

TROY INTERMEDIATE SCHOOL

2023-2024



STUDENT HANDBOOK

Troy Intermediate School

237 Belmar Blvd.

Avon Lake, OH, 44012

Phone: 440-933-2701

BEHAVIOR EXPECTATIONS

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

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

Table 1

Troy Intermediate School
Avon Lake City Schools

The SHORE WAY



Respectful

Responsible

Ready

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

VALUABLES

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

LOCKERS

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

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

ATTENDANCE POLICY

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

Absences from school are considered either excused or unexcused.

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

Excused Absence

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

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

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

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

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

(applied to absences of up to 24 school hours) or
10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

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

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

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

Planned Visits

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

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

Unexcused Absence/Tuancy

A student's absence is unexcused or truant when he/she misses school for an unacceptable reason or without parental permission. The following are unexcused absences in accordance with Ohio attendance laws: truancy, suspension, trips not approved in advance, shopping, hunting, fishing, baby-sitting, oversleeping, attendance at games, birthday or other celebrations, gainful employment.

Unexcused absence from school and/or classes include:

1. out of school suspension or expulsion;
2. truancy from classes and school and
3. unexcused with credit absences.

An absence is considered unexcused with credit when the absence is the result of personal illness or injury not requiring medical attention, documented with a parent phone call or note. These absences are counted in a student's accumulated absences as defined in the Board policy on excessive absences.

While out-of-school suspension or expulsion are counted in a student's seven accumulated absences as defined in the Board policy on excessive absence, out-of-school suspension or expulsion may not put a student over the limit for loss of credit.

Tardiness

Accepting responsibility is an important part of learning and the tardy policy reflects the belief that getting to school on time is both a student and/or parent/guardian responsibility and a mandated school law.

HOMEWORK REQUESTS

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

1. Call the school before 8:15 am to make arrangements to pick up make-up work.
2. Assignments can be picked up between 2:30 and 3:30 pm on the day of notification or sent home with a relative or responsible party.
3. Additional work will be assigned when original assignments are completed and handed into teachers.
4. Please contact the building principal for extenuating circumstances.

POWER SCHOOL

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

STANDARDS OF APPEARANCE & DRESS CODE

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

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

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

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

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

1. Students shall, at all times, wear some kind of shoes and/or sandals.
2. Skirts and shorts of appropriate size, length, fit, and propriety are permissible.
3. Dark glasses are not to be worn unless prescribed by a doctor.
4. All head coverings, hoodies, and hats are to be removed upon entering the building. Hats should be

- kept in the students' lockers. Exceptions may be made for approved religious or medical reasons.
5. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
 6. Non-school-appropriate shirts could be distinguished as any shirt or top with a plunging neckline that makes other students or staff uncomfortable. Cut off shirts, or any garment which reveals undergarments are not appropriate.
 7. Garments advertising or displaying illegal and/or inappropriate activities for young people (a reference to drugs, alcohol, tobacco, promiscuity, cults, or gangs) are not allowed.
 8. Writing and/or symbols on garments should not be such as to literally, or by implication, be obscene or be such as to shock or affront the standards of common decency and propriety as determined by the administration.
 9. No items that may present physical danger are allowed (such as chains or spiked jewelry, etc.).
 10. No excessive or distracting use of make-up where we are unable to identify your face.
 11. Any style of dress, that, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.
 12. No pajamas or bedroom slippers are permitted during the school day.
 13. Students representing the Avon Lake Schools at events outside the school setting may be required to meet specific dress and appearance patterns. Coaches and advisors with the building principal are responsible for establishing these patterns with their respective teams or clubs.

FEES

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

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

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

Student Fees for the 2021-2022 School Year will be as follows:

<u>5th Grade</u>		<u>6th Grade</u>	
Student Fee	\$41.00	Student Fee	\$47.50
District Activity Fee	<u>\$20.00</u>	District Activity Fee	<u>\$20.00</u>
Total Fee	\$61.00	Total Fee	\$67.50

ACCEPTABLE COMPUTER USE POLICY FOR STUDENTS

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

1. assist in the collaboration and exchange of information
2. facilitate their own academic development and personal growth and

3. enhance their information gathering, dissemination, and communication skills.

Acceptable and Unacceptable Uses

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

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

1. transmitting, retrieving, storing, or accessing any material, site, data, or information that is discriminatory, harassing (cyberbullying) or derogatory to any individual, group, or entity, or any material that violates the District's anti-harassment policy or any other District policy;
2. transmitting, retrieving, storing, or accessing any material, site, data, or information that is obscene, pornographic, or sexually oriented; (A good rule to follow is never view, send, or access materials, which you would not want your teachers or parents to see. Should you encounter such material by accident, you must report it to your teacher immediately.)
3. posting, or otherwise transmitting in any manner, personal information about any student (including yourself), such as the student's personal email addresses, home address, phone number, and/or photograph, to any website, chat room, electronic bulletin board system or any other person or location without approval from an appropriate administrator;
4. any use that constitutes an intentional waste of the District's resources, including but not limited to mass mailings unrelated to academic functions, installing unauthorized software or games, or using printer paper, disks, or other District property for personal use;
5. communications that are threatening to any other person or group of persons;
6. uses that violate copyright laws;
7. any use that would violate Federal, State, or local laws;
8. uses that attempt to gain unauthorized access to another computer system ("hacking") or to impair the operation of another computer system (for example, the transmission of digital media such as a computer virus, song, movie, etc.);
9. accessing or attempting to access another user's account, using another user's password for any reason, misrepresenting yourself as another user, and/or accessing another user's stored data, information, email, or files without the express permission of the other user.
10. permitting any other individual to use your account to access the District's resources, internet or email systems, or sharing your password with other individuals (the student will be responsible for any activity or misconduct that results from sharing his/her account or password);
11. using the District's resources for commercial or profit-making activities, and/or the facilitation of personal business or
12. any fundraising activities, unless specifically authorized by the administrator.
13. You cannot modify, duplicate, rebroadcast or defame any video produced by an employee of the Avon Lake City School District regardless of the platform from which you obtained it. To use any such video will require written approval from the producer before doing so.

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

Filtering and Monitoring

Pursuant to Federal law, the District has implemented technology protection measures that block or filter internet access to visual displays that are obscene, constitute child pornography, or are harmful to minors. The

District may also monitor the online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Any student who attempts to disable the technology protection measures discussed above will be subject to discipline.

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

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

School Issued Devices

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

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

Waiver of Privacy

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

Violations of the Policy

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

Digital Drivers License Agreement

Definition of "Technology"

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

Internet Access

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

Security and Damages Responsibility

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

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

Student Agreement

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

All Devices:

- Must be in silent mode while on school campuses and while riding school buses or school vehicles.
- May not be used to cheat on assignments or tests, or for noninstructional purposes (such as making personal phone calls and text/instant messaging).
- Can be used to record video or photographic resources of persons on campus and must be done so with the written consent of the participant. No photography or video is to be taken without consent.
- May only be used to access files on computer or internet sites that are relevant to the classroom curriculum including cell phones, mobile communication systems, and smart technologies (Blackberry, iPhone, etc.) may be used only with teacher permission in the classroom.

Technology Loaner Agreement

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

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

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

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

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

- First incident - up to \$50.00
- Second incident - up to \$100.00
- Third incident - up to the full cost of repair or replacement

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

Student's Acknowledgement

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

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

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

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

ELECTRONIC DEVICES

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

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

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

BUS REGULATIONS

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

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

ARTICLES PROHIBITED IN SCHOOL

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

MEDICATION

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

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

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

proper forms.

SECURITY CAMERAS

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

TROY

INTERMEDIATE SCHOOL

2023-2024



CODE OF CONDUCT

Troy Intermediate School

237 Belmar Blvd.

Avon Lake, OH, 44012

Phone: 440-933-2701

Student 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:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension and expulsion;
4. The right to free inquiry and expression and the responsibility to observe rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student's school records as per the Family Educational Rights Privacy Act (FERPA). FERPA, a federal law, requires that the Avon Lake City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's/your education records. However, the District may disclose appropriately designated directory information without written consent, unless you advise the District to the contrary.

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.

STUDENT 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 the interpretation given to the administrator.

The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official.

Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis.

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

STATEMENT ON SCHOOL RULES AND REGULATIONS

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board will not accept violent, disruptive, or inappropriate behavior by its students.

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

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

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

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

CODE VIOLATIONS

The Troy Intermediate School Administrative team believes in being proactive and preventative when it comes to violations of 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 Troy administrative team can utilize mediation, counseling, etc., to help resolve issues.

SECTION I: Minor Violations

Minor violations are considered breaches of the Code of Conduct. Minor violations will ordinarily not, in the first instance, result in out-of-school suspension or expulsion from school. Minor violations will ordinarily result, in the first instance, in sanctions such as detentions, In School Probation, and other alternatives to out-of-school suspensions. However, conduct that is prohibited both as a minor violation and as a suspension/expulsion violation may subject the student to the greater penalty of out-of-school suspension or expulsion. Additionally, multiple minor violations of different categories, minor violations that are repeated, or a single course of conduct that consists of multiple minor violations may result in out-of-school suspension or expulsion. In all cases, the decision of which penalty to assess is left to the responsible administrator.

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

1. **Insubordination and disrespect:** A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when "talking back" to, arguing, or making disrespectful comments directed at staff members or about staff members.
2. **Tardiness:** Students are tardy when failing to report at a prescribed time and place.
3. **Class cutting:** A class is cut when a student fails to report to a class or assignment.
4. **Truancy:** Students are truant when absent from school without school authorization and parent consent. A student may not leave school property without the permission of his or her building principal or the principal's designee.
5. **Loitering:** To include but is not limited to standing, sitting, or moving through areas of the building (inside

or out) that have been designated as off-limits or unsupervised; parking areas on the campus, in or out of cars; in or around other schools on the campus; on streets and areas immediately adjacent to the school; and standing or sitting in lavatories other than when specifically using these facilities as intended. This loitering provision applies to all school facilities on a twenty-four-hour basis and shall be so enforced.

6. **Minor violations of bus conduct requirements:** Defined as activities that pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Note that a student engaging in any conduct on a school bus that in and of itself would violate a Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. **Motor Vehicle Offenses:** All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
8. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of "abusive, harassing, and/or disrespectful behavior" in Section III may result in an out-of-school suspension or expulsion for the first violation.
9. **Inappropriate appearance:** A student shall not appear in school or at a school-sponsored or related event or activity in an unkempt or unclean condition and/or dress in a manner that tends to disrupt the school activity or create a condition adverse to safety or health.
10. **Electronic devices:** Students are not permitted to use electronic devices such as radios, tape decks, CD players, MP3 players, beepers, laser pointers, televisions, cellular phones, or tape recorders during school hours. The administration reserves the right to confiscate any items.
11. **Failure to complete detention:** Detentions are assigned to students as a measure to correct inappropriate behavior. Failure to serve assigned detention will result in further disciplinary action.
12. **In halls without permission or misuse of a hall pass:** A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer or otherwise misuse a hall pass, and shall use them in a responsible manner.
13. **Minor disruption and/or removal from class:** Students will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as "abusive, harassing, and/or disrespectful behavior" in Section III may result in out-of-school suspension or expulsion in the first instance.
14. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except with consent from the Attendance Office or an administrator.
15. **Use of inappropriate language:** Students shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of "abusive, harassing, and/or disrespectful behavior" as described in Section III may subject a student to suspension or expulsion in the first instance.
16. **Inappropriate display of affection:** Students should not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
17. **Other misconduct:** Any misconduct which is contrary to the school's educational mission is prohibited.

SECTION II: Major Violations that may result in **SUSPENSION**

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

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

Misconduct for which suspensions may be imposed:

18. **Tobacco:** The possession, use, transmission, or concealment of tobacco products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activities on or off the school campus is prohibited.
19. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
20. **Honor violations:** Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery, or falsification of information. (Teachers may use Turnitin.com, a web-based originality checking and plagiarism prevention service used throughout high schools, colleges, and universities worldwide. Through electronic submission of written assignments, this tool helps identify plagiarized text, and allows for quick feedback and teacher intervention for students).
21. **Injurious behavior:** Students will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.
22. **Violating acceptable use policy:** Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.
23. **Trespassing:** Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. Students may attend or participate in an Avon Lake City Schools-sponsored event. Students are not permitted to enter the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.
24. **Disobedience to an administrative directive:** A student may not outwardly defy a directive from an administrator, such as refusing to leave any area of the building or grounds when directed to, refusal to leave the school building or grounds after an emergency removal, or refusal to return to in school discipline to fulfill his/her assignment.
25. **Misuse of facilities and equipment:** Students shall not use school facilities and/or equipment for uses other than those which were intended. Restitution of costs for repair or replacement will be part of the disciplinary action.
26. **Failure to complete minor disciplinary sanction:** A student who fails to complete an assigned minor disciplinary sanction, such as Saturday School, ISACP will be subject to suspension.
27. **Repeated minor violations:** Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first repetition, while others will result in an out-of-school suspension after several repetitions.
28. **Abusive, harassing, and/or disrespectful behavior:** Students shall not engage in any obscene, abusive, profane, degrading gestures or expression, or disrespectful actions of harassment of any kind (including but not limited to sexual, race, gender, sexual orientation, dating violence, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group. This includes possession, publication, or distribution of materials (including electronic) meeting this description

SECTION III: Major Violations that may result in **EXPULSION**

Pursuant to Section 3313.66 of the Ohio Revised Code, the Avon Lake Board of Education Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty school days or the

number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent or his designee may apply any remaining part or all of the period of the expulsion to the following year.

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

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

Misconduct for which expulsions may be imposed:

29. **Bullying/Cyber Bullying:** Students shall not engage in any obscene, abusive, profane, or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions (including but not limited to sexual, race, gender, sexual orientation, dating violence, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) to any individual or group with the intention of causing physical or mental harm. This includes possession, publication or distribution of materials intended to harm another individual, including electronic acts of bullying associated with the school.
30. **Vandalism:** Students shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Restitution of damages will be part of the disciplinary action.
31. **Fireworks and explosives:** Students shall not possess, use, threaten the use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
32. **Assault:** To cause or attempt or threaten to cause physical injury to any person.
33. **Fighting:** Students shall not physically display violent action between two or more individuals. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up), or any conduct toward another person that could lead to harm to another person or bystander.
34. **Involvement with weapons or dangerous instruments:** In accordance with Board Policy JEC, a student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, guns, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a "look-alike" of any of the above, or any object, which is used or may be used to inflict physical harm. Weapons violations may result in the expulsion of up to one (1) full year.
35. **Involvement with alcoholic beverages:** A student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection of the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school-sponsored or related event or activity. Refusing a breathalyzer test will result in an automatic out-of-school suspension.
36. **Involvement with drugs and/or drug paraphernalia:** A student shall not possess, use, transmit, buy, sell, or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011; or

possess, use, transmit, buy, sell, or conceal any of the drugs defined as "Counterfeit Controlled Substance" in Ohio Revised Code Sections 2925.01; or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, or conceal any drug-related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, "look like" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school-sponsored or related event or activity. The use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based upon the administrator's professional judgment, the student may be sent home in the custody of his/her parents.

37. **Theft of school or private property/possession of stolen property:** Students shall not take or be in the possession of the School District's or another individual's property.
38. **Arson/attempted arson/possession of incendiary device:** Setting fires or using or possession of an incendiary device is prohibited.
39. **Disruption of school:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause, or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
40. **Extortion:** Students shall not engage in any act, either verbal, written, or physical, to secure or attempt to secure property.
41. **Making false fire alarms and bomb threats:** Students shall not, through written, electronic or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.
42. **Violation of local, state, or federal laws:** Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to the expulsion of up to one (1) year. Violation of criminal laws will also result in referral for criminal prosecution or to juvenile court.
43. **Hazing:** Defined as an act of participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or a member of the school staff. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited.
44. **Violation of Board of Education policies or School rules and regulations:** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.
45. **Sexual harassment:** Students who engage in sexual harassment will be subject to appropriate discipline. Sexual harassment includes the creation of a hostile environment through name-calling, slurs, jokes, or any other verbal, written, or physical attack that (1) has the purpose of or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunity or participation in the educational environment. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, or pressure to

engage in sexual activity. This includes activity through social media and texting. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the Director of Pupil Services who is the Title IX Coordinator, the student's building principal, or another administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained by contacting the building principal.

46. **Failure to provide evidence/providing false information/lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation and the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
47. **Sexual conduct:** Students are not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or while otherwise under school authority.
48. **Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed:** If, after out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

AVON LAKE CITY SCHOOLS DISTRICT POLICY ON BULLYING

Bullying is an intentional written, verbal or physical act that a particular student has exhibited toward another particular student more than once is clearly documented with administration and the behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher, or another employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances, or events that might include hazing and/or bullying. If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

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

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

violence and substance abuse prevention and positive youth development.

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

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

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

PROCEDURES FOR SUSPENSION, EXPULSION, AND EMERGENCY REMOVAL SUSPENSION PROCEDURE

Student Suspension

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

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

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

Appeal Procedure to the Superintendent or Designee

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

Appeal to the Board

A student or a student's parent(s)/guardian(s) may appeal the suspension by the superintendent to the board or its designee within 14 calendar days of the notice of suspension. They may be represented in all such appeal

proceedings and are granted a hearing before the board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s)/guardian(s). The student will be excluded from school during the appeal process.

Appeal to the Court

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

EXPULSION PROCEDURE

At times, a student's behavior can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

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

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including the reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise, explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days or more than five days after the notice is given. Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.

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

Permanent Exclusion

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

Appeal to the Board

A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and are granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing which may be held in executive session at the request of the student or parent(s). The student may be excluded from school during the appeal process.

Appeal to the Court

Under Ohio law, the decision of the Board may be further appealed to the court of common pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses, and telephone numbers of the public and private agencies providing such services.

EMERGENCY REMOVAL OF STUDENTS

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

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

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

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

Any appeal to the Board's designee shall follow the procedures of the suspension policy JGD.

SEARCHES

School officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board of Education and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion. Student files on the ALCS computer network are also school property and subject to search.

PROGRESSIVE DISCIPLINE LADDER

Troy Intermediate School employs a progressive discipline approach to repeated acts of misconduct. Discipline assigned by administrators may range from detentions through 10 days of OSS with a recommendation for expulsion.

DISCIPLINARY CONSEQUENCES

Any violation of Troy Intermediate's Student Code of Conduct will result in one or more of the following consequences:

1. Warning from Staff or Principal
2. Teacher Detention
3. Office Lunch/Recess Detention
4. Parent Communication (phone, email, and or letter)

5. Teacher Detention
6. Office Lunch/Recess Detention
7. After-school major detention
8. In-School Probation
9. Student Suspension

*The severity or repetitiveness of the infraction will determine the consequence. This is NOT a leveled consequence plan.

Teacher Detention: Detentions will occur during the student's recess. With parent approval, the detention may occur before or after school. NO TRANSPORTATION will be provided.

Office Lunch/Recess Detention: The principal or his/her designee may assign detention where the student will eat his/her lunch and spend recess in the office.

After-school Major Detention: The principal or his/her designee may assign detention where the student will stay after school for one hour engaging in service work and reflection.

In-School Probation: As an alternative to out-of-school suspension, a student may be assigned in-school probation. During this time, the student will spend the school day in the office, and he/she will be required to complete all schoolwork assigned by teachers before being allowed to return the following day(s). The student must eat lunch in the probation area in the office, and no social contact is to be made during this time. Schoolwork will count for credit, as will all tests.