



Avon Lake High School

Student Handbook

2024-2025



175 AVON BELDEN ROAD AVON LAKE, OHIO 44012

440-933-6290

www.avonlakecityschools.org/highschool



AVON LAKE HIGH SCHOOL ADMINISTRATION

(440) 933-6290

Mr. Michael May – Principal

Mr. Adam Slabodnick – Assistant Principal

Ms. Maria Gingo – Assistant Principal

Dr. Brad Cocco – Shoremen Academy Director & Assistant Principal

Mr. Dale Krzynowek – Athletic Director

GUIDANCE COUNSELORS

(440) 933-8135

Last Names (A-E) – Mr. Allen Skierski

Last Names (F-K) – Mrs. Erin Grieger

Last Names (L-Ri) – Mrs. Daryn Archer

Last Names (Ro-Z) – Mr. Mike Kaminski

ABSENCE REPORTING ATTENDANCE LINE

(440) 930-8296

DISTRICT ADMINISTRATION

(440) 933-6210

Mrs. Joelle Magyar, Superintendent

Dr. Jack Dibee, Assistant Superintendent

Ms. Autumn Reed, Treasurer

Dr. Ned Lauver, Director of Operations

Mr. David Schindler, Director of Pupil Services

BOARD OF EDUCATION

(440) 933-6210

Mr. Jim Stobe, President

Mr. Michael Sherban, Vice President

Mrs. Jenefer Machovina

Mrs. Kendra Gardiner

Mrs. Gail Soinski Opaskar

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AVON LAKE HIGH SCHOOL

Mission Statement

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.

Equal Educational Opportunities

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability, or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities and websites; distribution of funds; academic evaluations or any other aspect of school-sponsored activities including access to information on website(s) for those students with disabilities, particularly those with visual, hearing, or manual impairments, or who otherwise require the use of assistive technology. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

ALHS Daily Bell Schedule

The building opens for student arrival at 7:00 a.m. Students may enter the building through the North and South Commons entrances.

The ALHS school day is from 7:45 a.m. to 2:53 p.m.

Students not receiving approved additional after school help with a teacher, administrator, and/or involved in athletics or clubs must exit the building in a timely manner. Students may not loiter in the building unsupervised.

Current bell schedules are posted throughout the high school and in the offices. Any modifications to the daily bell schedule will be communicated through the principal's monthly newsletters.

ATTENDANCE

Student Absences and Excuses

The faculty and administration of Avon Lake High School strongly believe that consistent attendance and punctuality are important factors in pursuit of a high school education and diploma. Students are urged to make appointments outside of school hours. If students are absent they are not to be on the school grounds. When a student is absent, parents or guardians are requested to call the Attendance Office before 9:30 a.m. on the day of the absence. Please call the Attendance Office at (440) 930-8296 to report absences 24 hours a day.

For attendance questions about your student, call Mrs. Debbie Klimkowski at (440) 933-6290, extension x1550.

Attendance Policy

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

Absences from school are considered either excused or unexcused.

Excessive absences from the classroom present a major obstacle to effective student learning. When students are absent, they miss the information given, but also the interaction, which adds to the overall learning experience. The activities in a classroom can never be totally replicated in make-up work.

Excused Absence

Excused absences from school are not counted in the number of accumulated absences.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness - a doctor's note is required for absences due to personal illness that are over three consecutive days or for absences beyond state attendance requirements each semester;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral, or dental appointments with written note from doctor's office or other proof of attendance. Parents are encouraged to make appointments after school hours.

Reasons for which students may be 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 the truly held religious beliefs of the student or the student's family;
4. school approved field trips or extracurricular activities;
5. extenuating circumstances warranting individual consideration by the building administrator;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. pre-enlistment reporting to military enlistment processing station;
9. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
10. planned visits (limit ten days per year);
11. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applied to absences of up to 24 school hours) or 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, plan with his/her teacher(s) to makeup missed work. For excused absences, the student will have one school day to makeup work for each day absent.

ACADEMICS

Graduation Requirements

Please refer to the Program of Studies for all academic requirements.

Explanation of Academic Dishonesty

Academic dishonesty includes any action with the intention or effect of giving any student an unfair advantage over other students, often involving a student claiming credit for work that is not their own. No student shall fraudulently, dishonestly, or deceptively obtain and/or use the work of another, nor otherwise violate a teacher's reasonable requirements with respect to proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty by providing information or by any other means.

Academic dishonesty could involve but is not limited to one or more of the following actions or assisting another student in one or more of the following actions:

- To use the work of another person as your own.
- To copy information from another student's quiz, test, homework, examination, book report, term paper, computer digital file, project, or other class assignment.
- To allow another student to copy from the student's quiz, test, homework, examination, book report, term paper, computer digital file, project, or other class assignment.
- To plagiarize – plagiarism will be defined as using another person's or computer's ideas, expression, or words without giving the original author credit. This includes using an app or artificial intelligence ("AI") without teacher permission.
- Altering answers on a quiz, test, examination, homework, book report, term paper, computer digital file, project, or other class assignment.
- To prepare for cheating in advance. Such action involves:
 - Possession or use of a copy of a test, quiz, examination, or answer key to be given, or having been given, by a teacher.
 - Using unauthorized notes or references during a test or examination.
 - Supplying others with or receiving from others any unauthorized information that contributes to a grade or provides another student an unfair advantage on a class assignment.
 - On the day of an assessment (including but not limited to tests or quizzes), assessments are secure material. Discussing the assessment with other students in any form is cheating. This includes telling students in other class periods what type of questions are on the assessments, asking students who have already taken the assessment for any information, or attempting to rework a problem from the assessment outside of the classroom.
- To fail to follow test procedures or instructions announced by the teacher (such as no talking, no turning around in their seat, raising your hand to ask questions, possessing a phone or smartwatch and/or earbuds, etc.).

Evidence of Academic Dishonesty may include, but is not limited to the following:

- A staff member personally observes or discovers an act of academic dishonesty as defined above.
- A student admits to a staff member that he/she has committed an act of academic dishonesty.
- A staff member discovers an act of academic dishonesty through the use of web-based plagiarism prevention products, applications, or services.
- A student's work fits one of the following:
 - A correct answer with completely wrong work that doesn't support the answer.
 - A correct answer from another version of the test/quiz.
 - Completely wrong answers or work that matches another student's completely wrong answers or work which the student is not able to explain.
 - A student is unable to provide a proper explanation or basis for their answer or work, and such answer or work is of such a nature as to lead the teacher and/or staff member to believe that the student's answer or work was plagiarized or generated with the assistance of AI.
- Any other piece of evidence leading a staff member to reasonably believe that a student has engaged in an act of academic dishonesty.

The following procedure will be utilized when a teacher determines that a student has committed an act of academic dishonesty:

- The teacher will confer with the student in question and confer with the appropriate administrator to discuss the matter.
- The teacher will call the parent/guardian to explain the situation if academic dishonesty is proven.
- The teacher will inform the appropriate administrator in writing, specifically through district email, of the student's violation as a matter of record and/or for disciplinary consequences.
- If applicable, the National Honor Society will be notified of any academic dishonesty infraction committed by a particular student.
- A student who has committed an act of academic dishonesty may, when feasible, retake and/or resubmit the relevant-equivalent class assignment. However, the student may earn no more than a 69% on any resubmission of an alternate equivalent assignment, or retake of the alternate assignment.
- 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.

Awards Program

An end-of-the year awards program is held for grades 9-11 during the school day based on Academic Distinction requirements. Senior awards and scholarships recipients are recognized in a separate evening program.

Community Service

The Avon Lake High School Community Service is open to all ALHS students who have a desire to help their community by volunteering service hours for worthwhile projects. Students who volunteer a minimum of 30 community service hours will receive an honor cord at graduation. Students participating in the organization are responsible for selecting the service, contacting the supervisor of each activity, transportation to and from the service site, performing work, documenting the service performed, and returning all necessary forms to the community service office by the posted deadline. Community Service Log Sheets are available in the Guidance Office.

Senior Cords

Cords are awarded based on GPA through the 1st semester of senior year.

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

Academic Distinction

Avon Lake High School utilizes the Latin Honor System as a way to recognize student achievement. Below is a breakdown of each specific distinction and GPA requirement.

- Summa Cum Laude (with highest distinction) Cumulative GPA of 4.5+
- Magna Cum Laude (with great distinction) Cumulative GPA of 4.0+
- Cum Laude (with distinction) Cumulative GPA of 3.5+

Standardized Rules of Exams

- If a student misses an exam due to legitimate absence, arrangements should be made as soon as possible with the respective teachers to take the exam(s) missed.
- Students arriving late for an exam should report immediately to the Main Office.
- If school is closed for any reason during our exam schedule. The exam schedule will resume on the return of school and the following procedure will go into effect: the exam week will be extended to equal the number of days missed. For example, if Wednesday is the first day of exams and school is closed, then Wednesday's exams would be taken the first day back to school.
- Students are to remain in the exam room for the entire session if finished early, students may study or read quietly.

- Students should take the exam during the scheduled exam period. There will be no moving of individual student exams unless it is an emergency and approved by an appropriate administrator in advance.

Avon Lake Athletic Eligibility

The Board recognizes the value of interscholastic extracurricular activities for students in grades 7-12 as an integral part of the total school experience. Since participation in interscholastic extracurricular activities is a privilege and not a right, students are expected to demonstrate competence in the classroom as a condition of participation.

Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district. The Board permits students in grades 9 through 12 to participate in interscholastic extracurricular activities if they receive a failing grade in the previous grading period. As a condition for the privilege of participating in interscholastic extracurricular activities, a student must have attained a minimum grade point average of 1.5 on a 4.0 grading scale. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

In addition, students participating in any program regulated by the Ohio High School Athletic Association (OHSAA) must also comply with all eligibility requirements established by the Association.

Summer school and other educational options may not be used to substitute for failure to meet academic standards during the last grading period of the school year. Students must continue to maintain the requirements set forth by the Ohio High School Athletic Association. However, a student who does not meet the required 1.5 grade point in the preceding grading period may be granted a GPA Waiver. Only one such waiver can be utilized in grades 7 through 12 in accordance with the Board.

In order to participate in any extracurricular activity, a student receiving home education must be of the appropriate age and grade level, as determined by the Superintendent, for the school that offers the activity, and must fulfill the same nonacademic and financial requirements as any other participant. If a student did not receive home education in the grading period preceding participation, the student's academic performance during the preceding grading period must have met any academic standards established by the District for eligibility to participate in the program. If a student leaves a school district mid-year for home education, the student's eligibility must be determined based on an interim academic assessment issued by the district in which the student was enrolled based on the student's work while enrolled in the district. Any student who commences home education after the beginning of the school year and at that time was considered ineligible to participate in extracurricular activities for failure to meet academic requirements or any other requirements will be ineligible to participate in the same semester the student was deemed ineligible. After the semester in which the student was deemed ineligible, the student will remain ineligible to participate in extracurricular activities until the Superintendent verifies that the student meets the applicable academic requirements.

Summer School

The Board may operate summer school programs for students in grades Kindergarten through 12. Summer programs can be for students who need extra help in order to advance with their respective age groups or to provide enrichment, remedial, and recreational experiences.

Tuition may be charged for students who enroll in a summer school program.

Summer school programs are under the direction of an administrator appointed by the Board. Teachers for summer sessions are recruited from the District staff, as feasible.

Credit Flexibility

The Board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs, and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

In accordance with State law, the District must develop and implement a credit flexibility plan. Seventh or eighth grade students may meet curriculum requirements or students ready for high school courses may earn high school graduation credit by:

1. demonstrating subject area competency through the completion of traditional course work;
2. testing out of or showing mastery of course content through the pursuit of an approved educational option and/or
3. any combination of the above.

The Superintendent/designee develops the District’s credit flexibility plan consistent with the provisions of the following regulation.

Report Cards

Report cards can be accessed through the parent portal in PowerSchool. A notification at the end of each quarter will be communicated with parents/guardians when they are released.

Incomplete Grades

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

ACT and SAT

It is recommended that students take their first ACT and/or SAT in the spring of their junior year. Additional testing may be deemed advisable in their senior year. Students and counselors should meet to establish an appropriate testing plan. Contact your guidance counselor for registration and test dates.

Advanced Placement (AP)

The AP program provides students with the opportunity to receive credit and/or advanced placement upon entering college. There are exams for approximately 30 introductory college courses. Scores range from 1 to 5. Each AP exam takes approximately 3-1/4 hours to complete. All formal reviews for AP tests will take place within the class period, before or after school. AP tests are administered during the first two weeks of May. The actual test dates are established by the AP Program and cannot be altered. All students taking AP courses are required to take the AP exam. The dates of the AP exams will be provided by the teachers, guidance and building communication.

Transcripts

A transcript includes final grades in all courses from grades 9-12 and the accumulative grade point average. Students may request to send their transcript to colleges and potential employers by completing a transcript request form. There is no charge for this service. Students need to allow ample notice to process and print transcripts.

GENERAL BUILDING INFORMATION

Bus Schedule (JVS Only)

JVS busing is available for Avon Lake students only. Pick-up and drop-off times will vary based on the location. Refer to the website for current information each school year. JVS bus routes can be found on the ALCS website at:

<https://www.avonlakecityschools.org/district/operations/transportation>

Lunchroom Expectations

- No students may leave the building for lunch.
 - Lunch periods at Avon Lake High School are closed lunch periods.

- Students, parents, and guardians are not permitted to bring fast food into the building or use mobile ordering delivery services to have food delivered.
- Consumption of food and beverages other than water should be limited to the commons and North and South Plaza.
- Students are to display good manners and talk in a reasonable volume and tone.
- Students are to be courteous to peers and staff and keep their table and area clean.
- Restroom use is restricted to the restrooms located in the Hall of Fame lobby.
 - Students are not to loiter in the Hall of Fame lobby area or restrooms.
- The North/South Plaza are available to students during their lunch periods.
 - Administration expects the grounds to be properly maintained to retain the privilege of eating in the North/South Plaza.
 - Students are not allowed to pick flowers or tamper with the ground's maintenance.
- Students are not permitted to leave the commons unless they have a signed pass from a staff member in advance.

Dances

Students attending dances are permitted to bring a date who is not a student at Avon Lake High School. Registration of non-ALHS students is required. The guest form must be completely filled out and approved before a guest ticket can be purchased. School rules apply for all ALHS student and their guests. Guest forms are posted on our school's website and copies are available to students in the Assistant Principal's Office.

- All school rules apply for all ALHS students and their guests.
- All guests must present a current photo identification to be admitted to the dance (MUST BE UNDER 21).
- ALHS dress code applies to all school sponsored activities.
- Students leaving the dance prior to the end are not allowed to reenter and are expected to leave the grounds immediately.
- Sitting on the shoulders of others is not permitted.
- Inappropriate dance gestures and hazardous dance movements are not allowed (e.g. crowd surfing).
- Middle school students are not permitted to attend any ALHS dance.

Elevators

ALHS has an elevator for use by staff, students, and visitors requiring accommodations. Keys for use of the elevator may be signed out on a day to day basis from the front desk of the Main Office. A \$50 fee will be charged for lost, unreturned elevator keys.

Emergency Medical Authorization Forms

At the start of the school year, or when a student enrolls during the school year, each student and parent/guardian is required to provide a signature online on an Emergency Medical Authorization Form through PowerSchool.

The purpose of the Emergency Medical Authorization form is to enable parents/guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents/guardians cannot be reached. According to Ohio Law, even if a parent/guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of their school shall make reasonable attempts to contact the parent/guardian before treatment is given. It is in the best interest of students, parents/guardians, and staff members that the Emergency Medical Authorization forms are completed before students attend school to ensure the safety of all students.

Fundraising on School Grounds

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

Posting of Signs or Posters in the School

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

Safety and Security

- All visitors must report to the main office when they arrive at Avon Lake High School.
 - Alumni/visitors to ALHS are allowed on a limited basis after school hours with administrative approval. Appointments are preferred prior to any visit.
- All visitors are given and required to visibly wear a building visitor pass while they are in the building. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are hanging around the building after hours.
- Students and staff are expected to immediately report to an administrator or staff member any suspicious behavior or situation that makes them feel unsafe.
- Access to sections of the building that are not be needed after the regular school days are locked and closed.
- Students who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline.

Fire, Tornado, and Safety Drills

ALHS complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence. Refer to staff guidance and posted signage during all emergency drills.

School Closings

ALCS uses social media and an automated phone system to report school closings.

Media Center: The Learning and Knowledge Environment (L.A.K.E.)

The L.A.K.E. is the information center of the school. The goal of the L.A.K.E. is to help students learn and become effective users of the information. A wide variety of print and non-print materials, including electronic resources, are available. The L.A.K.E. staff is here to assist students and teachers. An atmosphere conducive to study is maintained. The staff welcomes research questions and will try to help students as much as possible.

- No food, drink, or candy is permitted in the L.A.K.E.
- The L.A.K.E. has an online circulation system. Students must present their school photo identification card when signing out materials.
- Lost items will be charged at replacement cost and added to student's fees.

Positive Office Referrals

Each staff member has access to positive referrals. Staff members use these to recognize a student's special effort, give special thanks, or for anything performed by the student that warrants recognition. Positive referrals are sent to the grade level principal; the assistant principals call students down to acknowledge their great efforts and reward them with a prize.

Student Identification Cards

Following school pictures, students will receive their student I.D. cards, The I.D. card is to be carried at all times. If lost or damaged, a replacement I.D. will be made at a cost of \$5.00 through the Media Center.

Guidance

The counselors are available at all times for student problems relating to personal/social issues, scheduling, graduation requirements, college entrance testing and interpretation, and career information. Students are to make appointments to meet with their counselor before school, during free periods, or after school. Any exceptions require a pass from the classroom teacher. When making an appointment before school or during lunch, students should allow enough time so they will not be late to class. The Guidance office is open from 7:00 a.m. until 3:00 p.m. To contact the Guidance Office call 440-933-8135. Students can make appointments by visiting the guidance website at <https://www.avonlakecityschools.org/highschool/guidance-department>.

Clinic

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

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

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

Administration of Medication

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

- An authorization form must be on file complete with physician's signature.
 - All medical forms are available on the Avon Lake City Schools website under the Nursing section on the Department of Operations webpage.
- Medication must be in its original container.
- The parent/guardian is to drop off the medication in the office. At the end of the school year a parent must pick up the unused medication or it will be destroyed.

Over-the-counter medication must be in its commercial container with the student's name and dosage affixed to it. These medications also require an authorization form signed by the parent or guardian. Students in possession of any kind of pills/medication or distributing any pills, whether over-the-counter or prescription, may be subject to discipline per the Student Code of Conduct.

Immunizations

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis examinations in compliance with law. The Board will not require students to receive any vaccine for which the United States Food and Drug Administration has not granted full approval.

Students eligible for kindergarten and students new to the District must present written evidence of similar immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. The District will immediately enroll homeless students and foster students and assist in obtaining necessary immunization records. Students failing to complete immunizations within 14 days after entering are not permitted to return to school. The District maintains an immunization record for each student, available in writing to parents upon request.

Locks and Lockers

Students are responsible for securing and locking all personal belongings. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** School lockers are the property of the Board of Education and are provided as a convenience for student use. The lockers and their contents are subject to inspection at the school's discretion.

Students are responsible for the condition of their lockers. Restitution may be imposed where damage has occurred. Offensive or derogatory pictures or displays are prohibited. Lockers are to be kept neat, clean and locked at all times. Students will be assigned lockers and are not to share lockers. Students should not reveal their lock combination. Valuables and money should not be stored in lockers. Lock numbers and combinations are on file in the Assistant Principal's Office.

P.E. Lockers

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

Lost and Found

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

Shadowing Days

ALHS welcomes perspective students to shadow current ALHS students on predetermined dates during the school year. Shadowing is intended for students who are seriously considering attending ALHS for the following school year. To be eligible, the proper form must be completed, and all other criteria followed. Contact Mrs. Christine Delili at (440) 933-8135, Option 0 in the Guidance Department for additional information.

Working Permit Rules and Guidelines

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

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

Parking Permit Rules and Guidelines

1. When applying for a parking permit, a valid driver's license, proof of insurance, and a parent/guardian an electronic signature are required. A fee of \$20 will be charged on permits purchased first semester and second semester will be \$10.
2. All students parked on school property must have a valid parking permit displayed in their vehicle. Permits are non-transferable and non-refundable.
3. The speed limit on campus is 10 M.P.H., and is strictly enforced. According to ORC 4513.263, seatbelts are to be worn by all occupants of the vehicle. It is the responsibility of the driver to ensure that all passengers are properly restrained.
4. Each student purchasing a parking permit will be assigned a specific numbered parking space.
5. Seniors parked in the North lot must move their cars from the North Parking lot before 3:30 for band practice. All other students are to use the far South lots.
6. No parking in circular driveways, faculty/visitor lots, bus garage area, or fire lanes. Vehicles parked illegally are subject to towing at owner's expense.

7. The school cannot assume liability for vehicles or their belongings. Vehicles are to be locked at all times. Do not leave keys in the vehicle, and secure all valuables.
8. Students are not permitted to go to their vehicle during the day without an office pass or senior pass.
9. Students are expected to exercise good judgement behind the wheel at all times. Reckless operation of a vehicle is strictly forbidden.
10. All cars and items in cars are subject to search in accordance with state and local laws and policies.
11. An Administrator may revoke driving privileges as a disciplinary measure.

Junior/Senior Pass Privileges

Students at Avon Lake High School who, as a result of accumulated credits, have earned the classification of junior or senior are eligible to receive a junior/senior pass privilege if their course schedule permits. The junior/senior pass privilege allows a junior/senior to begin their school day at the beginning of 2nd period (juniors) or 3rd period (seniors) and/or end their school day at the end of 7th period (seniors) or 8th period (juniors).

The purpose of the junior/senior pass is twofold. First, it is designed to give juniors and seniors more flexibility and responsibility in managing their time. It is a phase-in option in preparation for life after high school. Second, it provides an incentive for juniors and seniors to maintain passing grades and good disciplinary records. Students are required to maintain a "C" or higher average in all courses to be eligible for the pass. Grades are checked at each quarter and semester. Students must also have not been suspended during their junior or senior years. The procedures that are associated with the junior/senior pass privileges are specified in the Avon Lake High School student handbook.

Junior/senior passes are only issued with parental permission that indicates parent(s)/guardian(s) assume full responsibility for the junior/senior student when he/she leaves the high school campus. The school will have no liability for accidents that occur when a junior/senior is using his/her junior/senior pass privilege.

ACCEPTABLE USE POLICY

Acceptable and Unacceptable Uses

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

- Assist in the collaboration and exchange of information;
- Facilitate their own academic development and personal growth; and
- Enhance their information gathering, dissemination and communication skills.

This form must be electronically signed using PowerSchool by the students and parent/guardian before the student will be allowed on the network. Students are held accountable to all rules and

regulations as set forth by the Board Approved Acceptable Use Policy EDE, Policy EDE-E-2 and our Policy EDE-R.

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

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

- Transmitting, retrieving, storing or accessing any material, site, data or information that is discriminatory, harassing (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.
- Transmitting, retrieving, storing or accessing ant material, site, data, or information that is obscene, pornographic or sexually-oriented.
*** A good rule to follow is never view, send or access materials which you would not want your teachers or parents to see. Should you encounter such material by accident, you must report it to your teacher immediately.
- Posting or otherwise transmitting in any manner, personal information about any student (including yourself), such as a student's personal e-mail addresses, home address, phone number and or photograph, to any website, chat room, electronic bulletin board system, or any other person or location without approval from an appropriate administrator.
- Any use that constitutes intentional waste of the District's resources, including but not limited to mass mailings unrelated to academic functions, installing unauthorized software games or using printer paper, disks or other District property for personal use.
- Communications that are threatening to any other person or group or persons.
- Uses that violate copyright laws.
- Any use that would violate federal, state or local laws.
- Uses that attempt to gain unauthorized access to another computer system "hacking" or to impair the operation of anther computer system (for example, the transmission of digital media such as computer virus, song, movie, etc.).
- Accessing or attempting to access another user's account. Using another user's password for any reason, misrepresenting yourself as another user and/or accessing another user's stored data, information, e-mail or files without express permission of the other user.
- Permitting any other individual to use your account to access the District's resources, Internet or e-mail systems, or sharing your passwords with individuals. The student will be responsible for any activity or misconduct that results from sharing his/her account or password.
- Using the District's resources for commercial or profit – making activities and/or the facilitation of personal business.
- Any fundraising activities, unless specifically authorized by the administrator.

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

Filtering and Monitoring

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

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

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

Waiver of Privacy

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

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 Districts' computers or online services.

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

- Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
- Do not reveal your personal home address or phone number of those of other students or colleagues.
- Note the electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to our in support of illegal activities and such activities may be reported to the authorities.

- Use of the computer and /or network is not for financial gain or for any commercial or illegal activity.
- The network should not be used in such a way that it disrupts the use of the network by others.
- All communications and information accessible via the network should be assumed to be property of the District.
- Rules and regulations of 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.
- 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.
- 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.
- 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.
- Copyrighted material may not be placed on the system without the authors' permission.
- 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.
- 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.
- Users are expected to keep messages brief and use appropriate language.
- Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

Digital Etiquette

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

The following are general guidelines:

- Do not write in capitals.

- Humor is not always obvious over the internet.
- Reread what is written for tone and spelling.
- Ask permission to post information about other people before doing so.
- Assume everything is public as if it was on the front page of the paper.
- Treat others as you would want to be treated.
- Communicate clearly and to the point.
- Make messages easy to read and understand. Stay away from abbreviations and/or informal conversation.
- If you would not want a parent, teacher, student, employer, insurance agency or benefit company to see it, DO NOT POST IT.

PowerSchool/E-mail Communication

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

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

The Avon Lake High School will be using a grade book program called PowerSchool. This program will allow parents and students to go online and check your students' progress at any time throughout the school year using a secure login created for you through the program. In addition to being a grade book, PowerSchool also provides a class website where students and parents can see class announcements assignments, homework, and or other information about a class in which your child is enrolled. Please note that initially teachers may not be using all of these features.

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

Once you receive confirmation for PowerSchool, go to <https://psal.ohconnect.org/public/home.html>.

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

Social Networking Etiquette

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

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

Violations of the Policy

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

Transferring Contents of “ALSTUDENT.ORG”

<http://www.avonlakecityschools.org/district/office-of-technology/google-takeout-instructions-for-seniors>

THE SHOREMEN ACADEMY

The Shoremen Academy Mission

The Avon Lake City School District recognizes that student needs are not “one size fits all.” The mission of the Shoremen Academy is to provide selected students the ability to access the curriculum in a non-traditional manner while maintaining the same level of professionalism and support services provided through the general curriculum.

Placement

Placement in the Shoremen Academy is by application only and should not be considered a right; rather, is a privilege being granted to student learners by the high school administration and the Avon Lake City Schools Board of Education.

In order for the Shoremen Academy to successfully provide students with an alternative education, the program must be able to run smoothly, free of misconduct, truancy, and other deterrents. Those who violate the Avon Lake High School Student Code of Conduct will be evaluated by the ALHS administration and risk removal from the program.

The Shoremen Academy is governed by the same regulations as those stated in the Avon Lake High School Handbook and Student Code of Conduct.

Student Status

Students enrolled in Shoremen Academy have the same status as Avon Lake High School students, unless otherwise noted by the Superintendent or administration of the school district. A Shoremen Academy student may attend and participate in extracurricular activities in the same manner as ALHS students, unless otherwise noted by the Superintendent. The Avon Lake Board of Education adopted Student Code of Conduct that applies to the Shoremen Academy in the same manner as it applies to ALHS, non-Academy students.

A student enrolled in the Shoremen Academy will be working toward an ALHS diploma. The Shoremen Academy is a credit-recovery program; therefore, with administrative approval, a student may be enrolled in both Avon Lake High School and The Shoremen Academy, depending on the learner’s need. Students from study hall, with administration approval, may be permitted to attend the academy to complete their credit recovery modules.

Student Expectations

Academy placement is not a right, but rather a privilege. A Shoremen Academy learner must come to school prepared and demonstrate diligence towards the curriculum. Productivity in coursework is without question highly important. A student enrolled in the Shoremen Academy must prove to the staff they truly want to accomplish completing the assigned curriculum. Space is limited;

therefore, a student who lacks effort or develops attendance challenges will be subject to review and potential loss-of-status in the Shoremen Academy.

Last, disciplinary items will be reported to Dr. Cocco. Student and parent meetings may take place with Dr. Cocco to address disciplinary concerns and/or discipline administered for Avon Lake High School Student Handbook and Student Code of Conduct violations. Dr. Cocco will be the administrator in charge of all Academy disciplinary meetings, application, and communications.

Student Code of Conduct

Students of the Shoremen Academy fall under the same rules and restrictions as those enrolled in Avon Lake High School. Students will be required to follow all Student Code of Conduct policies established by the ALCS Board of Education. Shoremen Academy Students must follow the rules and regulations established by the classroom teacher.

Instructional Support

Students will have access to instructional support through our ALHS staff. IEPs and section 504 plans will be followed and will be reflective of an education in alternative educational setting. Students are strongly encouraged to seek help from the teacher in the classroom.

Counseling

Counseling services will be accessible to learners in this program through ALHS counselors. Agencies such as guest speakers, social workers, and other support services may be brought in to address the social and emotional well-being of learners. Additionally, ALHS counselors and/or ALHS faculty will proctor state exams. Career readiness, employability, and college options may also be a part of the Shoremen Academy counseling program. Should you require any of these services or want to know more about them, please contact your school counselor.

Schedule

The Shoremen Academy schedule follows the district calendar and runs each week during regular school bell schedule hours. If there is a calamity day then the academy will not be in session.

District Technology

Shoremen Academy students are to adhere to the policies designated in the Acceptable Use Policy Regulations established by Board Policy. Vandalism and abuse of the equipment may be grounds for removal from the program and/or school discipline.

In-Take Meeting

During the initial student placement meeting between the student, parent, counselor, assistant principal, and Dr. Cocco, the rules and regulations will be reviewed by Dr. Cocco. A decision could be made prior to the meeting by consensus that this meeting need not to take place.

NOTICE

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.



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 (revision date 2/14/2017)

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interviews by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interviews.

The right to inspect students' school lockers, automobiles or articles carried upon their persons and interview of individual students is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its in loco parentis relationship with their children, will employ every safeguard to protect the well-being of those children; nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. That authority is used when such inspection search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility. The Board permits building administrators to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators to search any locker and its contents as the administrator believes necessary. This policy will be easily available in every building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

See Board Policy JFG-R for additional information on Interviews and Searches.

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 Common's 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.