades 1-4, will be issued a district device for school and home use. 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.

COMPUTER/ON-LINE SERVICES

(Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services. Students should report all acts of bullying including electronic acts of bullying associated with the school to high school administration.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board

policy.

11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics.

12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

MISCELLANEOUS

VISITORS

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

CAFETERIA

Each student is expected to practice the general rules of good manners. A "school lunch" menu is available online.

Costs and guidelines for using the district-wide Point of Sale lunch program will be sent

home at the beginning of the school year. Information is always available online at

www.avonlakecityschools.org

LUNCH PROGRAM

Students eating at school may carry their lunch or purchase a lunch. Milk or other beverages will be available. Non-carbonated beverages may be brought from home (No glass containers of any kind, please). If a child forgets or loses his or her lunch money, he or she may borrow for the day with the understanding it is to be re-paid promptly. An accurate account is made of all borrowing. A “lunch money” envelope will be given to students to inform parents of students who are remiss in repaying lunch debts.

GENERAL OPERATING PROCEDURES

LOST AND FOUND

A “Lost and Found Area” is located in each elementary school. We keep eyeglasses, watches, and jewelry in the office that have not been claimed. Full names on clothing (boots, jackets, etc.) are most helpful. All unclaimed items will be donated to the needy or discarded where applicable after each grading period ends.

CONFERENCES

Will be held twice a year. It is encouraged that all parents attend conferences.

GRADING SCALE FOR REPORT CARDS

A+ = 100% - 97%	C+ = 79% - 77%
A = 96% - 94%	C = 76% - 74%
A- = 93% - 90%	C- = 73% - 70%
B+ = 89% - 87%	D+ = 69% - 67%
B = 86% - 84%	D = 66% - 64%
B- = 83% - 80%	D- = 63% - 60%

F = 59% - Below

NA = No evaluation was done during this grading period.

INCOMPLETE GRADES

Incomplete grades recorded at the end of any grading period normally must be changed

to the appropriate letter grade within 10 days. The principal must approve any exception which a teacher deems necessary.

THE SCHOOL'S RESPONSIBILITY OF STUDENTS

The school accepts the responsibility of students during school hours. After dismissal, students are to leave the school grounds, unless accompanied by an adult. ***Students should not come to the playground until they have arrived home and received permission from their parent or guardian to return.*** The school will not accept responsibility for actions of students off school property. Those returning to school grounds to play on the equipment or other property, after dismissal, in the evening or on weekends do so at their own risk. The school is not responsible for students walking to and from school unless they are on school property.

THE SCHOOL'S RESPONSIBILITY OF STUDENT PROPERTY

Students are given a supply list to begin each school year. Desks and lockers are assigned where students may keep their belongings. Only those items requested by the school and those items needed for the wellbeing of the student such as boots, recorders etc. are to be at school. Toys, electronics, video games, trading cards or other valuables that are not directly related to the educational process should not be brought to school.

Electronic Student Devices - cell phones and watches

As more students bring cell phones and watches with wi-fi and data capabilities, it is important to remember and inform your children about the policy of using them while at school. During school hours, students must keep the phone in the locker/cubby or backpack and have it turned off. If a parent needs to contact their child or a child needs to contact a parent, that communication must go through the school and in most cases the main office. Watches are another area where communication may occur if wi-fi or data are enabled. Students may wear watches and use the watches for time telling purposes or tracking their steps and other non-communication purposes. However, if students and parents are using the watch to call and text each other, those devices will be viewed more for communication and will be asked to be put away each day like a cell phone. Thank you for your attention to this matter and following these rules.

SAFETY PATROL COVERAGE

Being mindful of the necessity for the safety of children, the schools provide students the opportunity to act as Safety Patrols to assist children in crossing streets and loading buses. Safety Patrol students are to be treated with respect by all students. There is an adult crossing guard stationed as well.

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, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official.

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.

ZERO TOLERANCE

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school

regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct shall be made available to students and parents and shall be posted on the school website.

CODE VIOLATIONS

The Avon Lake School District administrative team believes in being proactive and preventative when it comes to violation of Student Code of Conduct.

We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the high school administrative team can utilize mediation, counseling, etc., instead of being punitive.

SECTION I: MINOR VIOLATIONS

Minor violations are considered breaches of the Code of Conduct. Minor violations will ordinarily not, in the first instance, result in out-of-school suspension or expulsion from school. Minor violations will ordinarily result, in the first instance, in sanctions such as detentions, Saturday school, ISACP discipline, and other alternatives to out-of-school suspensions. However, conduct that is prohibited both as a minor violation and as a suspension/expulsion violation may subject the student to the greater penalty of out-of-school suspension or expulsion. Additionally, multiple minor violations of different categories, minor violations that are repeated, or a single course of conduct that

consists of multiple minor violations may result in out-of-school suspension or expulsion. In all cases, the decision of which penalty to assess is left to the responsible administrator.

The following is a list of conduct that will result in minor violations:

1. **Insubordination and disrespect:** A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when “talking back” to, arguing or making disrespectful comments directed at staff members or about staff members.
2. **Tardiness:** Students are tardy when failing to report at a prescribed time and place.
3. **Class cutting:** A class is cut when a student fails to report to a class or assignment.
4. **Truancy:** Students are truant when absent from school without school authorization and parent consent. A student may not leave school property without the permission of his or her building principal or the principal’s designee.
5. **Loitering:** To include but not limited to standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised; parking areas on the campus, in or out of cars; in or around other schools on the campus; on streets and areas immediately adjacent to the school; and standing or sitting in lavatories other than when specifically using these facilities as intended. This loitering provision applies to all school facilities on a twenty-four hour basis and shall be so enforced.
6. **Minor violations of bus conduct requirements:** Defined as activities which pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver’s attention. Note that a student engaging in any conduct on a school bus which in and of itself would violate a Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. **Motor vehicle offenses:** All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
8. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of “abusive, harassing, and/or disrespectful behavior” in Section III may result in an out-of-school suspension or expulsion for the first violation.
9. **Inappropriate appearance:** A student shall not appear in school or at a school-sponsored or related event or activity in an unkempt or unclean

condition and/or dress in a manner which tends to disrupt the school activity or create a condition adverse to safety or health. See Dress Code on page 10 of the Student Handbook.

10. **Electronic devices:** Students are not permitted to use cellular phones, tablets, MP3 players, laser pointers, or other electronic devices during school hours. The administration reserves the right to confiscate any items. See devices on page 11 of the Student Handbook.
11. **Failure to complete detention:** Detentions are assigned to students as a measure to correct inappropriate behavior. Failure to serve assigned detention will result in further disciplinary action.
12. **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.
13. **Minor disruption and/or removal from class:** Students will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as “abusive, harassing, and/or disrespectful behavior” in Section III may result in out-of-school suspension or expulsion in the first instance.
14. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except with the consent from the Attendance Office or an administrator.
15. **Use of inappropriate language:** Students shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of “abusive, harassing, and/or disrespectful behavior” as described in Section III may subject a student to suspension or expulsion in the first instance.
16. **Inappropriate display of affection:** Students should not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
17. **Other misconduct:** Any misconduct which is contrary to the school’s educational mission is prohibited.

SECTION II: SUSPENSIONS

Pursuant to Section 3313.66 of the Ohio Revised Code, the Avon Lake Board of Education Superintendent or a School Principal, or Assistant Principal, may suspend a pupil from school for not more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent, Principal, or Assistant Principal, may apply any remaining part or all of the period of the suspension to the following year.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior.

Misconduct for Which Suspensions May Be Imposed:

18. **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.
19. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
20. **Honor violations:** Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information. (Teachers in the high school make use of Turnitin.com, a web-based originality checking and plagiarism prevention service used throughout high schools, colleges, and universities worldwide. Through electronic submission of written assignments, this tool helps identify plagiarized text, and allows for quick feedback and teacher intervention for students).
21. **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.
22. **Violating acceptable use policy:** Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.
23. **Trespassing:** Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. Students may attend or participate in an Avon Lake City Schools sponsored event. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.
24. **Disobedience to administrative directive:** A student may not outwardly 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.
25. **Misuse of facilities and equipment:** Students shall not use school facilities and/or equipment for uses other than those which were intended. Restitution of costs for repair or replacement will be part of the disciplinary action.

26. **Failure to complete minor disciplinary sanction:** A student who fails to complete an assigned minor disciplinary sanction, such as Saturday School, ISACP will be subject to suspension.
27. **Repeated minor violations:** Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first repetition, while others will result in an out-of-school suspension after several repetitions.
28. **Abusive, harassing, and/or disrespectful behavior:** Students shall 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.

SECTION III: EXPULSION

Pursuant to Section 3313.66 of the Ohio Revised Code, the Avon Lake Board of Education Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent or his designee may apply any remaining part or all of the period of the expulsion to the following year.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion of up to one year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one year. The Superintendent/designee may reduce the one-year expulsion on a case-by-case basis for reasons relating to the age of the student, previous offenses, the student's disability, or for individual circumstances. This list is not all-inclusive.

Expulsion may be imposed for violations of rules and regulations appearing in the Code of Conduct or in Board of Education policies.

Misconduct for which Expulsions may be imposed:

The Avon Lake High School Administrative team believes in being proactive and preventative when it comes to violation of Student Code of Conduct.

We encourage students to be proactive in avoiding possible violations of the Student Code of Conduct by seeking out assistance from an administrator, counselor, faculty member or staff member prior to violating the Student Code of Conduct. When students follow this type of proactive approach, the high school administrative team can utilize mediation, counseling, etc., instead of being punitive.

Avon Lake City Schools District Policy on Hazing and Bullying

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

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes either 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.

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

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may 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 and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

This policy will be incorporated into building staff and student handbooks and will be the subject of discussion at employee staff meetings or in-service programs.

29. **Bullying/Cyber Bullying:** Students shall not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions (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 with the intention of causing physical or mental harm. This includes possession, publication or distribution of materials intended to harm another individual, including electronic acts of bullying associated with the school.
30. **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 will be part of the disciplinary action.
31. **Fireworks and explosives:** Students shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
32. **Assault:** To cause or to attempt or to threaten to cause physical injury to any person.

33. **Fighting:** Students shall not physically display violent action between two or more individuals. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up) or any conduct toward another person that could lead to harm to another person or bystander.
34. **Involvement with weapons or dangerous instruments:** In accordance with Board Policy JEC, a student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, guns, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a “look alike” of any of the above, or any object, which is used or may be used to inflict physical harm. Weapons violations may result in expulsion of up to one (1) full year.
35. **Involvement with alcoholic beverages:** A student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity. ***Refusing a breathalyzer test will result in an automatic out-of-school suspension.***
36. **Involvement with drugs and/or drug paraphernalia:** A student shall not possess, use, transmit, buy, sell, or conceal any of the drugs defined as a “drug of abuse” in Ohio Revised Code Section 3719.011; or possess, use, transmit, buy, sell, or conceal any of the drugs defined as “Counterfeit Controlled Substance” in Ohio Revised Code Sections 2925.01; or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, “look like” drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who demonstrates behavior seemingly related to drug usage or who exhibits

symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based upon the administrator's professional judgment, the student may be sent home in the custody of his/her parents.

37. **Theft of school or private property/possession of stolen property:** Students shall not take or be in the possession of the School District's or another individual's property.
38. **Arson/attempted arson/possession of incendiary device:** Setting fires or use or possession of any incendiary device is prohibited.
39. **Disruption of school:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause, or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
40. **Extortion:** Students shall not engage in any act, either verbal, written, or physical, to secure or attempt to secure property.
41. **Making false fire alarms and bomb threats:** Students shall not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.
42. **Violation of local, state, or federal laws:** Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral for criminal prosecution or to juvenile court.
43. **Hazing:** Defined as an act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or a member of the school staff. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited.
44. **Violation of Board of Education policies or School rules and regulations:** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.
45. **Sexual harassment:** Students who engage in sexual harassment will be subject to appropriate discipline. Sexual harassment includes the creation of a hostile environment through name calling, slurs, jokes, or any other verbal,

written or physical attack that (1) has the purpose of or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunity or participation in the educational environment. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity. This includes activity through social media and texting. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the Director of Pupil Services who is the Title IX Coordinator, the student's building principal, or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained by contacting the building principal.

46. Failure to provide evidence/providing false information/lying: Students are expected to be honest concerning violations of the 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.

47. Sexual conduct: Students are not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or while otherwise under school authority.

48. Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed: If, after out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL SUSPENSION PROCEDURE

STUDENT SUSPENSION

The superintendent, principal, assistant principal or other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The superintendent may apply any or all of the period of suspension to the following year.

The superintendent may require a student to perform community service in conjunction with or in place of a suspension. 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 suspension into the following school year. The guidelines listed below will be followed for all suspensions, including those of in-school suspension.

A student can receive credit during their first OSS. Second or subsequent suspension per school year will not receive credit for school work missed.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parent(s)/guardian(s) by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent(s)/guardian(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent
 - B. Treasurer and
 - C. Student's school record (but not for inclusion in the permanent record).
6. Permanent Exclusion: If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

Appeal Procedure to the Superintendent or Designee

Should a student or a student's parent(s)/guardian(s) choose to appeal the suspension, he/she must do so within two school days of the notice of suspension. The appeal will be heard by the superintendent or designee. The student will be excluded from school during the appeal process.

Appeal to the Board

A student or a student's parent(s)/guardian(s) may appeal the suspension by the superintendent to the board or its designee within 14 calendar days of the notice of suspension. They may be represented in all such appeal proceedings and are granted a hearing before the board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s)/guardian(s). The student will be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, the decision of the board may be further appealed to the Court of Common Pleas.

EXPULSION PROCEDURE

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. 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.

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 or more than five days after the notice is given. Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board. 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. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

Under Ohio 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

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, Associate Principal, or Assistant Principal may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds 24 hours, then a due process hearing will be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing.

The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be 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 his misconduct is disposed of either by reinstatement, suspension, or expulsion. Any appeal to the Board's designee shall follow the procedures of the suspension policy JGD.