



AVONDALE SCHOOLS

ELEMENTARY HANDBOOK & **CODE OF CONDUCT**

AVONDALE SCHOOL DISTRICT
2940 WAUKEGAN STREET, AUBURN HILLS, MI 48326
(248) 537-6000 • AVONDALESCHOOLS.ORG

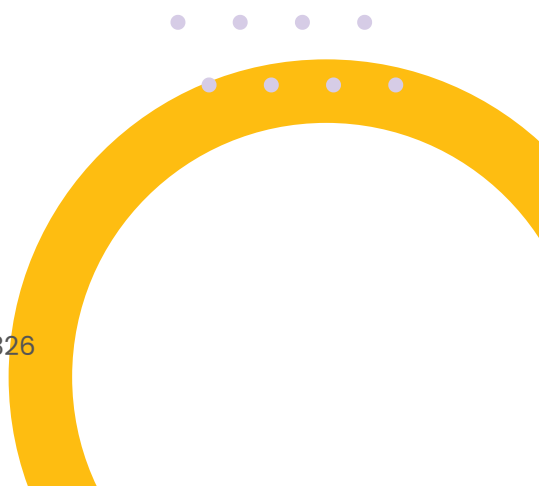


Table of Contents

School Listings & Phone Numbers	2
Letter from Avondale School District Superintendent	3
Letter from Avondale Elementary School Principals	4
<u>GENERAL INFORMATION</u>	
Eligibility for Enrollment	5
Emergency Cards	5
School Closings	5
Damaged or Lost Equipment	5
Student Visitors	5
Student Records	5-6
Health Records	6
Parent Volunteers	6
Parent Visitors	7
Directory Information	7
Lost and Found	7
Money and Other Valuables	7
Student Pictures	7
Transfer out of the District	7
<u>ATTENDANCE</u>	
Attendance	8
24-Hour Attendance Lines	8
Student Arrival and Dismissal	9
<u>HEALTH AND SAFETY</u>	
Injury and Illness	10
School Safety and Security	10
Safety Drills	10
Communicable Disease Policy	11
Head Lice Policy	11
Medication in School	11
Food Allergies	11
Homebound Instruction	11-12
<u>SCHOOL EXPECTATIONS</u>	
Classroom Rules	13
Backpacks	13
Lunchroom Procedures	13
Lunchroom Expectation	13
Recess	14
Request to Stay Indoors	14
Playground Use After School	14
Communication	14
Parent/Guardian and Teacher Organization (PTO)	14
Telephone Use	14
School Parties / Special Activities	14
Student Sales	15
Traffic Patterns and Parking	15

ACADEMICS

Preparation Begins in Elementary School	16
School Supplies	16
Art	16
Physical Education	16
Music	16
Library	16
Homework	17
Field Trips	17
Conferences and Report Cards	17
Online Learning	17
Promotion and Retention Policy	17

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY INCLUDING DISCIPLINARY ACTIONS FOR NON-ADHERENCE

Philosophy	18
Student User Access	18
Student User Obligations	18-19
District Obligations Regarding Student Use	19
Internet Acceptable Use Policy	19-20
Inappropriate Use of Internet & District Hardware and Software	21

DISTRICT COMMUNICATIONS

Communications Guidelines	22
---------------------------	----

ADDITIONAL IMPORTANT GUIDELINES AND POLICIES

Equal Education Opportunity	23
Individuals with Disabilities	23
Students With Limited English Proficiency (LEP)	23
Title VI (Civil Rights Act of 1964)	23
Section 504 (Rehabilitation Act of 1973)	23-24
Title IX	24
Drug-Free Schools and Communities Act Amendments of 1989	24
Protection of Pupil Rights	24-25
Animals in the Classroom	25
Walking to School	25
Riding Bikes to School	25
Parent Drop-Off and Pick-Up	25

AVONDALE SCHOOL DISTRICT STUDENT CODE OF CONDUCT

26

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

AVONDALE ELEMENTARY SCHOOLS



AUBURN

2900 WAUKEGAN STREET
AUBURN HILLS, MI 48326
(248) 537-6500



DEERFIELD

3600 CROOKS ROAD
ROCHESTER HILLS, MI 48309
(248) 537-6700



R. GRANT GRAHAM

2450 OLD SALEM ROAD
AUBURN HILLS, MI 48326
(248) 537-6800



WOODLAND

6465 LIVERNOIS ROAD
TROY, MI 48098
(248) 537-6900



AVONDALE GATE

1435 W. AUBURN ROAD
ROCHESTER HILLS, MI 48309
(248) 537-6400

IMPORTANT PHONE NUMBERS

Avondale Administration Offices (248) 537-6000
Superintendent's Office (248) 537-6002

Avondale Elementary Schools

Auburn Elementary (248) 537-6500
Attendance Line (248) 537-6510
Fax Line (248) 537-6505

Deerfield Elementary (248) 537-6700
Attendance Line (248) 537-6710
Fax Line (248) 537-6705

R. Grant Graham Elementary (248) 537-6800
Attendance Line (248) 537-6810
Fax Line (248) 537-6805

Woodland Elementary (248) 537-6900
Attendance Line (248) 537-6910
Fax Line (248) 537-6905

Avondale GATE Magnet School (248) 537-6400
Attendance Line (248) 537-6410
Fax Line (248) 537-6405

Avondale Early Learning Centers

Auburn Elementary and Woodland Elementary (248) 537-6049

Avondale Special Services

Early Childhood Special Education (ECSC), Child Find, School Readiness (248) 537-6004

Avondale Busy Bees (Before and After School Care) (248) 285-2336

Avondale Transportation Department (248) 537-6050

Chartwells (District Food Service Provider) (248) 537-6290

Avondale Youth Assistance (248) 852-3716

Oakland County Health Department (248) 858-1348

OK2SAY (Anonymous Tip Line) (855) 565-2729

Do not hesitate to reach out to OK2SAY if you see, hear, or read anything that is related to bullying or violence against a student, staff member or school.

A LETTER FROM

DR. JAMES SCHWARZ

SUPERINTENDENT, AVONDALE SCHOOL DISTRICT

Dear Avondale Elementary Families,

On behalf of our elementary principals and staff members, I want to take this opportunity to welcome you and your student to the new school year. If you are new to Avondale Schools know that we are very pleased that you have joined our learning community. If you are a returning family know that we value your continued partnership in education.

Please review this handbook with your student. It contains guidelines and protocols that ensure a safe and healthy school environment conducive to successful teaching and learning. If you have any questions about its contents, please contact your building principal.

As we progress through the school year, I hope you have the opportunity to attend the meetings and events at your child's school. Coffees with the Principal, PTO meetings, celebrations, concerts, art exhibits, etc. are fun ways to gather information, learn about building initiatives, share your concerns, volunteer your time or talents, and mostly be part of and enjoy your child's elementary school experience.

Please reach out to your child's teacher, building principal or myself if you have any concerns as you and your child continue along their educational journey.

Sincerely,

Dr. James Schwarz

Superintendent



AVONDALE
Mission & Vision

The Avondale School District, will cultivate innovation, foster strong relationships and engage ALL students in real-world experiences to inspire and empower tomorrow's leaders and responsible citizens.

A LETTER FROM

AVONDALE SCHOOL DISTRICT ELEMENTARY PRINCIPALS

Dear Avondale Elementary Parents,

Avondale School District is a wonderful educational environment supported by fantastic staff and parents who care a great deal about children's learning. Working together, we make our schools special places for children. The reward for our time and cooperative effort is the growth we see daily in our children, both academically and socially. Children are our future, so investing in their education is a wise decision.

This handbook contains a wealth of information to assist you in better understanding the policies, procedures and day-to-day operation of our district's elementary schools. Hopefully, any questions you may have will be answered on the following pages.

Please feel free to contact the school when you have anything you would like to discuss. We want to work with you to make your child's learning experience the best it can be.

Sincerely,

Avondale Elementary School Principals



GENERAL INFORMATION

Eligibility for Enrollment

The Avondale School District adheres to both state law and district policies regarding eligibility for enrollment. Questions about eligibility for enrollment should be directed to the district enrollment office at 248-537-6039.

Emergency Cards

At the beginning of every school year, parents/guardians will complete an information card to help the school contact you for important matters. You must provide information including your home and cell phone numbers, current email address and the name and phone number of your workplace and your spouse's workplace. You must also provide the names and phone numbers of adult relatives or friends available during school hours who have agreed to assume temporary care of your child if a parent cannot be reached.

You are asked to immediately inform the school of any changes in your child's emergency card information. We have encountered serious problems when we have attempted to contact parents and found that numbers have been changed. It is critical that we be informed of any changes during the school year. If a student requires emergency medical treatment and the parent/guardian cannot be reached, the school will call 911 to transport the child to the hospital by ambulance. A staff member will ride with the child and remain at the hospital until the parent/guardian arrives.

Please note: It is the parents/guardians' responsibility to keep the school informed of all custodial, legal and residency changes. This includes changes in parental visitation rights, personal protection orders, etc.

School Closings

In the event of severe inclement weather; loss of electrical power, heat or water; or other emergency, Avondale School District may: close the school(s) for the entire day; open the school(s), but without bus transportation; delay bus transportation and start time(s) by one hour; or dismiss students early. A school closure message will be sent via email and phone if you are registered to receive them. The local television and radio stations, (WJBK; WXYZ; WDIV; and WWJ 950 AM and WJR 760 AM) announce school closures because of inclement weather or other emergency conditions as early as 6:00 AM. Parents may also check our district web page (avondaleschools.org).

Damaged or Lost Equipment

Children are expected to take good care of school property. Children do occasionally lose or damage books or equipment. Students will be responsible for the replacement costs of these items and their parents should see the office staff or their child's teacher for the price of these lost or damaged materials. Vandalism will be handled under the guidelines of the student code of conduct.

Student Visitors

It is not generally appropriate for non-registered students to attend classes. Our primary concern is for the ongoing education of our students and it is not helpful for teachers or children to be distracted by student visitors. This and liability issues make non-Avondale children visits inappropriate.

Student Records

A cumulative student record is maintained by Avondale School District for the benefit of the student. This record reflects the scholastic overview of each student. Access to this record is restricted to parents/guardians and school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task; or a person serving on an official committee or assisting another school

official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Appointments to review your child's records can be made through the building principal. Parents/guardians shall have an opportunity for a hearing to challenge the contents of their child's school records. Upon written request from parents for a hearing on the contents of their child's records, the principal will set a time and date that is convenient for both the parents and the school. Parents/guardians shall have the right to file a complaint concerning alleged failure by the school district to comply with the Family Educational Rights and Privacy Act (FERPA). Complaints may be sent to:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue
SW Washington, D.C. 20202-4605

Health Records

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Michigan law requires children to be up to date with required immunizations ON or BEFORE the first day of school/childcare. A child who fails to meet this requirement will not be admitted to school/childcare. On December 11, 2014, the administrative rule was passed by Michigan Department of Community Health requiring any parent/guardian wanting to waive vaccine/vaccines for nonmedical reasons to receive vaccine education from their local health department. This rule applies to children entering childcare, kindergarten, and 7th grade or newly enrolling in the school district after January 1, 2015.

Oakland County Health Division (OCHD) will provide this education for Oakland County residents and /or those students attending Oakland County childcare facilities and/or schools at no cost, but appointments are required. The 30-minute education session will include information on the risks of not receiving vaccines and the benefits of vaccination to the individual and the community. This will allow parents to make an educated, informed choice for their child.

Parents/guardians deciding to immunize their child will be able to do so after the education session at the OCHD clinic or their own doctor. If the parent/guardian still wants to waive one or more vaccines, OCHD staff will provide a certified waiver. The parents are required to provide the certified waiver to their child's school. Students may be excluded from school if their immunizations are not up to date and waivers have not been filed. Additionally, Board of Education Policy requires that all kindergartners have a physical examination prior to beginning school.

Parent Volunteers

We consider our parents to be a valuable resource to us in many ways. Not only are their services helpful but involving parents in the work of the schools helps build a closer relationship between the school and the community. If you are interested in volunteering your time to assist in any way, such as being a library aide, or working with children who need additional help, please contact the school office or your child's teacher. Volunteer forms are required to be filled out and turned in to the main office. Volunteers who are working with students without the supervision of a District Staff member(s) are required to have their fingerprints on file on a yearly basis as requested by the Avondale School District. Volunteers who perform activities under the direct supervision of an Avondale staff member and who are not responsible for students in isolation at any time do not need a fingerprint on file but they must submit to a background check by the District.

Parent Visitors

Avondale School District maintains a safe and secure environment. For this reason, every visitor, including parents, must first sign in at the office and be issued a visitor's badge. Visitors are required to present their government issued I.D. to be checked by our screening system, *Raptor*. Visitors who have legitimate business at the school are always welcome. As teaching time is very valuable, and the teacher's attention must be on the students at all times, we ask that you not visit with a teacher during a time when the class is in session. If a parent or guardian wishes to confer with a member of the school staff, they should call for an appointment prior to coming to the school so that a mutually convenient time to meet can be scheduled. All visitors are subject to Board of Education policies and must leave promptly when their business is completed.

Directory Information

Avondale School District may release directory information such as: student's name, address, participation in school activities, honors and awards, and other information generally found in yearbooks.

Lost and Found

Contact the school's main office for the location of the lost and found. Items that are missing should be reported to the office immediately. Students should hand in found items or inquire about lost items before or after school or at lunchtime. Unclaimed items in the lost and found will be donated to a charitable organization seasonally. *Tips to prevent lost property:*

1. *Place your name on clothing, calculators, etc.*
2. *Put materials away when you are done using them.*
3. *Leave valuables at home.*

Money and Other Valuables

If money is being sent to school, parents should realize the responsibility the child will have. Money must be sent in the following manner:

1. *Place the money in an envelope;*
2. *Include a note inside, stating the reason for the money being sent; and,*
3. *Write the teacher's name and child's name on the outside of the envelope.*

Large amounts of money are not to be brought to school. Personal equipment such as radios, computer games, etc. are not permitted unless there is a special occasion, and prior permission of the teacher and parent is granted.

Student Pictures

Color pictures are taken of all children each fall by a reputable studio under contract with the school district. Purchase of students' pictures by parents is optional. Retakes are available for unsatisfactory pictures. The studio provides individual pictures from the fall picture day for school records and the yearbook. A second picture day is offered in the spring. Again, purchasing the pictures by parents is optional.

Transfer Out of the District

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Avondale School District, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the main office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

ATTENDANCE

Attendance

For students to get the most out of school, regular and punctual attendance is important. If your child is too ill to attend class, please notify the school as soon as possible. Each school has a 24-hour attendance line to take parent calls. The school should be notified each day the child is absent. You may call this number 24 hours a day, 7 days a week. Please state the child's name, teacher, and the reason for the absence. The office staff will call the home of those children who are absent from school but have not been reported absent by their parents. In the event that the call is not answered, the parents will be called at their alternate numbers. If a teacher recognizes that an attendance or tardiness problem is developing, the student's parent/ guardian will be notified.

The full school day at Auburn Elementary, Deerfield Elementary, R. Grant Graham Elementary, and Woodland Elementary is from 8:32 AM – 3:39 PM. The full school day at Avondale Gate Magnet School is from 8:10 AM – 3:11 PM. Students are expected to be in the classroom when school begins. It is the responsibility of the parent and the child to see that the student arrives to school on time. All children arriving after the start of school are required to report to the office with their parent or guardian before going to their classroom. Students are considered tardy if they arrive after the start of school. Students who arrive later than 1 hour after the beginning of the school day, are considered absent for the morning. Students who leave before 1 hour prior to the end of the school day, are considered absent for the afternoon. If a student is dismissed after 1 hour prior to the end of the school day it is considered an early dismissal. All students are expected to stay in school until dismissal unless there is an emergency.

Your child will be marked unexcused from school if you do not report by phone call or email that your child will not be at school. Your child will be excused from class for illness, bereavement, recognized religious holidays and medical or dental treatment that cannot be scheduled after school or on weekends. Your child is responsible for makeup work. Homework requests may be made for an absence of two or more days and require 24 hours to process.

Absence for family travel during scheduled school days is discouraged. However, should family travel be necessary, parents must submit a written request to the teacher for a pre-excused absence at least one week in advance. Arrangements to complete classroom assignments can be made with the teacher.

Truancy officials will be contacted in the event of a student's excessive tardiness or absences. Both Excused and Unexcused absences are counted towards truancy.

Parents should keep children home when they show symptoms of illness. A good recommendation is a child should be free of fever, vomiting and diarrhea for 24 hours before returning to school. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. When it is necessary for a student to go home due to illness, a parent, or other responsible person designated by the parent, must come to the office to pick up the student. The student will need to be signed out in the office. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required, the child will be taken to an emergency room if parents or other family cannot be reached. Information on the emergency cards will be used for these procedures. If your child returns to school with a cast or following any illness that temporarily restricts his/her activity, please bring a complete statement from your doctor that: *Gives permission for the student to return to school and states any activity limits.*

24-Hour Attendance Lines

Auburn Elementary	(248) 537-6510	Deerfield Elementary	(248) 537-6710
R. Grant Graham Elementary	(248) 537-6810	Woodland Elementary	(248) 537-6910
Avondale GATE Magnet School	(248) 537-6410		

Student Arrival and Dismissal

Schools have an established time for when students are allowed to enter the building. For safety reasons, boys and girls should not arrive at school prior to this time. Please contact your child's school for specific times. Please contact (248) 285-2336 for information regarding before or after school care programs available within the district.

Dismissal routines will not be changed unless a note or phone contact is received from the parent or guardian. Phone calls must be received one hour before dismissal. Removing children from school early is discouraged. Please make doctor, dentist and other appointments outside of the school day so students do not miss any instruction. If an appointment during school hours is unavoidable, please send a note to the office with your child in the morning. A parent, or other responsible person designated by the parent, must come to the office to pick up the student and sign them out. Routine early dismissal is NOT permitted.

For the safety of all our students, and unless it is for emergency purposes, the district strongly discourages parents from picking up students within the thirty (30) minutes prior to the regular student dismissal time.

HEALTH & SAFETY

Injury and Illness

All injuries must be reported to a teacher or the office. If a minor injury occurs, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

School Safety and Security

The Avondale School District reserves the right to monitor building activities via surveillance cameras. Avondale has comprehensive safety and security plans in place for the well-being of students. These plans include teaching and practicing with students the appropriate steps to take should emergency situations occur. Each school holds fire, take-cover (tornado) and security drills during the school year.

Safety Drills

All Avondale schools follow the state requirement to have 5 fire drills, 2 tornado/severe weather drills, and 3 safety security drills. The drills are conducted in a way to help students know what to do in an emergency.

Weapons on School Property, in School Settings, in School Vehicles or at School Sponsored Events
Avondale prohibits any person from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the Avondale School District including, but not limited to, property leased, owned, or contracted for by Avondale, a school-sponsored event, or in an Avondale-owned vehicle.

For purposes of this policy, the term "weapon" means any object which, in the way it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in the NEOLA School Policy.

This prohibition applies regardless of whether the person is otherwise authorized by law to possess the weapon in non-school settings, including if the person holds a concealed weapons permit.

The following are exceptions to this policy.

1. Weapons under the control of law enforcement personnel
 2. Items approved by a principal as part of a class or individual project or presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved)
 3. Theatrical props used in appropriate settings
 4. Starter pistols used in appropriate sporting events
 5. Instruments or equipment as required by District operations, including school or District security
- Persons who knowingly violate this policy may be referred to law enforcement.*

Items such as toy guns, knives and lasers, etc. will be taken from students if they bring them to school. These items must be picked up by the parents at the office. We are working very hard to help students learn to play and solve problems peacefully. Toy weapons do not assist this endeavor and can be physically harmful as well.

Communicable Disease Policy

The Avondale School District is committed to providing quality educational opportunities to all students in an environment that is safe and conducive to learning. The identification, management, and reporting of disease in the public-school setting is essential to maintaining a safe environment. In responding to instances of communicable disease, the Avondale Board of Education follows the recommendations, rules and regulations of the Michigan Department of Public Health and the Oakland County Health Department.

If your child is suffering from measles, mumps, chicken pox, head lice, Strep throat, conjunctivitis, impetigo, ringworm or any contagious disease or condition, please call the school office and notify us of the nature of his/her illness. If you are unsure of whether you should send your child to school, contact the Oakland County Health Department or the school. We are required to report to the Oakland County Health Department regarding instances of communicable diseases.

Head Lice Policy

The school may reserve the right to do all-school or random head checks when there is a reported case of head lice in the school. If a child is suspected of having head lice, the parent must remove the child from school immediately and take him/her to the Health Department or family physician for verification and prescribed treatment. When a parent discovers that their child has head lice, it must be reported to the school as soon as possible.

After a child has been treated with the first application, he/she must be brought to the office to be checked, with the parent in attendance. If any nits (eggs) are found, the parent will need to take the child home and he/she will not be readmitted until all the nits have been removed. This procedure will be repeated when the second application is complete.

Medication in School

Ideally all medications should be given at home. However, if it is necessary for a student to take medication, either prescription or over the counter (non-prescription), at school, the student's parent and physician must complete the Authorization for Medication, Waiver and Release of Liability form.

Daily carrying of medication should be avoided. Medication is to be brought to the office by an adult and in its original container. The medication will be kept in a locked and secure place, not accessible to students. Medication will be dispensed from the office where a dispensation log is maintained.

Children may be permitted to keep medication, such as epi-pens or other physician approved medication, on their person.

Food Allergies

All food allergies must be recorded on the student emergency card along with possible symptoms and treatment. Teachers must be notified in writing of student food allergies. Please notify your child's teachers if your child has food allergies.

All parents are expected to check with the classroom teacher before sending in food treats.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Executive Director of Student Services. The District will provide homebound instruction only

for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

SCHOOL EXPECTATIONS

Classroom Rules

It is important for all students to observe the following rules in the classroom. Each classroom or building administrator may have a variation of these rules:

- Come to class prepared.
- Listen to instruction and follow directions the first time.
- Raise hand to be recognized.
- Show respect for the rights and property of others.
- No gum chewing.

Backpacks

Students are encouraged to bring their books and materials to and from school in their backpacks. Students are to store their backpacks and materials in their locker/cubby during the school day. Permission to carry a backpack for medical reasons may be granted by the building principal.

Lunchroom Procedures

Students remain at school for lunch, or they may leave for lunch if accompanied by a parent or guardian. Lunch may be brought from home and milk bought at school, or the total lunch may be bought at school. The lunch served at school is a fully balanced meal. Please check your school lunch menu each year for the price of lunches and/or milk, as it may differ from year to year.

All Avondale families may apply for free or reduced lunches through government funding by filling out the form at <https://avondale.familyportal.cloud/>. These forms are sent home to each family at the beginning of each school year. Those who apply will be notified if they qualify for assistance through this program. The free and reduced lunch list is kept confidential.

School lunches are currently provided to all students free of charge, however all families should still complete a free and reduced form. This information determines the amount of money our schools receive from a variety of State and Federal supplemental programs like Title I A, At-Risk (31a), Title II A, E-Rate, etc. Without your assistance in completing and returning the application, our schools cannot maximize the use of available State and Federal funds.

School lunches are provided to all students free of charge. Should that change, the following procedures will be followed: *Should a student meal account activity create a negative balance, credit for up to five meals will be issued to allow time for families to fund their student's meal account. Prompt repayment is expected. Students whose account remains negative will have restricted purchasing privileges and will be offered a regular, alternate meal.*

Lunchroom Expectations

Students are expected to:

- Eat quietly and use good table manners
- Remain seated until dismissed by an adult supervisor
- Place all trash and recyclable items in proper containers
- Leave the table in clean condition for other students
- Show respect for others

Glass containers and knives are not allowed due to the element of danger involved with these items. Students are not permitted to take food or beverages outside the lunchroom without approval. Parents will be notified if certain foods cannot be brought to school because of other students' allergies or health concerns. Please refer to your school's policy regarding being a peanut/nut free school.

Recess

An important part of the daily elementary school program is outdoor play. As we feel that this play and exercise is important to both your child's health and social growth, all children are expected to participate. When recesses are scheduled, supervision is provided, and the children are expected to obey the teacher or staff associates for the safety and welfare of themselves and others. District staff will provide students with acceptable playground activities and games through the guidance of the building administration.

We highly recommend that your children come to school adequately dressed for the weather. All students go outside for recess unless the wind-chill/temperature is less than 10 degrees or there is inclement weather. During inclement weather children remain indoors.

Request to Stay Indoors

All children who are in school for the full day will be expected to play outside during the recess periods, weather permitting. Generally speaking, a child who is able to be in school needs a few minutes of fresh air during the course of the day. Requests to stay indoors during recesses require a written explanation. A doctor's note is required if your child needs to stay indoors for more than one day.

Playground Use After School

School Age Child Care programs utilize our playgrounds from school dismissal time until 6:00 pm during the school week. Children who are supervised by a parent/guardian/designee may use the playground during these times. For safety reasons, children who are not supervised by a parent/guardian/designee are not permitted to use the playground during these times but may do so after 6:00pm.

Communication

A school newsletter and various notices are sent home electronically throughout the school year. If parents do not have access to electronic communication, contact the school secretary for access to a paper copy. Parents are encouraged to review this information. Additional information can be found on the Avondale web page, including M-STEP results and Annual Reports, and a detailed calendar with current information about all district activities. The web page address is avondaleschools.org. Of course, parents are encouraged to contact their child's teacher or principal any time.

Parent/Guardian and Teacher Organization (PTO)

The PTO has worked for years to promote a close relationship between the home and the school so that parents and guardians and teachers can cooperate thoughtfully in the education of their children. You are encouraged to join the PTO and take part in numerous activities and events sponsored by the PTO throughout the school year. Information about PTO meetings and activities is published in the newsletter.

Telephone Use

We want to help our students become responsible for their choices and actions, so we wish to discourage as many "non- critical" calls as necessary. For these reasons, children are not allowed to use the classroom phone. Students may not use their personal cell phones to call or text home. School personnel will make an emergency phone call for them. If students have personal phones in their possession at school the cell phone must be turned off and kept in their personal backpack during school days. Please do your best to arrange activities and make transportation plans with your child before he or she leaves for school. In case of an emergency, you may call the office, which will, in turn, notify the teacher.

School Parties/Special Activities

The teachers, with the help of room parents, may plan special parties or activities throughout the year. Parties/special activities may not be planned without the prior consent of the classroom teacher or building administrator.

Student Sales

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

Traffic Patterns and Parking

It is vitally important that parents follow the traffic pattern established at their school for the safety of all children. Please park in designated areas only. Do not park in the bus lanes, fire lanes or directly in front of the school. Please refrain from using your cell phone while driving in the parking lot.

ACADEMICS

Preparation Begins in Elementary School

Elementary school is the time for your child to begin preparing for success in junior and senior high school and beyond. Beginning with the class of 2016, Michigan public high school students are required to successfully complete four credits in English Language Arts, four credits in Mathematics that include Algebra I and II and Geometry, three credits in Science that include Biology and Chemistry or Physics, three credits in Social Studies, two credits in World Languages, one credit of Health and Physical Education and one credit of Visual, Performing or Applied Arts. Additional elective classes will be required to total the 22 credits necessary for graduation.

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health education. Any parent who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

School Supplies

While basic supplies are available, it may be necessary for parents to purchase additional classroom supplies as needed throughout the year. Children are expected to care for the materials properly. They will be expected to pay for lost school materials, as well as damage to any materials beyond normal wear. From time-to-time teachers and students may wish to order additional materials such as current event weekly papers. The fees charged for additional curricular activities are paid on a voluntary basis. Please contact the school office if this ever presents a problem for you.

Art

Students attend art class weekly and are instructed in various art mediums and areas of study. The students are encouraged to use their creativity of expression.

Physical Education

Students attend physical education weekly and are instructed in healthy living habits, rules, and etiquette of a variety of games and activities, and teamwork skill building including sportsmanship, cooperation, and communication. Students are expected to wear rubber-soled tennis shoes to participate in this class.

Parents should notify the teacher/school of any physical conditions that may preclude their student from participating in class.

Music

Students attend music class weekly and receive instruction in music appreciation, as well as performance in the area of music. Music programs/concerts involving the students may be held at various times throughout the school year.

Library

Students spend a half hour each week in the school media center for library time. Students listen to a story from the media center manager and are given time to select books to check out (borrow) for the week. All books must be returned to the school library in a timely manner and in good condition.

Book fees will be charged due to missing or damaged books.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Field Trips

Field trips provide an extension of classroom learning and are arranged by the teacher to support the educational program. A student permission slip must be signed for each trip in order for a student to participate in a field trip. No exceptions can be made for a student without a signed permission slip. If your child talks about a field trip, make sure he or she also brings you the permission slip to sign. Parents may be asked to pick up all or a portion of the field trip costs including transportation. Private cars may not be used to transport students on field trips.

Conferences / Report Cards

Educating our children is a team effort between educators, parents or guardians, and students. Regular communication among the team members is necessary. Report cards and parent or guardian and teacher conferences are two ways of providing this communication. Report cards are issued at the end of each semester. Progress reports are shared after the 1st and 3rd quarter. Parents or guardians and teacher conferences are scheduled twice a year, fall and spring.

Just as important are the many informal conferences and chats between teachers, parents and guardians, and principals during the course of the year. You can reach the principal through the school office during the day. Teachers are available before and after school, as well as during their planning period. You may leave a message for a staff member via voice mail or email. If you require immediate assistance, please contact the main office.

Online Learning

Online coursework can be made available through GenNet or any other service providers the district approves as Avondale's online course provider, including foreign language classes. This arrangement can be made through cooperative planning between administration and family on a case-by case basis.

Promotion and Retention Policy

Avondale School District recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Avondale School District that each child be promoted on the basis of achievement in the basic skills. Other factors such as age, maturation, social and civic development will be considered. The educational staff should make every reasonable effort to assist the pupil, evaluate his/her difficulties, and communicate concerns with his/her parents.

The Principal shall be responsible for implementing the process of promotion and classification of pupils within his/her building. In the event of retention or acceleration, the educational staff shall consult with the parents who will make the final decision.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP) INCLUDING DISCIPLINARY ACTIONS FOR NON-ADHERENCE

Philosophy

Technology users (collectively, "Users" or, as applicable "Student Users" or "Employee Users") of the Avondale School District (the "District"), at the discretion of the Superintendent or his/her designee, will be granted a login allowing access to the District's technology resources in order to promote personal academic growth, information gathering and communication. Technology resources include but are not limited to computing devices, servers, networking equipment and cabling, telecommunications and audio/video systems, software and access to the Internet and on-line services. The District's goal is to promote educational excellence through collaboration, creativity, critical thinking and communication opportunities made available by technology.

Other than as expressly set forth herein (i.e., specifically related to the Children's Internet Protection Act - CIPA compliance), the District makes no specific promises about the technology resources provided by the District. For example, the District makes no commitments about the specific functions of the technology resources, their reliability, or availability. The technology resources are being provided "AS IS." The District will not be responsible for loss of data, service interruptions or for the accuracy or quality of information obtained through District technology resources. The District prohibits unlawful use of technology resources and in no way assumes responsibility for the actions of Student Users that could result in criminal or civil legal recourse.

Student User Access

A Student User's access to technology resources shall be considered a privilege with no entitlement or guarantee. Access may be revoked at any time at the discretion of the Superintendent or his/her designee. The District reserves the right to access all information generated by any Student User and review such content at any time it chooses and for any lawful purpose. There is no expectation of privacy with regard to the District's network or any data stored therein or which may be transmitted through the same. All Student Users, by their use of the District's technology, hereby consent to such access and review by the District. The District complies with all state and federal privacy laws.

Student User Obligations

All Student Users who access or use District technology resources are required to protect and care for any systems they are accessing or using, accept full responsibility for all actions performed under their user login, and know and obey District regulations and federal, state, and local laws and ordinances governing the use of technology. All violations will be addressed under the Student Code of Conduct. Student Users are expected to exercise good judgment and discretion in using technology resources and limit use to educational purposes.

Each Student User has the responsibility to use the District's technology resources appropriately by:

- Employing good digital citizenship;
- Using resources only for educational purposes during class time and/or to perform school-related work;
- Respecting all applicable law, including copyright laws and academic integrity;
- Not removing, modifying or destroying technology resources;
- Maintaining personal security by protecting passwords;
- Not attempting to gain unauthorized access to systems or trespassing in other Users' data files or directories;
- Complying with all the terms and conditions of the District's Acceptable Use Policy and Student Code of Conduct; and
- Reporting any violations or misuses of the Internet to an administrator/employee/staff member.

The following behaviors are examples of prohibited behavior:

- Use of technology resources to send, receive, or display text, messages or images that could violate the District's non-discrimination and bullying (including cyber bullying) policies which could be considered threatening (i.e., placing a person in fear of imminent harm). Use that is obscene, pornographic, otherwise

disruptive of or detracting from the educational mission of the school or that is potentially dangerous to District resources;

- Using another User's password, sharing a User's password with another person, modifying another User's account or invading, trespassing, hacking or otherwise gaining access to accounts, servers, filters, folders, files or other resources to which the User has not been granted specific rights;
- Harassing, insulting, threatening, bullying, stalking, intimidating, disrupting access, remotely controlling or shutting down systems, or other abusive or disruptive behavior;
- User disclosure of personal information about the User or others, including addresses, telephone numbers, credit card information, social security numbers, passwords or other confidential information via e-mail or the Internet;
- Installing, deleting, relocating, renaming, hiding, or modifying any hardware, software, games, applications ("Apps"), files, or network connections, entering system folders or the control panel or engaging in any activities intended to circumvent, avoid, or hide from District security measures or damage District technology;
- Use of technology resources for commercial or for-profit purposes, fundraising, distributing or forwarding chain letters, junk e-mail or advertising;
- Unauthorized use of electronic devices unless approved by the classroom teacher, school administrator or designee.

District Obligations Regarding Student Use

In compliance with the Children's Internet Protection Act (CIPA), the District has installed filtering software to block or restrict access to Internet sites containing material that is (1) obscene; (2) child pornography; or (3) harmful to minors. The software evaluates websites based on criteria determined by the District. No software can keep up with the constant changes on the Internet.

A Student User who accidentally connects to an inappropriate site must immediately disconnect from the site and notify an administrator, teacher or supervisor. Upon request, authorized staff may re-evaluate and unblock blocked sites to allow access.

Internet Acceptable Use Policy

The Internet is an important resource for students and will be used as an integrated part of the school curriculum. Parent/guardian permission must be granted to allow Students to use the internet in a supervised setting. If parents choose to opt out of allowing their child(ren) to use the internet in a supervised setting, they are hereby advised that their child(ren) will NOT be allowed to participate in school activities involving their direct use of the Internet via District technology resources, including, but not limited to, the following:

- Online activities, research projects (math, science and language arts activities, etc.);
- Access to online District Media Center resources;
- Classroom activities in classrooms equipped with Smartboards when Internet-based resources are used;
- Audio/Video conferencing activities.

Students will be using a variety of online Web 2.0 websites, programs, and Apps as a resource to enhance their learning experience beyond the classroom. These tools will allow Students to better collaborate, create, research, store and work through our current curriculum. Although these tools are widely used by the educational community which supports their use in K-12 institutions, their Terms of Service state that due to Federal Law any users under the age of 13 must obtain parental permission to use their sites. Parental permission will be requested in such cases, either by District personnel or by the Terms of Service (or similar document) published by the website, program, or App in question.

Parents will be presumed by the District to have followed any and all required protocols for any internet services, including Web 2.0 services, if their child(ren) participates in said services. Parents who opt their child(ren) out of using any Apps or Web 2.0 websites or programs must observe the same opt-out provisions set forth above for opting out of District Internet use.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day.

The Children's Online Privacy Protection Act (COPPA) requires that websites obtain parental consent before collecting, using or storing "personally identifiable information" (PII) about children under 13 years of age. PII includes data such as first and last name, street address, telephone number or e-mail address. The District does not collect this type of information via the Internet.

However, under COPPA, "collecting" includes not only a direct request, such as a registration form, but also enabling children to make PII available online. Examples of how a child could make PII available online include Web 2.0 websites, apps and email. Internet safety lessons in our schools remind students that they should never reveal personal information online. Nonetheless, COPPA requires that web sites and services directed to children disclose their information collection, use and storage practices.

In order to honor our commitment to providing the best education possible, the District will provide Internet access to high-quality learning sites. We increasingly rely on educational resources on the Internet to provide a wide variety of activities that are rich in academic value that cannot be easily replaced.

In an effort to increase our students' ability to work collaboratively on writing and research projects, we will be using a variety of free and approved Web 2.0 applications. Providing a 21st Century education that will prepare students to be college and career ready is our highest priority, and the experience using the appropriate software for learning is an important part of that education.

Here are several steps we take to protect students:

- Students are appropriately supervised when using technology services at school.
- Students will continue to abide by the Acceptable Use Policy and the Student Code of Conduct.
- Students under the age of 13 cannot receive email communications from any non-approved addresses outside our district into our student email system. Our students use their school-provided email account to communicate with their teachers/peers and to safely sign up for logins on the approved Web 2.0 websites. For a list of the approved educational websites and Apps, please go to the website referenced above.
- Students must use school email accounts for educational and appropriate school purposes. Sites not to be accessed/registered with the Avondale email account include, but are not limited to, the following: Facebook, Twitter, Video Games, Snapchat.
- Students are directed to age and subject appropriate sites without deceptive or excessive advertisements.
- Students will be assigned or instructed to login to certain websites allowed through the District Internet filter and approved by the District. These sites and/or Apps must abide by CIPA/COPPA policies.

Inappropriate Use of Internet & District Hardware and Software

Use of the Internet and District hardware and software is subject to all rules and regulations set forth in the Student Code of Conduct. Administration will review all cases referred for disciplinary action. In addition to disciplinary actions listed in the Student Code of Conduct, the administrator may exclude the student from access to the Internet or from using any and all computer equipment throughout the District.

LEVEL I VIOLATION	LEVEL II VIOLATIONS	LEVEL III VIOLATIONS
Unauthorized use of electronic communication devices during the school day	Harassment / Cyber bullying	Harassment / Cyber bullying (aggravated)
Unauthorized use of personal electronic communications devices during the school day	Inappropriate Use of Technology Resources	Inappropriate Use of Technology Resources (aggravated)
	Stealing, possession or transfer of property of others (value under \$100)	Stealing, possession or transfer of property of others (value more than \$100)
	Vandalism (value under \$100)	Vandalism (value more than \$100)
	Academic Misconduct	

COMMUNICATIONS GUIDELINES

Avondale School District uses many internal and external tools to celebrate students, staff, and programs including school-wide and district-wide newsletters, social media posts, district and school websites, radio, newspapers, television, yearbooks, etc.

With parent or legal guardian consent, Avondale School District will use a student's image, work, or name:

- in publications and newsletters to be published and distributed by the Avondale School District or by an Avondale School District school or program;
- on Avondale School District's or individual building's/department's social media sites and websites;
- in a school or activity setting for use by local newspapers and/or televisions stations.

The following information outlines the guidelines that we use when using any of the communications mention above:

	PreK – 5 th Grade	6 th – 12 th Grade
Names	First names may be included	First and last names may be included
Photographs	First names may be included	First and last names may be included

Sometimes a photograph is taken that includes many students (during assembly, a dance, students working in groups in a classroom, Homecoming parade or activity, holiday activity, sporting event, etc.) In these "crowd" pictures, student names are not included but if you wish the picture that includes your student be removed from a website, social media post, or in printed materials, please contact your principal or Avondale Director of Marketing & Communications, Megan Molloy at megan.molloy@avondaleschools.org or (248) 537-6003.

ADDITIONAL IMPORTANT GUIDELINES AND POLICIES

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity, should immediately contact the Avondale School District Compliance Officer:

Sharon Hyde
Executive Director of Human Resources
248-537-6038

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to education opportunities.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact Ms. Melinda Carroll, Executive Director of Student Services, at 248-537-6015 to inquire about evaluation procedures and programs.

Students With Limited English Proficiency (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact Ms. Melinda Carroll, Executive Director of Student Services, at 248-537-6015 to inquire about evaluation procedures and programs offered by the District.

Title VI (Civil Rights Act of 1964)

"No person in the United States shall; on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Health, Education and Welfare."

Section 504 (Rehabilitation Act of 1973)

"Pursuant to Section 504 of the Rehabilitation Act of 1974 ("Section 504"), the Americans with Disabilities Act of 1980, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise

qualified individuals with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of the disability in any of the programs, activities, policies, and/or practices in the District."

Title IX

"No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any class or activity as described under Title IX of the Education Amendments of 1972. This means that courses are open to students of both sexes, except those involving bodily contact in physical education, those involving sex education and those involving specific requirements for vocal ranges."

Drug-Free Schools and Communities Act Amendments of 1989

Avondale School District is committed to providing an environment free of the abuse of alcohol and other drugs. In addition, Avondale School District is required by the Drug-Free Schools and Communities Act Amendments of 1989 to compile information and make available to employees about any drug and alcohol counseling, rehabilitation and re-entry programs available to students. A list of drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are provided and available to all employees, students and community members.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (eligible students) certain rights regarding Avondale School District's conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These include the right to:

- Consent to federally funded surveys concerning protected information.
- If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations
 - Mental or psychological problems of the student or student's family
 - Sexual behavior or attitudes
 - Illegal, anti-social, self-incriminating or demeaning behavior
 - Critical appraisals of student's family members
 - Privileged or similar relationship recognized by law, such as with attorneys, doctors and ministers
 - Religious practices, affiliations, or beliefs of the student or student's parent's income other than that required by law to determine program eligibility.
- A survey that concerns any of these points is called a protected information survey. Opt-out of certain surveys and exams is permissible.
- Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others.
 - Any protected information survey, regardless of funding.
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not

necessary to protect the immediate healthy and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Animals in the Classroom

Students may not bring animals to school with the exception of those for the purpose of assisting students with special needs and it is part of their IEP or 504 Plan.

Walking to School

Those students who live near the school and have their parents' permission, may walk to and from school. Those students who do walk are asked to use public walkways, crosswalks, and roadways, not private property.

Riding Bikes to School

Students are responsible for their bicycles and belongings. Bicycles are to be stored in the bicycle rack and always locked to the rack. Bike riders are to wait at the bike rack at the end of the day until all buses have left the area before they start for home. They are to proceed with caution as they travel home. Each elementary school establishes and communicates their own bike riding procedures.

Parent Drop-Off and Pick-Up

Traffic patterns are established for each Avondale School District building with safety and efficiency as priorities. To help ensure the safety of all students, staff, and parents (pedestrians and drivers) during student drop-off and pick-up times, parents and guardians are asked to follow the traffic pattern communicated by the principal of your child's school.

AVONDALE SCHOOL DISTRICT STUDENT CODE OF CONDUCT

The Avondale Student Code of Conduct, as presented in the following pages, was approved by the Avondale Board of Education in May of 2023. It culminates the work of Avondale administrators, staff members, and parents and guardians over a two-year research, discussion, and revision period. The result of their collaboration is a code of conduct designed to provide consistent discipline policies across the school district while setting consistent expectations for student behavior.



2024-2025

**Student Code of
Conduct**

TABLE OF CONTENTS

Content	Page
Introduction to the Code of Conduct	2
Student Discipline Code	2
Disciplinary Considerations	2
Guidelines for the Imposition of Appropriate Disciplinary Steps	6
Explanation of Terms Applying to the School Discipline Code	8
Violation of Bus Rules	20
Possession of Electronic Communication Devices	22
Student Rights of Expression: Dress Code	24
Discipline Policies	28
Due Process Rights	33
Other Considerations	38
Search and Seizure	39
Title IX Sexual Harassment	40
Student Concerns, Suggestions, and Grievances	41
Your Mental Health	41

Our Mission

The Avondale School District will cultivate innovation, foster strong relationships and engage ALL students in real-world experiences to inspire and empower tomorrow's leaders and responsible citizens.

Our Vision

The Avondale School district, in partnership with the community, prepares ALL students to be lifelong learners and to achieve success in a globalized society.

INTRODUCTION TO THE CODE OF CONDUCT

A major component of the educational program at **Avondale Schools** is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- Attend school except for times of emergency or illness;
- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

DISCIPLINARY CONSIDERATIONS

Introduction

An Avondale student is expected to exhibit exemplary behavior at school and at all school-related activities. Behavior that is disruptive to the educational process will be addressed. One of the most important lessons education should teach is self-discipline. Avondale's trained professionals help students develop self-control, character, honesty, and efficiency. Students should do their part in making their school a safe and effective place for learning. Students need to develop self-discipline and accept responsibility for their own behavior.

Classroom Discipline

Effective teaching and learning cannot take place in a disruptive and uncontrolled atmosphere. Teachers, therefore, have both the right and duty to maintain appropriate classroom behavior by imposing classroom discipline apart from, but consistent with, the principles described in this handbook.

Definitions

For the purposes of the Code of Conduct:

- "Suspend" or "Suspension" means a disciplinary removal from school for less than 180 school days.
- "Expel" or "Expulsion" means a disciplinary removal from school for 180 or more school days.
- "Restorative Practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct and collaborating to restore the harm to the school community.
- "Weapon-Free School Zone" means school property and a vehicle used by a school to transport students to or from school property do not have weapons.
- "School Property" means a building, playing field, school bus, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.
- "Dangerous Weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife, iron bar, brass knuckles or any device used with intent to do harm.
- "Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler silencer; or (4) any destructive device.
- "Destructive Device" means (1) any explosive, incendiary, or poison gas; (2) any type of weapon by whatever name known will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the district must first determine whether restorative practices would better address the student's misconduct in order to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the district administration must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying according to Michigan Law (MCL 380.1310c).

A formal restorative conference is one type of restorative practice. Although not mandatory, formal restorative conferences allow the person(s) who caused harm to repair that harm with all those impacted by their actions. A formal restorative conference can be initiated by the person(s) harmed and, if that person is under 15, must be approved by their guardian. The attendees may ask the person(s) who caused the harm to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice. Other, less formal restorative practices may be utilized to resolve conflict such as: informal circles, affirmative statements, restorative questions, and class circles.



Factors to Consider

Before suspending or expelling a student from a class, subject, or activity, an administrator must first determine whether suspension is warranted based on the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option;
7. Whether lesser interventions would address the behavior;
8. Whether the student is homeless or in foster care;
9. Whether the student experiences trauma in their home environment;
10. Whether there is a cultural language barrier impeding their understanding of language nuances.

MANDATORY SUSPENSION OR EXPULSION

It is the policy of the district to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. *Nothing in this section of the Code of Conduct may be construed to limit the principal's or designee's discretion to suspend or expel a student for any offenses that the student code of conduct identifies as possibly resulting in a suspension or expulsion.* School administrators recognize that, as explained below, in some circumstances they may choose not to suspend or expel a student.

Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the student will be permanently expelled unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to a person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon;" or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If the student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the building administrator will not expel the student unless the building administrator finds that, based on the circumstances, expulsion is warranted.

Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon in a weapon-free school zone, the building administrator will consider whether to permanently expel the student or impose a less severe penalty after first considering the Factors to Consider previously outlined.

Arson

If a student is convicted of, or pleads guilty or no contest to committing arson as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the student may be permanently expelled, or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

Criminal Sexual Conduct

If a student is convicted of, or pleads guilty or no contest to committing criminal sexual conduct as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the student may be permanently expelled, or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

Bomb Threat or Similar Threat

If a student makes a bomb threat or a threat of violence and the threat is reported to an administrator, the student may be suspended or expelled or a less severe penalty may be imposed after first considering the Factors to Consider previously outlined.

GUIDELINES FOR THE IMPOSITION OF APPROPRIATE DISCIPLINARY STEPS

The charts below, separated by student grade level, prescribes the disciplinary steps to be assigned to each category. This disciplinary step system is designed to provide clearly stated, advance knowledge to all stakeholders of the course of action to be taken in handling disciplinary actions. It is also designed to create consistency in the administration of disciplinary action, provide students an opportunity to modify their behavior, and provide a program that is progressive in nature. The disciplinary steps listed below will be followed in the administration of all disciplinary action. Corrective measures may be tiered per administrative discretion based on previous behavior and the severity of the action for situations not defined within.

DISCIPLINARY STEPS

Step 1: Preliminary Corrective Measures

Whenever possible, school personnel will use corrective measures in assisting students to modify inappropriate behavior prior to the use of the more punitive actions described in later steps. Step 1 Infractions can generally be considered teacher managed behaviors if they occur in the classroom and do not necessarily require administrative intervention.

- Restorative practices
- Verbal or written corrections
- Counseling by school personnel
- Student-teacher conference
- Recommendation for health screening
- Recommendation for Child Study Team/social work
- Referral to non-school service agencies
- Reteaching positive expectations
- Assignment of appropriate work details
- Assignment to detention with may be scheduled outside of school hours with teacher supervision
- Loss of extracurricular privileges
- Loss of lunch room privileges
- Temporary removal from class
- Monetary restitution
- Lunch detention
- Other alternate interventions (See Behavior Flow Chart on p.7)

Step 2: Administrative Conference with Student and Parent

An administrative conference with student and parent will usually occur subsequent to the preliminary corrective measures described in Step 1 and may include a review of suspension/expulsion procedures. Administrative Conference may occur in the form of a phone conversation, email correspondence, or scheduled face-to-face meeting.

Step 3: In School or Out of School Suspension for One School Day

The duration of this suspension is for one school calendar day. The student is suspended from all classes, school related activities, and transportation for one school calendar day.

Step 4: Suspension for Two-Three School Days

The duration of this suspension is for two to three school calendar days. The student is suspended from all classes, school related activities, and transportation for three school calendar days. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

■

Step 5: Suspension for Four-Five School Days

The duration of this suspension is for four to five school calendar days. The student is suspended from all classes, school related activities, and transportation for four to five school calendar days. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

Step 6: Suspension for up to Ten School Days

The duration of this suspension is for up to ten school calendar days. The student is suspended from all classes, school related activities, and transportation for ten school calendar days. Upon return to school, a re-entry meeting will be required with parent/guardian, student, administrator, and other relevant stakeholders.

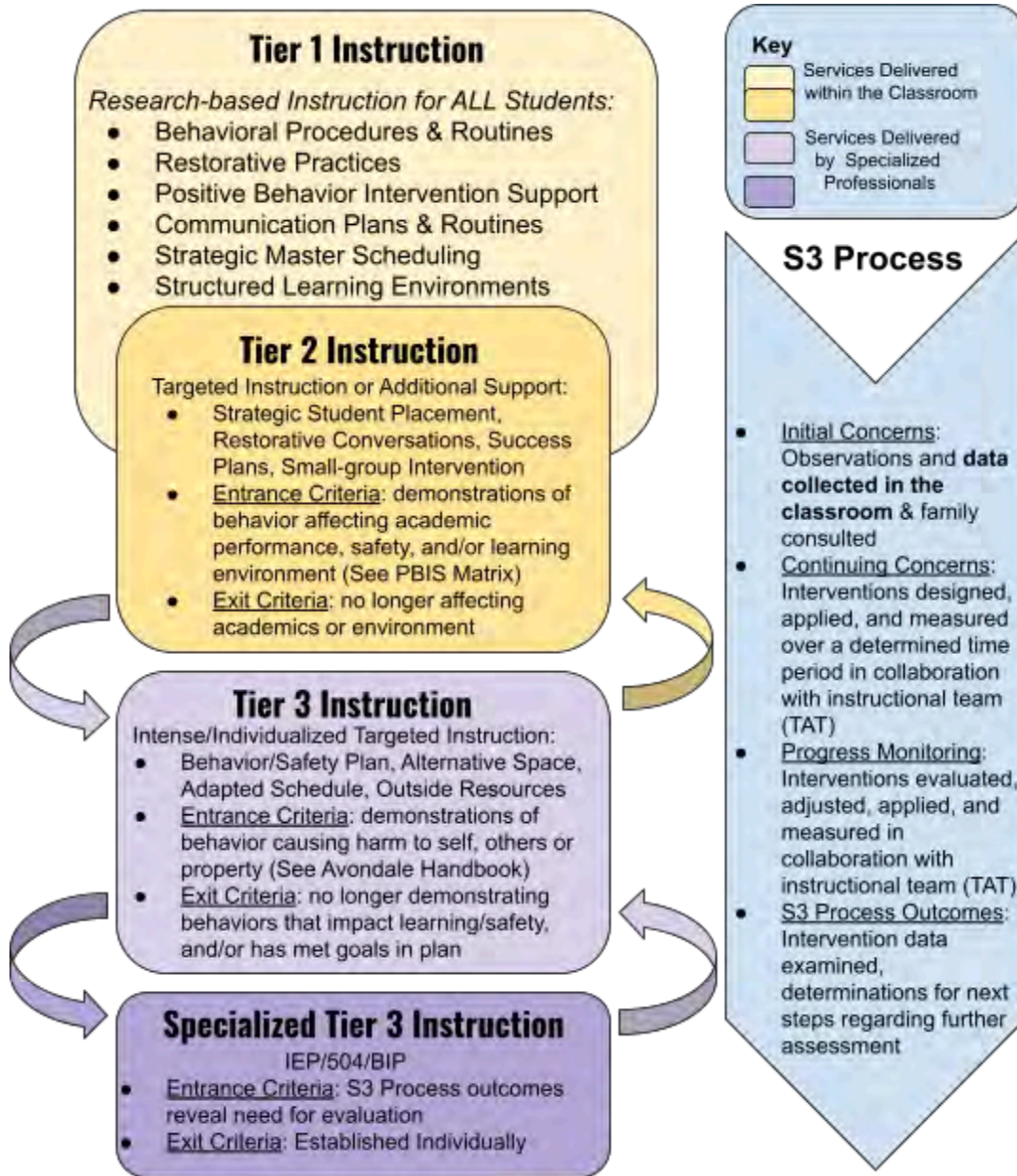
Step 7: Long-Term Suspension

The duration of this suspension is for a definite number of days in excess of 10 school days and up to 179 school days.

Step 8: Expulsion

Expulsion is the removal from school for 180 or more school days.

Avondale (Multi-Tiered Systems of Supports (MTSS) Behavior Flow Chart



EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

DISCIPLINARY STEPS: An Overview

Each of the behaviors described below may subject the student to disciplinary action.

#	Behavior	Elementary	Middle	High
1	Aiding or abetting the violation of school rules	Step 1-4	Step 1-6	Step 1-7
2	Aggressive Behavior	Step 1-8	Step 2-8	Step 3-8
3	Arson	Step 4-8	Step 4-8	Step 5-8
4	Bullying and Harassment	Step 1-8	Step 2-8	Step 3-8
5	Disregard for property	Step 1-3	Step 1-5	Step 1-8
6	Disruption/violation of the educational process	Step 1-3	Step 1-3	Step 1-4
7	Drug Use or Distribution	Step 4-8	Step 4-8	Step 5-8
8	Explosives	Step 4-8	Step 4-8	Step 6-8
9	Extortion	Step 2-8	Step 2-8	Step 4-8
10	False alarms, false reports, and false threats	Step 1-8	Step 2-8	Step 3-8
11	Falsification of school work, identification, forgery	Step 1-3	Step 1-4	Step 2-8
12	Fighting & Physical Assault	Step 2-8	Step 4-8	Step 5-8
13	Gambling	Step 1-5	Step 1-8	Step 1-8
14	Hazing	Step 1-8	Step 2-8	Step 3-8
15	Inappropriate Sexual Conduct	Step 1-8	Step 1-8	Step 1-8
16	Insubordination and Incurigibility	Step 1-8	Step 1-8	Step 1-8
17	Misuse of Technology and Social Media Misuse	Step 2-8	Step 2-8	Step 2-8
18	Physically assaulting a staff member/person associated with the District	Step 2-8	Step 4-8	Step 5-8
19	Possession/Use of of a Weapon	Step 4-8	Step 4-8	Step 5-8
20	Skipping Class	Step 1-6	Step 1-6	Step 1-6

21	Student disorder/demonstration	Step 1-3	Step 1-5	Step 1-8
22	Teasing	Step 1-3	Step 1-5	Step 1-5
23	Theft	Step 1-8	Step 2-8	Step 2-8
24	Trespassing/Unauthorized Use of School Property	Step 1-3	Step 2-4	Step 3-8
25	Verbal or written threat toward a staff member/student/person associated with the District	Step 1-4	Step 2-6	Step 3-7

DISCIPLINARY STEPS: Detailed Explanations

1. Aiding or Abetting Violation of School Rules

Elementary	Middle	High
Step 1-4	Step 1-6	Step 1-7

- Any students who are aware of any rule-breaking behavior, including a fight, or knowingly participate with their presence when it occurs, or film it. Students are expected to report fights or rumors of fights to an adult immediately.
- This includes, but is not limited to: reporting knowledge of weapons or threats, instigating, encouraging, or recording a fight, avoiding authorities, collusion/conspiracy/coercion, and interfering with an investigation.
- **Inappropriate Behavior**

Elementary	Middle	High
Step 1-8	Step 2-8	Step 3-8

- Any behavior that harms people or animals, or damages property, is prohibited.
- This includes harsh language, horseplay, and similar actions.
- Administration may consult security as needed.

2. Arson

Elementary	Middle	High
Step 4-8	Step 4-8	Step 5-8

- Anything, such as fire, that endangers school property and its occupants. Willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device; intentional setting of a fire in a school building or on school grounds.
- Arson is a felony and will subject the student to expulsion. Police will be contacted.
- Administration may consult with building and/or district security and/or police.

3. Bullying, Harassment, Hate Speech

Elementary	Middle	High
Step 1-8	Step 2-8	Step 3-8

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Administration may consult with building and/or district security personnel.

3a. Bullying is defined as an act which is:

- repeated
- Creates a power imbalance
- Done with the intention to cause harm - physical or emotional

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Harassment through any means, including electronically transmitted methods (e.g. Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

3b. Harassment may include, but is not limited to:

- submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, intimidation, or other demeaning comments.

3c. Sexual Harassment, may include, but is not limited to:

- pressure for sexual activity;
- verbal harassment or abuse;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

3d. Hate Speech:

Hate speech is any form of communication, whether spoken, written, or behavioral, that attacks, threatens, or insults a person or group based on attributes such as race, religion, ethnic origin, sexual orientation, disability, or gender. It often incites violence, discrimination, or hostility against the targeted group.

4. Disregard for Property

Elementary	Middle	High
Step 1-3	Step 1-5	Step 1-8

- Vandalism and disregard for school property, or any property that is not owned by the student.
- This includes, but is not limited to: graffiti and excessive littering.

5. Disruption/Violation of the Educational Process

Elementary	Middle	High
Step 1-3	Step 1-3	Step 1-4

- Any action or manner of dress that interferes with school activities or disrupts the educational process.
- Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
- This also includes, but is not limited to: being unprepared for class, having inappropriate items in class, leaving class without permission, bringing nuisance items to school, profanity, loitering on school property, disrespect, running in the halls.

6. Drug Possession, Use or Distribution

- **Prohibited Substances:** Includes marijuana, hashish, THC substances (edibles, topicals), other cannabinoids, steroids, all prescription drugs without a valid prescription, tobacco, alcohol, and inappropriate use of nonprescription drugs.
- **Drug Possession:** Possession of drugs, drug paraphernalia, or inappropriate use of medication on school grounds or at school activities is prohibited. This includes marijuana, hashish, THC substances, other cannabinoids, steroids, and all prescription drugs without a valid prescription. Being under the influence of these substances on school grounds or at school activities is also prohibited. Police will be contacted for all violations.
- **Over-the-Counter and Prescription Medications:** Must be distributed through the main office with a "Permission for Prescribed Medication" form on file.
- **Tobacco and Vaping:** Possession and use of any form of tobacco or electronic cigarettes are prohibited during school time and at any school activity, on District property, buses, and at any District-related event. Violations may result in suspension or expulsion.
- **Drug-Free Zone:** Extends 1,000 feet beyond school boundaries, including school activities and transportation. Any possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Violations can lead to suspension, expulsion, and police involvement.
- **Performance-Enhancing Substances:** Use or sale affects athletic eligibility and extracurricular participation, with banned substances periodically listed by the Department of Community Health.
- **General Prohibition:** Possession, sale, distribution, or use of drugs, alcohol, marijuana, fake drugs, steroids, inhalants, or look-alike drugs that negatively affect the school environment is prohibited. Many drug offenses are felonies.
- **Alcohol Breath Test:** May be conducted with reasonable suspicion. Refusal to take the test is considered an admission of alcohol use, leading to disciplinary action

7A Drug Possession

7B Drug Use

7C Drug Distribution

6. Explosives

Elementary	Middle	High
Step 4-8	Step 4-8	Step 6-8

Explosives, fireworks, and chemical-reaction objects, which includes, but is not limited to smoke bombs, pipe bombs, bottle bombs and firecrackers are forbidden and dangerous. Administration may consult with building and/or district security and/or police.

7. Extortion

Elementary	Middle	High
Step 2-8	Step 2-8	Step 4-8

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Administration may consult with building and/or district security and/or police.

8. False Alarms, False Reports, and False Threats

Elementary	Middle	High
Step 1-8	Step 2-8	Step 3-8

- A false emergency alarm, report or threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt.
- Placing 9-1-1 calls; the intentional and malicious placement of a 9-1-1 emergency call from any ground phone or cell phone on school property. Tampering with a fire alarm or other fire fighting equipment or systems; setting off a false fire alarm.
- Any threat (verbal or electronic) by a person for the purpose of exploding, burning, or causing damage to school property, or to harm students or staff. This includes the sharing of electronic information that could result in an act of violence, including making threats on social media. Police will be contacted.
- Any student who knowingly places a false report accusing another student or a staff member of rule violations, misbehavior, or bullying. Reporting rule breaking behavior is important, but false reports should not be used to harass others to create fear as teasing, bullying, or in retaliation.
- Administration may consult with building and/or district security and/or police.

9. Falsification of School Work, Identification, Forgery

Elementary	Middle	High
Step 1-3	Step 1-4	Step 2-8

- This includes, but is not limited to: falsely writing or altering the signature of another individual; unauthorized use of school passes, permits, etc.; stealing an answer key; falsifying times, dates, or other data on school related records or forms for fraudulent purposes.
- This also includes misrepresenting the work of another individual as one's own. Cheating; attempting to improve on one's performance on tests or other schoolwork through the use of

unauthorized materials, by copying from another or knowingly providing materials to be used for the purpose of cheating.

- This may also include academic consequences at the discretion of the teacher and administration.

10. Fighting and Physical Assault

Elementary	Middle	High
Step 2-8	Step 4-8	Step 5-8

- **Physical assault** is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”
- Physical assault at school against a student which may or may not cause injury may result in charges being filed and subject the student to expulsion.
- Administration may consult with building and/or district security and/or police.

12a) Fighting

- Any altercation involving the striking of blows or other bodily contact when the student is physically provoked; the event is spontaneous or the outgrowth of prior circumstances or disagreements; planned or pre-arranged or involving gangs or groups of students; in aggression or self-defense; out of anger or retaliation.
- This includes pre-arranged “slap-boxing” or other organized physical altercations.

12b) Physical Assault

- Intentionally causing or attempting to cause physical harm to another through force or violence.
- This includes but is not limited to: unprovoked attacks, re-engaging in a fight after the initial hostilities have ended, and continuing to fight after adults have attempted to intervene.

11. Gambling

Elementary	Middle	High
Step 1-5	Step 1-8	Step 1-8

- Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering.
- Students who bet on an activity in which they are involved may also be banned from that activity.

12. Hazing

Elementary	Middle	High
Step 1-8	Step 2-8	Step 3-8

- The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.
- Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- **Hazing:** any type of initiation procedure for any school related activity, which involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing initiates.

13. Inappropriate Sexual Conduct

Elementary	Middle	High
Step 1-8	Step 1-8	Step 1-8

- Any conduct that is considered sexual in nature is not appropriate for school.
- This includes but is not limited to: touching, petting, or any other contact that may be considered sexual in nature, inappropriate sexual comments and behavior, sexting, indecent exposure, and possession of pornography.
- Administration may consult with building and/or district security and/or police.

14. Insubordination and Incurability

Elementary	Middle	High
Step 1-8	Step 1-8	Step 1-8

- If given a reasonable direction by a staff member, the student is expected to comply.
- This includes, but is not limited to: insubordination, leaving class without permission, work refusal and incurability.

15. Misuse of Technology and Social Media Misuse

Elementary	Middle	High
Step 2-8	Step 2-8	Step 2-8

Phone Violation

- **Disruption and Unauthorized Use:** Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. This includes taking or distributing unauthorized photographs, messages, flyers, or recordings.

- **Inappropriate Content Access:** Personal electronic devices may not be used to access any obscene, threatening, or otherwise inappropriate material via any form of electronic communication.
- **Live Streaming and Social Media:** Live streaming or social media posting during the school day is not allowed and automatically violates the electronic device policy.
- **Responsibility and Liability:** Avondale will not be responsible or liable for the theft, loss, data loss, damage, destruction, misuse, or vandalism of any student's personal electronic device brought onto Avondale property.
- **Instructional Exceptions:** School personnel may allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

Filming

- **Unauthorized Photography and Recording:** Taking or distributing unauthorized photographs, messages, flyers, or recordings with personal electronic devices is prohibited.
- **Live Streaming:** Live streaming during the school day is not allowed and violates the electronic device policy.

Inappropriate Searches

- **Unauthorized Access:** Unauthorized use of hard drive, network, or program files belonging to the school or the school staff; trespassing into unauthorized areas of any computer system; hacking or vandalism of equipment or systems; installing software to the computer system; deliberately attempting to disrupt the computer system or destroy data by spreading computer viruses, malware, or by any other means.
- **Misuse of Equipment:** Misuse or unauthorized use of computer equipment, including exposing equipment to damage.
- **Tampering and Bypassing Security:** Tampering with computer equipment; intentional acts to bypass installed internet content filters; unauthorized or improper use of computer bulletin boards.
- **Personal Information:** Posting personal contact information about oneself, including one's name, address, telephone, school address, work address, etc.

Sexual/Threatening Behavior

- **Private Information Posting:** Posting private information about another person, including their name, address, telephone, school address, work address, picture, etc., with the intent to hurt, intimidate, harass, or embarrass another person, or create a hostile school environment, regardless of where or when the messages were sent.
- **Threatening or Inappropriate Content:** Using personal electronic devices to access any obscene, threatening, or otherwise inappropriate material via any form of electronic communication.
- **Distribution of Unauthorized Materials:** The use of school technology to create, print, and/or distribute unauthorized print materials, including those that have not been approved by the administration.

16. Physically Assaulting a Staff Member/Person Associated with the District

Elementary	Middle	High
------------	--------	------

Step 1-8	Step 4-8	Step 5-8
----------	----------	----------

- **Physical assault** is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”
- Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. This includes causing physical harm to an unintended bystander, such as a member of staff, who is attempting to intervene and stop an act of assault.
- Administration may consult with building and/or district security and/or police.

17. Possession/Use of a weapon

Elementary	Middle	High
Step 4-8	Step 4-8	Step 5-8

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if they bring onto or has in their possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline. Administration may consult with building and/or district security and/or police.

18. Skipping Class

Elementary	Middle	High
Step 1-6	Step 1-6	Step 1-6

- Failure to attend any or all scheduled classes without legitimate reason including leaving class without proper authorization, skipping any or part of a class period; closed campus violation: once a student arrives on school grounds, and school is in session, they may not leave without permission from school authorities and must check out through the Attendance Office.
- Students may not leave campus for the expressed purpose of obtaining lunch.

19. Student disorder/demonstration

Elementary	Middle	High
Step 1-3	Step 1-5	Step 1-8

- Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others.
- Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity.

20. Teasing

Elementary	Middle	High
Step 1-3	Step 1-5	Step 1-5

- Teasing in a cruel manner, mocking, drawing pictures or any other action intended to exclude another student with the effect of making them feel excluded.
- Continued teasing may result in a higher consequence and designation of bullying.

21. Theft

Elementary	Middle	High
Step 1-8	Step 2-8	Step 2-8

- When a student is caught stealing school or someone's property, they will be disciplined and may be reported to law enforcement officials.
- Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the parent and Principal. The school is not responsible for personal property.
- This includes but is not limited to: Larceny/Burglary; theft of money, school property, or personal property on school premises and/or theft involving unlawful entry into lockers, desks, cabinets, taking food from the cafeteria without paying, etc. breaking and entering of a school building or portion of a school building for the purpose of committing larceny or a felony.
- Administration may consult with building and/or district security and/or police.

22. Trespassing/Unauthorized Use of School Property

Elementary	Middle	High
Step 1-3	Step 2-4	Step 3-8

- Although schools are public facilities, the law does allow the school to restrict access on school property.
- If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal.
- Students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate.
- Students are expected to obtain permission to use any school property or any private property located on school premises.

23. Verbal or written threat toward a staff member/student/person associated with the District

Elementary	Middle	High
Step 1-4	Step 2-8	Step 3-8

- Verbal or written assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault.
- Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
- This includes, but is not limited to: use of profanity toward a staff member or a threat using a fake weapon.
- Administration may consult with building and/or district security and/or police.

24. Non-credible Threat

Elementary	Middle	High
Step 1-4	Step 2-6	Step 3-7

Definition: Non-Credible Threat

A **non-credible threat** is a statement or action that appears to be intended to cause fear or alarm but is determined to lack the capability or intention to cause actual harm. Non-credible threats often include:

1. **Idle Threats:** Remarks made without serious intent or capability to follow through.
2. **Jokes or Pranks:** Statements made in jest or as a hoax, with no real intention or means to cause harm.
3. **Exaggerations or Hyperbole:** Overstated claims that are not meant to be taken literally and lack the means to be executed.
4. **False Alarms:** Threats that are fabricated or falsely reported with no real basis in fact.

Characteristics of Non-Credible Threats

- **Lack of Intent:** The person making the threat does not have a genuine intention to carry it out.
- **Absence of Means:** The individual does not possess the necessary tools, knowledge, or ability to execute the threat.
- **Contextual Cues:** Often, non-credible threats are accompanied by context indicating they are not serious, such as being made in a joking manner or under circumstances where harm is not possible.
- **Assessment by Authorities:** Authorities, after investigation, determine that the threat lacks credibility and does not pose a real danger.

Examples

- A student says they are going to "blow up the school" as a joke without having any means or real intent to do so.
- Someone posts a threat online claiming they will commit an act of violence, but further investigation reveals they lack any actual plan or means to carry it out.
- A person makes exaggerated claims of harm in anger or frustration, with no feasible way to execute such threats.

Policies for Non-Credible Threats

While non-credible threats may not pose actual danger, they can still have serious consequences, such as causing unnecessary panic, wasting resources, or resulting in disciplinary action for the individual making the threat. Authorities typically investigate all threats to ensure they are non-credible and to maintain public safety. Avondale School District will determine the credibility of a threat using the Avondale Threat Assessment Tool in collaboration with mental health professionals and law enforcement.

VIOLATION OF BUS RULES

The school provides transportation for all students living within the Avondale School District who live farther than 0.5 miles from school. The transportation schedule and routes are available by contacting the transportation department at 248-537-6050 or by going on the Avondale website at avondaleschools.org.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the transportation office.

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and their actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

On the Bus:

- Students will be seated as directed by the driver and may be assigned a seat.
- Students need to be seated quickly upon entering the bus.
- Students are expected to sit three in a seat when needed.
- Students are expected to remain in their seats while the bus is moving.
- Students should only bring items aboard the bus that can be held on their lap.
- Items not allowed in school are not allowed on the bus.
- Students are to keep emergency exits clear at all times.
- Students should not use foul language.
- Yelling, loud voices or horseplay is not permitted on the bus.
- Eating or drinking on the bus is not permitted.
- Students should help keep the bus clean by putting all trash in the trash can.
- Students can only get on and off the bus at their designated bus stops.
- Students should remain seated until the bus comes to a complete stop.
- Students are not to be talking on their cell phones while riding the bus.
- Students may not smoke or vape.
- Students must keep their head, hands, and feet inside the bus.
- Students must not vandalize school property.

At the Bus Stop:

- Students are required to be at their designated bus stop 10 minutes before the scheduled pick up time. Students should be ready to load the bus and not waiting in vehicles or their home when the bus arrives.
- Students who are required to cross the road to get on or off a bus shall do so in front of the bus, crossing with the flashing red lights.
- Students are not allowed to ride a different bus or go home with another student without a note and permission from the transportation office.
- Students must be respectful of the surrounding property, such as mailboxes, grass or landscaping at the stop while waiting for the bus. They must leave the bus stop location clean of all litter.

Disciplinary Actions for Bus Behavior:

1. Students violating safety rules or being disruptive/distracting to the driver may receive a verbal warning from the driver or a written conduct report.
2. Conduct reports are given to the Principal of the student for disciplinary action.
3. The third written bus conduct report for minor infractions will result in suspension from the bus.
4. Students in violation of any portion of the Code of Conduct may result in more serious disciplinary action as referenced under the chart on pages 9-10.

POSSESSION OF ELECTRONIC COMMUNICATION DEVICES

High School Policy:

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and well-being of students and staff.

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data. This includes, but is not limited to, cellular phones, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices,

personal digital assistants (PDAs), iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline.

*This policy does not apply to school-issued PC/ laptop computers. website. The following is a concise summary of the policy and how it applies to our students.

Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Before school until the beginning of the school day.
- During a student's lunch period.
- After school as signaled by the last bell.

Personal electronic devices are not to be used in all buildings (classrooms, hallways, media center, administration building, gymnasiums, restrooms and locker rooms) except the cafeteria. Cell phones should be out of sight, on silent or vibrate, or preferably turned off, whenever a student is not in the cafeteria. Exceptions to this policy will be made if a teacher allows it for a particular time period and it does not distract from the educational environment.

If a student is found to be in violation of the Cell Phone Policy, the personal electronic device (cell phone, etc.) will be confiscated by school personnel. Refusal by a student to surrender the device is not an option. Cell phones, etc. confiscated as a result of a first violation may be returned to a parent before/after school or if time permits during the school day. It is advised that parents make arrangements with administrators to pick up their child's electronic device. Personal electronic devices confiscated as a result of further violations (second infraction-loss of electronic privileges for 30 days) will not be returned until the end of the semester (third infraction), regardless of contracts, monthly payments, difficulty of circumstances, etc. This is according to Avondale Schools Policy.

***Any student that turns in a broken or fake phone will automatically lose electronic device privileges for the remainder of the school year.

Elementary and Middle School Policy:

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. The use of cell phones and other ECDs in locker rooms or restrooms is prohibited. ECDs may be used for approved instructional purposes.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in

confiscation of the cellular telephone or ECD. Exceptions to this policy will be made if a teacher allows it for a particular time period and it does not distract from the educational environment.

Confiscated electronic devices will be held in the main office according to the following schedule:

1st offense: Device is confiscated, office referral, student may pick up at the end of the day

2nd offense: Device is confiscated, office referral, detention issued, student may pick up at the end of the day

3rd offense: Device is confiscated, office referral, detention issued, one hour of community service assigned, student may pick up at the end of the day.

Subsequent offenses: May result in additional disciplinary consequences including daily phone turn in, restorative conference, suspension, or other consequences to be determined by the administration.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

Except as authorized under Board policy, use of ECDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action.

STUDENT RIGHTS OF EXPRESSION: DRESS CODE

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress or accessory) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Avondale School District’s student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.



Our values are:

- 1) All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- 2) All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- 3) Student dress code enforcement should not result in unnecessary barriers to school attendance.
- 4) School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- 5) Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible. Our student dress code is designed to accomplish several goals:

- 1) Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- 2) Allow students to wear clothing of their choice that is comfortable.
- 3) Allow students to wear clothing that expresses their self-identified gender.
- 4) Allow students to wear religious attire without fear of discipline or discrimination.
- 5) Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- 6) Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- 7) Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- 8) Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- 9) Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Avondale School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1) Basic Principle:

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, cleavage, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2) Students Must Wear*, while following the basic principle of Section 1 above:

- a) A Shirt (with fabric in the front that covers the cleavage, belly button, back, and on the sides under the arms)AND
- b) Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- c) Shoes. *Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire.
- d) Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3) Students May Wear, as long as these items do not violate Section 1 above:

- a) Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- b) Religious headwear
- c) Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- d) Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- e) Pajamas
- f) Ripped jeans, as long as underwear and buttocks are not exposed.
- g) Tank tops, as long as cleavage is not exposed.
- h) Athletic attire
- i) Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4) Students Cannot Wear:

- a) Violent language or images.
- b) Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- c) Bullet proof vest, body armor, tactical gear, or facsimile.
- d) Hate speech, profanity, pornography.
- e) Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - f) Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- g) Swimsuits (except as required in class or athletic practice).
- h) Accessories that could be considered dangerous or could be used as a weapon.
- i) Any item that obscures the face or ears (except as a religious observance).

5) Dress Code Enforcement:

- a) To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff

shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

i) Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided four (4) options to be dressed more to code during the school day:

(1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

(2) Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

(3) If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

(4) If options 1-3 do not occur, students will finish the remainder of their school day in a designated location.

***For repeat offenses, the Code of Conduct will be used: Insubordination and Incurrigibility**

ii) No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

iii) School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

iv) Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

(1) kneeling or bending over to check attire fit;

(2) measuring straps or skirt length;

(3) asking students to account for their attire in the classroom or in hallways in front of others;

(4) calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,

(5) accusing students of "distracting" other students with their clothing.

v) These dress code guidelines shall apply to any scheduled school day, any school-related event or activity on school grounds (sports practices, theater shows, basketball games, etc.), and Avondale sponsored events within the community, such as graduation and prom.

(1) Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Assistant Principal.

Students who are representing Avondale Schools 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 which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

DISCIPLINE POLICIES

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Logical consequences
- Change of seating or location
- In-School restrictions
- Student behavior contract
- Loss of privileges
- Personal reflection
- Community service

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal

the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, they may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Step 1:

- Student violates District Code of Conduct
- A school investigation of event occurs

Step 2:

- Disciplinary conclusion including a change of placements/not a change of placement

Step 3:

- Manifestation determination review after a single removal for more than 10 school days or an ongoing "pattern of behavior/removal". It is the IEP Team's responsibility to determine the relationship between a disability and the behavior precipitating a disciplinary action.

Suspension Homework Policy

A student who is absent from school due to suspension is required to complete all of the schoolwork assigned during suspension. All work is received for credit towards a grade in each class. In the event that an assignment can't be made up due to missed time, credit may be lost for an assignment (ex. lab experiment). The student is solely responsible to get all of the work missed upon returning to school for suspensions of two or fewer days.

The following guidelines all apply to suspensions of 3-10 days:

- Guardians are required to pick up the work on the third day of the suspension.
- Teachers will be given two school days to put the work together.
- Any work assigned during the suspension must be completed upon return to school.
- In the event that work is given to the student when they return to school, there will be two days to complete that make-up work (including any assessments missed).
- At the teachers' discretion, some work may be exempted for the student if it can't be completed within the unit or project worked on in class.

-In the event that the student misses a test or quiz while suspended, it will be required to make up the assessment upon return. In the event that the necessary material to prepare was not provided, a student will have one day upon return to school to prepare for the assessment. This does not pertain to in-class review sessions.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.


Bullying

Bullying Policy Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.



Bullying Policy Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Bullying Policy Procedure

Any student who believes they have been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Bullying Policy Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Bullying Policy Definitions

- The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.
- "Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact an individual's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- "Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
 - A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
 - A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
 - C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.
- "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

- "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
- "Staff" includes all school employees and Board members.
- "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
 Policies on Bullying, Michigan State Board of Education
 Model Anti-Bullying Policy, Michigan State Board of Education

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Factors to Consider

Before suspending or expelling a student from a class, subject, or activity, an administrator must first determine whether suspension is warranted based on the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option;
7. Whether lesser interventions would address the behavior;
8. Whether the student is homeless or in foster care;
9. Whether the student experiences trauma in their home environment;
10. Whether there is a cultural language barrier impeding their understanding of language nuances.

Short-Term Suspension

The Principal may impose a suspension of up to ten (10) days duration, but shall attempt to notify the student's parents or guardians of the suspension by telephone, as well as send a written notification by e-mail or by regular mail. A copy of the notification shall also be sent home with the student, if practical. The written notice shall include the reasons for the suspension, the date(s) of the suspension and the rights to appeal, enclosing this policy with the suspension notice.

1. Preliminary Hearing

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such

instances, the necessary notice and hearing shall follow as soon as practicable.

The Principal shall provide the student with an oral or written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why they should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges and present any witnesses. The student's parents may be informed of the charges and the preliminary hearing if the Principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

2. Threat Assessment

If, in the threat assessment team's opinion or required by statute, there is an expression of intent to physically or sexually harm someone, in words, writing or gestures, then a threat assessment screener will be completed. If the screener indicates a full threat assessment is required, then staff will proceed with the full assessment.

3. Sending a Student Home

Unless the student is an immediate threat to the safety of the school, they should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the Principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain in the office area until school is dismissed.

The Principal may forgo the previous provision in the event of mass violations of school rules or where it is not possible to keep the student(s) on school grounds and restore order or protect people on school property. In such an emergency situation, the Principal shall contact the Superintendent.

4. Responsibility for School Work

- a. For an in-school restriction, credit will be given for all classroom assignments that can be completed during the in-school restriction or as homework.
- b. Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments upon return to school.

5. Appeal

Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the Principal within two (2) school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

- a. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
- b. Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review

may include, but not be limited to, a meeting with the parents if, in the Principal's opinion, this is appropriate.

- c. The Principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request. The Principal's decision shall be considered final if the suspension is 8 days or less in length.
- d. If the suspension is 9-10 days in length, the decision of the Principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
- e. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

Long-term suspension or expulsion from school

The following factors will be considered prior to suspending or expelling a student for physically assaulting another student or an employee, volunteer or contractor at school; gross misdemeanor or persistent disobedience; criminal sexual conduct against another student enrolled in the District; possession of a weapon (other than a firearm) in a weapon free school zone; arson or criminal sexual conduct in a school building or on school grounds; pleading to, being convicted of or adjudicated of criminal sexual conduct against another student enrolled in the District; verbally assaulting (as defined in policy) an employee, volunteer or contractor at school; or making a bomb or similar threat directed at the school property or a school event:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices are a better option;
7. Whether lesser interventions would address the behavior;
8. Whether the student is homeless or in foster care;
9. Whether the student experiences trauma in their home environment;
10. Whether there is a cultural language barrier impeding their understanding of language nuances.

Threat Assessment

If there is an expression of intent to physically or sexually harm someone, in words, writing or gestures, then a threat assessment screener will be completed. If the screener indicates a full threat assessment is required, then staff will proceed with the full assessment.

If, in the threat assessment team's opinion or required by statute, the alleged infraction warrants a long-term suspension or expulsion, they shall refer the case to the Superintendent and submit the following documentation.

1. the rule(s) alleged to have been violated
2. the charges against the student
3. approximate date of the violation
4. recommendation(s) for long-term suspension or expulsion
5. copy of suspension
6. chronology of disciplinary/corrective actions and witness statements

Upon request, the Principal shall also submit:

1. transcript of grades
2. attendance records
3. letter to parents
4. statements from professional staff regarding student's efforts, attitudes, or particular problems
5. statement from counselor regarding help to student, attempts at remediation or correction, etc.
6. memo requesting a Board hearing

The Assistant Superintendent for Curriculum shall review the documents for accuracy and completeness and schedule a hearing with the Board.

Notice of Hearing

The notice must be provided to the student and the student's parent and shall contain:

1. the rule(s) alleged to have been violated;
2. the charges against the student;
3. approximate date of the violation;
4. the time and place for the hearing;
5. a statement of the student's and parents' prehearing rights:
 - a. to review written statements about the alleged misconduct,
 - b. to review the student's records, and
 - c. to request a delay in the hearing of up to five (5) school days;
6. the length of time the administration is recommending the student be denied enrollment;
7. a statement of the student's hearing rights to:
 - a. counsel;
 - b. a translator;
 - c. appear in their own behalf and for parents or guardians to appear;
 - d. produce witnesses and present evidence on their behalf;
 - e. confront and to cross-examine anyone who may have evidence against him/her;
 - f. a transcript of the hearing upon student's or parent's request, and Board/hearing officer approval.
 - g. Cost of the transcript may be the responsibility of the student/parent.

The Board of Education (Superintendent) must conduct the hearing in compliance with the Open Meetings Act. The parents may appeal the expulsion to the Board, in writing, within five (5) days after receipt of the notice. The parents shall state in the appeal the reasons they think the Superintendent's decision is not justified and provide any extenuating circumstances they wish the Board to consider. The Board may conduct a hearing or respond with its decision in writing within fourteen (14) days after it receives the appeal.

Notice of expulsion will be sent to the Juvenile Division of the Probate Court for students at ages six (6) through fifteen (15). The court should be informed that the Board has expelled the student and provided the reason for expulsion.

Notice may be sent to the Juvenile Division of the Probate Court for students, ages sixteen (16) and seventeen (17), where the District believes that the court should review the circumstances surrounding the expulsion. The District may provide a copy of the public record to the court.

Emergency Removal

A student may be removed or excluded from a classroom or a school when they pose a continuing danger to persons or property or represent an on-going threat of disrupting the educational process taking place in the classroom or the school premises. Such removal must be for a period of less than twenty-four (24) hours without being subject to suspension and expulsion procedures.

If a member of the school faculty removes a student, under their supervision, from a classroom or activity, they must submit to the Principal written reasons for the removal the day the removal occurs.

A hearing must be held by the Principal in accordance with the suspension or expulsion requirements depending on the probable outcome of the hearing. The person who caused, ordered, or requested the removal should be present.

Written notice must be provided to the student and the parent as soon as practicable prior to the hearing. If the probable outcome of the hearing is suspension, the hearing procedures applicable to a suspension must be applied. If the probable outcome is expulsion of the student, the hearing procedures applicable to an expulsion must be followed.

Teacher Initiated Suspension

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the Principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, the counselor and/or social worker shall attend the conference. The Principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the Principal.

Disabled Students

In accordance with Board Policy 5605, a student in Special Education must be referred to the I.E.P. and those disabled under 504 must be referred to the Assistant Superintendent for Student Services to determine if the behavior is related to the disability. Its decision will determine the appropriate next steps.

Student's Record

A record of a student's suspension or expulsion is to be made a part of their permanent record until they leave the school and released in accordance with AG 8330 - Student Records. Days of absence shall be noted in the student's permanent attendance record as an authorized absence because of suspension or expulsion.

Waiver

It is the student's prerogative to waive their right to a formal hearing. This waiver is to be in writing and signed by both student and parents or guardian. The signatures should be witnessed. Additionally, the student can constructively waive the hearing by simply not availing himself/herself of the opportunity for it, but such waiver cannot be construed before the passage of a considerable period of time, since it operates to close off the student's rights.

OTHER CONSIDERATIONS

Loss of Extracurricular Privileges

- Building administrators may suspend students from participating in, or being present at, extracurricular activities.
- Coaches and sponsors of extracurricular activities shall have the authority to determine whether a student may participate in said activities, but only on the basis of predetermined rules which have received proper administrative approval.
- Professional staff members present at any extracurricular activity have full authority to require a student to leave such activity when the student's behavior violates established school rules. A report of said student's misconduct and of the action taken will be made to the appropriate school administrator at the earliest opportunity, and no later than the beginning of the next subsequent school day.

Corporal Punishment

In light of evidence that the application of physical pain for the purpose of punishing misconduct negatively affects the learning process, Michigan has enacted legislation to prohibit the use of corporal punishment in all its local and intermediate school districts. This legislation defines corporal punishment as the act of deliberately inflicting pain by any means upon the whole or any part of a student body as a penalty or punishment for offensive behavior. It further provides that any person who is employed by, or engaged as a volunteer or contractor of, a local or intermediate school board shall not threaten to inflict, or cause to be inflicted corporal punishment upon any student.

Though the above does not preclude the use of reasonable force within the scope of a school employee's responsibilities to protect students, employees or others from immediate physical harm, or to take possession of dangerous objects or to protect school property - such actions must be clearly required by the circumstances.

Generally, the preliminary corrective measures suggested earlier in this document are to be employed, along with such other steps as might assist students to understand their school related problems, and to learn successful methods for resolving them.

Criminal Acts and Police-School Relations

Certain acts of school misconduct are also violations of existing law, and are subject to legal procedures in addition to school disciplinary action. Law enforcement agencies will therefore be notified in such cases when deemed advisable by the administrator for protection of the student, other persons, or public or private property. Such notifications, along with the circumstances surrounding them, will be recorded in the school office, and the parents/guardians of the students involved will be notified as soon as possible. Police may enter the schools upon the request of school officials, when they have evidence of the commission of a crime, or if they have warrants for arrest or search. Police are requested to advise an administrator of their presence in a building, and whenever possible, to provide advance notification of a proposed visit. Police questioning of students while in school will take place in private and in the presence of an administrator and/or the parents/guardians of the students involved. School officials will notify the

parents/guardians of minor students of any such questioning or proposed questioning, preferably so as to permit their presence.

Student Rights

Students have the right to assemble, circulate petitions, and otherwise express their personal opinions orally or in writing. The exercise of these rights must be such that they do not violate existing law, disrupt usual school activities, endanger health or safety, or otherwise interfere with the rights of other individuals. Communications which are obscene, defamatory, or express racial, ethnic, religious, or sexual discrimination are prohibited. Regulations which are consistent with the above standards will be made available to students and parents at the beginning of each school year.

Nondiscrimination Clause

Avondale School District does not discriminate on the basis of race, color, religion, national origin, sex (sexual orientation or gender), disability, age, height, weight, marital status or any other legally protected characteristic in its programs and activities, including employment opportunities. A representative person has been designated to handle inquiries regarding the non-discrimination policies at the Administrative Office of Avondale School District.

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

TITLE IX SEXUAL HARASSMENT

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: *Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.*

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

YOUR MENTAL HEALTH

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Avondale Schools and the State of Michigan offer services to assist you with addressing these and other concerns you may be experiencing. If you find yourself feeling isolated, anxious or overwhelmed, please know that there are resources to help: <https://www.michigan.gov/ok2say/resources>

Adapted from © 2022 NEOLA, Inc.

In accordance with Federal civil rights laws, Avondale School District does not discriminate on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity indorsed or funded by Avondale School District