



Avondale Middle School

Student Handbook And Code of Conduct

2023-2024

**1445 West Auburn Road
Rochester Hills, Michigan 48309
(248) 537-6300**

**Absence/Attendance Line
(248) 537-6310
Fax (248) 537-6305**

**Principal: Dr. Kathryn Gomez
Assistant Principal: Mrs. Arryn Schneider**

District Website Address: www.avondaleschools.org

INTRODUCTION

This handbook has been developed as a reference for the students and parents of Avondale Middle School (AMS).

TO OUR PARENTS

We ask that you review this handbook with your student. If you have any questions, please contact the school at (248) 537-6300. You are encouraged to visit the school and participate in Teacher Conferences and other building programs. Consistent communication between home and school is vital for an effective school. Newsletters, emails, phone calls, and important date reminders are sent home in an effort to keep you informed about important school information.

WELCOME TO OUR STUDENTS!

On behalf of the staff of Avondale Middle School, we are pleased to welcome you to a new school year. We have an excellent staff of teachers to guide and instruct you in completing your program. We encourage you to become actively involved in your studies and extracurricular activities available at our school. Completing class work, following the guidelines of the handbook, and having a positive attitude will help you to make this a great school year for all of us!

MIDDLE SCHOOL PHILOSOPHY

Avondale Middle School is dedicated to providing for the needs of the middle school student. We recognize that the middle school is unique in its diverse social, emotional, and physical development of students. Our primary goal is to facilitate student transition from early adolescence to responsible future adulthood. We are devoted to fostering academic excellence, skills for growth and development in a technological society, and the enhancement of a positive self-image in our students. We believe the success of the student is contingent on the teamwork of the family, school and community.

PURPOSE

The purpose of AMS is to develop students' academic proficiency and responsible citizenship in an atmosphere of collaboration among students, teachers, and parents.

VISION STATEMENTS

- Avondale Middle School provides a curriculum that is creatively aligned to state standards and benchmarks which directs student learning.
- Avondale Middle School provides ongoing common or formative assessments that are used to design and adapt instruction that ensures quality learning.
- Avondale Middle School provides instructional strategies that reflect best practices, promote engagement and ensure learning for all students.
- Avondale Middle School provides curriculum, instruction and assessment that are student-centered and foster a school culture which promotes collaboration.

BELIEF STATEMENTS

We believe...

- student learning is the focus of everything we do.
- all students can learn and achieve.
- the inclusion of all forms of diversity adds value and strength to the Avondale Middle School community.
- all students can achieve a high quality education in a middle school committed to excellence.
- Avondale Middle School is focused on a school culture which promotes collaboration, open-communication, and trust.

- a well-rounded middle school experience prepares all students for academic success as they continue their education.
- a safe and secure environment is critical for success.
- differentiating instruction is essential in order for all students to learn.
- extra-curricular opportunities enrich the middle school experience for all students.
- parents are essential to their child's learning and social development.

AMS SCHOOL COMPACT

Avondale Middle School believes significant learning by a student occurs when there is an effective partnership between the school and the student's parents. Students perform better when their parents are actively involved in their learning. The following are focus areas for open and effective communication and the avenues for parents to be involved and stay connected to their son/daughter's school.

Communication:

- * Avondale Middle School Marquee
- * AMS newsletters
- * AMS website
- * District & school wide messages
- * PTO – Parent Teacher Organization – meetings

Other ways for parents to stay connected or get involved:

- * Volunteer opportunities for parents through PTO and district approved events
- * Teacher conferences
- * Monitoring of student academic progress through Parent Portal
- * Coffee with Superintendent, Principal, or Assistant Principal
- * School Board meetings
- * Sign-Up Genius requests via PTO
- * Various school & community committees
- * Boosters (Athletics, Band, Choir)

Parent Portal and Progress Reports

Guardians are urged to regularly check the Parent Portal to monitor their child's progress. Teachers will keep grades up to date regularly so that parents and students will know how students are progressing. Parent Portal login information is available through the counseling office. Please contact the teacher and/or the counselor to confer about student progress.

Teacher Conferences -

Teacher Conferences are scheduled at two different times during the year. All guardians are encouraged to attend. Each teacher has a scheduled conference period every day and may be contacted by calling the office. Guardians are welcome to contact the school if any questions arise concerning their child's progress.

ACADEMICS

The curriculum at Avondale Middle School addresses the needs of all students. The six-period day provides opportunities for exploratory classes for middle school students.

Sixth-Grade Course Offerings:

Required Core Academic Courses:

- English 6
- Math 6 (or placement into Advanced Math 6)
- World Geography 6
- Science 6

Electives

- Required Quarter Elective: STEM 6, Intro to Tech
- Other Quarter Electives: Art 6, Drama, French 6, Spanish 6, Physical Education, Skills for Success
- Full Year Elective: Band or Choir 6, Spanish for Spanish-Speakers
- Academic Assistance Elective: ELA Lab, Math Lab, Academic Center

Seventh-Grade Course Offerings:

Required Core Academic Courses:

- English 7 (or placement into Advanced English 7)
- Math 7 (or placement into Advanced Math 7)
- Science 7
- Social Studies 7

Electives

- Required Quarter Elective: STEM 7 App Creators OR STEM 7 Flight in Space, Health
- Other Quarter Electives: Art 7, Physical Education, Spanish 7, French 7, Math Adventures
- Full Year Electives: Advanced Art, Symphonic Band or Choir 7, Spanish for Spanish-Speakers
- Academic Assistance Elective: ELA Lab, Math Lab, Academic Center

Eighth-Grade Course Offerings:

Required Core Academic Courses:

- English 8 (or placement into Advanced English 8)
- Math 8 (or placement into Algebra I or Geometry which may be scheduled at Avondale High School)
- Science Stem 8
- U.S. History 8

Electives:

- Quarter Electives: Art 8, Multi-Media 8, Leadership 8, Physical Education 8, Environmental Science, Sports and Music Literature
- Semester Electives: AMS Publications, STEM Medical Detectives, STEM Architecture
- Full Year Electives:
 - Wind Ensemble or Choir 8
 - Foreign Language: French I, Spanish I, German I
 - Advanced Art
 - Spanish for Spanish-Speakers
- Academic Assistance Elective: ELA Lab, Math Lab, Academic Center

Advisory Period-

Students at AMS begin their day with a 32 minute advisory period referred to as “Mustang Roundup”. Student advisory groups are made up of 20-25 students that are led by teacher mentors. The goal of Mustang Roundup is to provide a personalized connection to our learning environment where all students will be well known by at least one adult advocate. This relationship and connection to school is fostered through intentionally scheduled lessons, group activities, and one-to-one interactions with the advisor. The structure of this program will provide opportunities for character education, bullying prevention lessons, positive behavior support, independent reading, academic monitoring, organizational meetings, school wide initiatives, and fun cooperative team building activities. ***It is critical that students are here and attend Mustang Roundup.***

Honor Roll -

Students who receive a B- or above in all subjects and a 1 or 2 in citizenship are eligible for the honor roll. The honor roll is published after each quarter and is posted in the school and on the building website. Students receive a letter and a pin each time they make the honor roll and awards are given at the end of the year to students who have been on the honor roll four times during the school year.

Report Cards -

Report cards are issued at the end of each quarter. Quarter report cards will include academic grades, citizenship, attendance, and teachers’ comments. Quarter and semester report cards posted on Parent Portal. Guardians must request mailing through the counseling office.

Grading Practices and Final Exams

Avondale Middle School grading practices and grading scales for all classes will be included in the course syllabi. For full year courses, an average of all four quarter grades will be calculated at the conclusion of the school year, each quarter will be 25% of the final grade. Any exams given at the end of each semester will be averaged into that semester grade. The weight of those exams is at the discretion of each grade level department with administrative approval. All of these exams will be common across all teachers in the department and all students will take the same exam. **Courses for High School credit may vary.**

Citizenship Marks

Citizenship marks are assigned each quarter for every class by the classroom teacher based on student participation in the assigned course. Guardians should be contacted if a citizenship grade is incongruent with the academic grade. A citizenship mark of 3 or lower should be communicated with students and guardians before assigned. The AMS Citizenship Matrix is at the end of this student handbook.

EMERGENCY REMOTE LEARNING GUIDELINES

In the event that school is closed for an extended period of time, Avondale Middle School will continue instruction and student services via remote learning.

Attendance - While students' responsibility may vary for daily classroom participation during a school closure, there is still an important need to participate on a regular basis. Student learning and the success of our learning community depend upon participation. Be aware of the guidelines and expectations set forth by your teacher at the beginning of the course.

Extended absence from a remote learning platform (failure to hand in assignments, post to discussion boards, communicate with instructors, etc.) will quickly impact your grade as well as your ability to finish the course in a timely manner. The minimum attendance requirement as well as the minimum assignment expectations will be established by Avondale Middle School. All students will be expected and encouraged to access educational supports and resources to keep pace with established learning targets.

If an unexpected situation such as illness should arise and there is an extended leave from the course, contact your teacher, counselor, or administrator. They will discuss an appropriate support plan for course completion.

Discipline - All Code of Conduct rules for Avondale Middle School are applicable to online platforms including but not limited to appropriate use of district technology, plagiarism, profanity, and respect.

Google Classroom - Avondale Middle School will use Google Classroom as the primary platform to communicate all assignments. Students are also expected to post completed assignments to Google Classroom. Some assignments may require students to use additional sites such as IXL, Newsela, Edupuzzle, or Khan Academy. Student login credentials are supported by the course teacher.

Course Completion - Upon completion of online work, students should submit assignments through the Google Classroom. The teacher will post feedback on the Google classroom for completed assignments. The teacher will work together with administration and counselors to determine your credit earned and course grade. It is the student's responsibility to make sure that all written assignments are properly submitted for grading. It is recommended that students keep electronic copies, when available, of all assignments in the event that there are technical difficulties with assignment submissions.

Credit and Grade Posting - The teacher in collaboration with administration and counselors, will determine credit and grades for each course depending on the circumstances and duration of the school closure. Grades will be posted according to the reporting procedures for Avondale Middle School. Academic eligibility is required for participation in school sponsored athletic events.

Harassment Reporting - If you feel you are being harassed in your course environment, it is important to report it immediately to your instructor or the administration. Harassment comes in many forms, including spam (unsolicited emails not pertaining to the course), threatening communications, offensive e-communications or any other kind of communication that makes you feel uncomfortable. Be cautious about e-mail messages from anyone, particularly unknown senders asking you for personal information, attempting to arrange meetings, or engaging in personal contact. Disclose to your counselor and online teachers any message you receive that is inappropriate or makes you feel uncomfortable. Never give out personal information -- including your full name (first names are best), home phone number, home address or other data -- anywhere on the Internet, including your email.

Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network or Internet connection, notify the Administration.

Never access anyone's files but your own. Cases of suspected user file tampering will be dealt with through the loss of a student's ability to connect online for an extended or permanent period of time.

Think about the social consequences of any program you write. Never create harmful computer viruses. These actions are illegal and will be subject to corrective measures. Any viruses detected as originating from a student will result in appropriate school based or authority intervention action against the student.

Passwords are private. Protect your password. Keep it to yourself or share it only with your guardian(s). Users are subject to all acceptable use policies. Anything posted to the online platforms will be treated as public comments and are thus subject to authority intervention or criminal prosecution if they so warrant. Avondale Schools will cooperate fully with local, state or federal officials in any investigation related to any negligible or illegal activities conducted through Internet access.

Things to Avoid At All Costs

- Intentionally insulting someone
- Sending Spam
- Making offensive remarks
- Making inappropriate comments
- Posting or distributing inappropriate language or images

GENERAL SERVICES

Locks and Lockers - All students will be assigned a locker with a combination. If students have trouble with their lockers, they should see an office staff member, administrator, Safe Ed member, or custodian. Students are fully responsible for the condition of the lockers inside and out. Students are also assigned gym lockers if they are enrolled in PE class. Students may not change lockers unless permission is given by a building administrator or the attendance secretary. Students may not place a pad lock on their locker. Students who damage lockers may lose the privilege of having a locker.

The following rules pertain to the use of lockers:

- Lockers should be kept locked and clean at all times.
- Students may access their lockers BEFORE SCHOOL, BEFORE AND AFTER LUNCH, and AFTER SCHOOL only. Students must plan accordingly for their day.
- Students may NOT change lockers without permission from the administration. Permission is granted only in cases of emergencies.
- Students will be issued a locker number and combination.
- The administration, with reasonable suspicion, has the right to open and inspect the contents of lockers.
- Students in physical education classes should lock their belongings in the lockers provided. A combination lock will be provided to students in physical education per quarter.
- All personal belongings must be locked up. Avondale Middle School is not responsible for lost or stolen items.
- If there is damage to the locker, a fee will be charged to the student assigned to the locker.
- Lockers must be closed properly and not be jammed or left half open.
- Students are not allowed to rig lockers to disable/bypass the combination lock.
- Students may use a clear, drawstring bag, or a small purse, to carry items between classes. Clear drawstring bags are for sale in the main office.

Although lockers are assigned to students for their use and convenience, the lockers remain the exclusive property of the Avondale School District. School district administrators and staff reserve the right to inspect and search a locker if they deem necessary, with or without prior notice to students.

Lost and Found - Lost and Found is located in the Auditoria. Students are discouraged from bringing expensive items such as jewelry, watches, games, electronics, and large amounts of money to school. Students are encouraged to practice honesty and respect of others' property by turning "found" articles into the office. When something of value is lost or found, it should be reported to the office right away.

Breakfast - Breakfast is served daily. For the 2023-2024 school year, all Michigan students will receive free breakfast and lunch. Students attending Avondale High School during first hour have access to breakfast at AHS before the start of school.

Lunch - Free hot lunches are available daily to students. Students are asked to pay for a la carte items or double lunch daily. Guardians may pay for these items in advance with Meal Magic. Guardians are also asked to complete Free/Reduced lunch applications for federal records. A monthly menu is available on the Avondale School District website and in the office informing parents of the cafeteria's offerings. Students who bring cold lunch may purchase milk for a cost published by our food services program. Students may not charge a la carte items. Students may not purchase food during class time. Students are responsible for cleaning their table of all food items before leaving the cafeteria. Outdoor recess is contingent on weather and grade level lunch performance.

Lunchtime Visitor Guidelines - Guardians or other family members may bring lunch up for students if it has been forgotten. Any restaurant, fast food, or special occasion lunches will have to be eaten in the office. Guardians may pre-arrange to eat with their students in the office. Guardians, visitors, non-approved school volunteers, or non-staff members will not be permitted to enter or eat in the Auditoria. Please contact the office in advance if you plan to eat lunch with your child in the office in order for AMS to support your visit. Any non-staff visitors to common areas of the building, must be pre-arranged and the adult visitors must complete and pass a background check. There are no outside food deliveries permitted to AMS for students.

School Visitors/Appointments - Guardians are encouraged to visit the middle school. They are asked to call ahead to make arrangements for the visit. All visitors to Avondale Middle School must present valid identification and check-in at the security and welcome station. It is a necessary to make an appointment if you wish to confer with a teacher or an administrator. Any parent that plans to attend class with a student will be accompanied by an administrator and have the visit pre-arranged and agree on a mutual time with the teacher of record.

All visitors must sign in at the security desk and provide a valid identification. Valid forms of identification include government issued identifications such as driver's license, State ID, or passport. Names will be run through a security system to ensure the safety of our students. Visitors may be escorted as necessary.

Students may not have guests attend school with them. Visitors can be disruptive to the educational process. Students who attend Avondale High School may visit the middle school with prior approval from administration.

Valuables – The school cannot be responsible for items missing from lockers. Therefore, we strongly urge students NOT to carry large amounts of money, valuables, personal items, electronic equipment, or jewelry. Students are not to be carrying large monetary bills with them during school time. Students should not be carrying more than \$5.00 at any given time at school unless they have a prepaid check for a designated activity. Any money brought to school to pay for an activity should be in a signed envelope with the student's name on it. When exceptions are necessary, students may arrange for safekeeping with the school office. Student lockers should be kept locked at all times. Locker combinations should be known only to the student to whom the locker is assigned.

Library Media Center - The Middle School Library Media Center is staffed by a media manager who is a member of the district's para educators association. It is open during the lunch periods most days. Students need to get a pass to attend during lunch. Most materials may be checked out for a two-week period. Late fines are assessed at 5¢ per day with a one-day grace period. Students who vandalize books or computers will have their privileges revoked, and students may be held responsible for replacement costs. Please check the school library media center web page for research help.

Respect the HERD Recognition -

Students are selected each quarter on the basis of how well they "Respect the HERD" by *being Helpful, Empathetic, Responsible, and Driven*. Students are chosen by staff and are acknowledged with a special ceremony during school to recognize their achievements. Students receive a certificate, a lanyard, and pins in recognition for their adherence to the HERD values. Weekly "Respect the HERD" ticket raffles for students and staff support success and are sponsored by the PTO.

Access to Student Records- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student

when he or she reaches the age of 18 or attends a school beyond the high school level. In most circumstances, these records cannot be released to other parties or agencies outside of the school system without the written consent of the student, if legally an adult, or the student's guardian(s). The Avondale School District will release student records to courts when required by law, and upon request, to other schools in which a student seeks or intends to enroll. They also release directory information (i.e. name; date and place of birth; dates of attendance, current grade placement and/or date of graduation; scholarships, awards, and honors earned; participation in officially recognized sports and activities; height and weight if a member of an athletic team; addresses and telephone numbers for inclusion in school or parent-teacher organization directories only) at their own discretion, unless specifically requested not to do so by guardian(s), or an adult student. Information regarding the requirements, procedures and opt-out options of the above act will be made available to students and/or guardian(s).

STUDENT PHONE POLICY & GUIDELINES

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Put their phone on silent.
- 2) Place their phone inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their backpack or pocket for the day.

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones in the Main Office or SafeEd Vestibule.

VIOLATIONS

Using Phone During School

If a student is caught on their phone, Administration will collect the phone/Pouch and student will be given an office referral. Parent will pick up at the end of the day

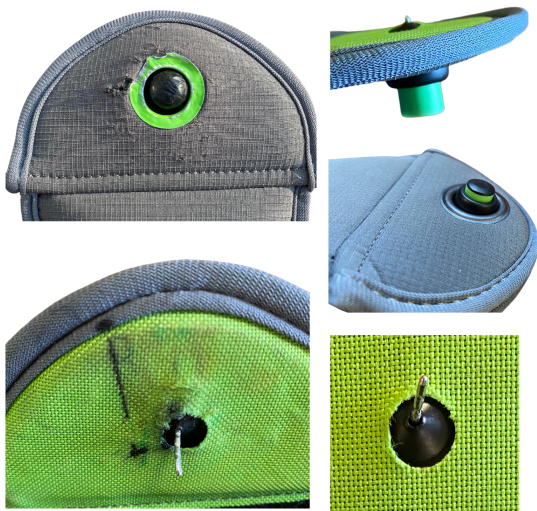
Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected and stored in the office for the day.** The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy below.**

Lost or Intentionally Damaged Pouch

If a student intentionally damages or loses their pouch, they will be issued a replacement pouch for \$20.



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

HEALTH AND SAFETY PROCEDURES

Accidents at School - If a student is injured at school, the injury should be reported to the main office where an incident report will be completed in the office, a guardian will be notified, and necessary support will be contacted.

Clinic - Ill or injured students should report to the clinic or office after notifying the classroom teacher. If unable to report to the clinic or office, students should stay where they are until help arrives. Any student seeing someone who needs help should inform the nearest teacher. Clinic is staffed by the school secretaries and administration. Guardians or one of the persons listed on the emergency card will be contacted when necessary. School personnel may not distribute any medication, including over-the-counter medication, without a medicine form as described below. Ice and band-aids are available if needed. Students showing signs of illness or a pattern of concern will be instructed to call home. Symptomatic students may need to be separated from others and picked up from school for further testing.

Emergency Cards - When students register for school in August, parents are asked to fill out an emergency card. The card provides the school with information regarding allergies and other health conditions. Immunization records are kept with a child's CA-60 file.

Fire Drills - On the wall in each classroom there is an emergency sign which includes instructions for leaving the building. Students are to leave quickly and quietly and are to stay with their class. We will conduct a minimum of five fire drills per school year as required by Oakland County.

Immunizations - Avondale Middle School follows the state rules for immunizations. In order to attend Avondale Middle School, all students must have documentation on file that they have received their current immunizations. Students who do not have current immunization documentation on file may be excluded from school pending completion of new immunizations. Any waivers must be approved through the Oakland County Health Department. Please be aware that all 7th grade students require an immunization to attend school.

Tornado Drills - In case of a tornado drill, each classroom is assigned a designated area. Students should move quietly to these areas and sit on the floor facing the wall. Teachers will go over these instructions with their classes. We will conduct a minimum of two tornado drills per school year as required by Oakland County.

Mass Evacuation Drills - In the case of a mass evacuation, we evacuate to the designated location nearby. Guardians will be notified if pick up is necessary. Students must remain with their class and their teacher at all times during a mass evacuation. Teachers will take attendance upon arrival at the mass evacuation site. We will conduct a minimum of three mass evacuation or shelter in place drills per school year as required by Oakland County.

Medications - Prescriptions: Students who have prescribed with necessary dosage during school hours must have a completed prescription medical form from their doctor with directions for the administration of the medicine. Medication must be in the prescription bottle. Student medication will be kept and dispensed in the office.

Over the Counter: Students who require access to over the counter medication must have a completed over the counter medication form from their guardian with directions for the administration of the medicine. Medication must be in the original container. No pills, tablets, or other forms of over the counter medication should be in the possession of students while they are in school without notification of the office staff. Student medication will be kept and dispensed in the office.

Physical Examinations - Students who participate in sports are required by the State of Michigan to have a physical examination each year. The forms for the physical may be picked up in the student information section of the Auditoria. Students may not practice, try-out, or attend a clinic for a sport until their physical form has been turned into the office. **Physicals must follow the MHSAA rules. If there are questions, contact the athletic department at (248)537-6295.**

Exclusion Procedure - A student may be excluded from school if they have a contagious disease. A note from a doctor will be required as evidence of appropriate treatment in the case of Covid-19, head lice, pink eye, scabies and other such skin disorders. Please contact the office as soon as possible if someone in your household has recently tested positive for a contagious illness or disease.

Physical or Social Distancing and Viral Protection - Avondale Middle School will comply with all physical or social distancing measures when required by law or executive order. The health and safety of our students and staff is paramount and every reasonable measure will be taken to keep everyone healthy and safe. Hand sanitizer stations are available in common areas. Students and staff will follow recommendations about wearing masks during in-person instruction.

Suicide Prevention and Mental Health- Any student who expresses suicidal ideations at school, in writing or verbally, will be asked to seek mental health care immediately. Guardians will be asked to take their student to receive appropriate support and get a doctor's note before returning to school. Avondale Middle School works closely with Avondale Youth Assistance, Common Ground, Easter Seals and other community agencies to provide support for students.

Water Bottles - Students are encouraged to bring clear, non-breakable, refillable water bottles to class. The school has water bottle refilling stations that students are encouraged to use.

Safe - Ed - Avondale School District employs Safe-Ed, a company entrusted to maintain safety and security at Avondale Middle School. Safe-ed employees assist in monitoring hallways, tracking visitors, reporting rule-breaking behaviors, and maintaining a safe and secure school environment. Students are expected to treat Safe-ed members with respect while following the AMS Code of Conduct.

District Safety Officer - Avondale Middle School employs a full-time District Safety Officer. The Safety Officer provides support to staff and students about best practices to maintain safety and security.

School Resource Officer (SRO) - Avondale Middle School, in partnership with the Oakland County Sheriff's Department, has a full-time school resource officer stationed in the building. The SRO provides an additional layer of security and works with families to connect with additional resources in the community. The SRO also has a canine comfort dog who serves to provide comfort to students and staff.

Open-Gate Weapons Detectors - All students, staff, and visitors who enter Avondale Middle School will be expected to pass through the OpenGate Weapons Detectors located at the entrances to the building. Students will pass through the weapons detectors at the entrance by the gyms in the morning. Visitors will enter through the vestibule located in the center of the school.

Identification Cards and Lanyards - All students are required to wear their school identification cards on a lanyard around their neck everyday. Each student will be provided an identification card and a lanyard for their use. Lost cards and lanyards must be replaced. A small fee will be charged for lost items. Students will use these cards to scan into the building every day as well as for food services.

ENRICHMENT ACTIVITIES

Assemblies - We offer a variety of programs. Typically, class assemblies are held in the fall to review general programs, rules, and regulations. Honor assemblies are held during the school day for 6th and 7th grade and at the Bridging ceremony for 8th grade during the last few weeks of school. Special assemblies for safety and academic and cultural enrichment are provided. When necessary, virtual communications may take the place of in-person assemblies.

Field Trips - Field trips are part of many class experiences, offering instruction not available in the classroom. During field trips, all school rules on student behavior apply, in addition to the rules of the facility visited. Students are responsible for meeting all rules and regulations established in the student code of conduct. If a student fails to meet these expectations any time during a field trip including the bus, parents may be responsible for transportation home. Incentive based field trips are at the discretion of grade level teams.

Athletics - Sports augment a well-rounded education. Students have a variety of sports available to them. Grade level eligibility is determined by the athletic department.

To be eligible to participate in athletics, students must do the following:

- Complete and return a physical examination form.
- Receive appropriate marks on eligibility forms.
- Be present at least one-half of the school day on the days of practice or games.

***Pay for Participation rates are established on a yearly basis by the Board of Education.

Remaining on School Grounds - Students are not allowed to leave school grounds to any of the various commercial outlets or loiter in surrounding neighborhoods and then return to the middle school for an after school event. Students are required to go home after school is concluded and then return by parent transportation or walking back to school. Students cannot leave school grounds with the intention of returning for any sporting or extra-curricular event without going home first.

Extra-curricular Involvement and Grades - It is the student's option to participate in extracurricular activities. The teachers, staff, and parents encourage all students to become involved in extracurricular activities. In order to participate in activities, students need to be responsible in maintaining work and grades. All school rules apply during after school activities.

Publications - All publications made by either students and/or staff for distribution or sale need to be approved by the administration. All pages including page numbers and all appropriate data and material print should be ready two school days before printing to be approved by the administration. Once the administration has approved the print ready publication, such as a student newspaper, there shall be no other additions or deletions. This policy will be strictly enforced. All pictures used in a publication, such as a yearbook, newspaper, etc. will also need to be given to the administration two school days prior to printing or two school days prior to the deadline with the appropriate company. These pictures must be proof ready and approved by both the club sponsor or teacher and the school administration.

Fundraisers- All fundraisers for any club or athletic group must complete the appropriate forms and be approved by the administration. All money collected by fundraisers must be turned in daily to the club sponsor/teacher who will submit it to the office daily for accounting and storage. Students may not sell items at school for personal gain.

Clubs - Avondale Middle School is proud to offer a variety of clubs each year. All clubs must be sponsored by a school employee and pre-approved by administration with an average of twenty students in attendance. Please see the website and newsletter for opportunities.

ATTENDANCE

Entering Middle School

Transfers from Other Districts

Among the “new” enrollees in middle schools are students who may have attended private, parochial, and/or other public schools. Early contacts with parents enable school personnel to assist these students in adjusting to their new situations.

New Residents to Michigan

Students who enter Michigan schools for the first time must submit updated immunization records, in accordance with regulations set by the Michigan Department of Community Health. Failure to comply with the state immunization requirements will prevent students from registering for classes. A copy of the child’s birth certificate and most recent report card is required when enrolling for the first time.

Absence and Illness-

Punctual and regular attendance is essential for a student to do well in school. Students are allowed at their lockers at 7:45 a.m. The school day begins at 7:53 a.m and ends at 2:46 p.m.

If an absence is necessary, guardians should call our attendance number (248) 537-6310 between 6:30 and 8:30 a.m. or the night before and give a reason for the student’s absence. It is the responsibility of the guardian to contact the school in the event of any absence from any portion of the school day. If guardians are unable to contact the school, the student should bring a note from their guardian stating the reason for the absence. Arriving late to school is considered an unexcused tardy. **Arriving late to school on a regular basis is considered an attendance problem and may result in a truancy referral.**

Poor attendance will be reflected in the student’s grades and often helps determine if a student passes or fails. Students may be excluded from participation in sports and other extra-curricular activities as a result of poor attendance. Poor attendance may result in a Youth Assistance or Juvenile Court referral for truancy. Charges of educational neglect may be filed against the parents of children with excessive absences.

Mustang Roundup - Mustang Roundup is an essential part of our school day. This is NOT an optional course. Students are expected to attend Roundup every day and be on time. Roundup begins at 7:53am. Students will need time to enter the building and comply with daily safety procedures. Students should arrive 10-15 minutes before the start of the day to ensure timely arrival to class.

Truancy - Truancy is the absence from one or more scheduled classes without authorization by a guardian, or school official. This is a violation of the Compulsory School Attendance Law. Students may be given detentions, suspension, or be recommended for expulsion for chronic truancy. If a pattern of truancy develops, the administration may choose to petition the Juvenile Courts for assistance. The severity of discipline will depend on the student’s record and the frequency of the offense.

Per district policy, once students reach 5 full day (4 or more periods) absences, excused or unexcused, in a quarter or more than 8 in total they will receive a step one truancy letter. At this time, students may be referred to the Oakland Schools Back to School liaison who will meet with students to support improvements in attendance. Once a student reaches 11 full day absences they will receive a step two truancy warning letter. When a student reaches 15 or more full day absences they will be referred to Avondale Youth assistance program. At 20 or more days absent the student will be referred to Oakland County Schools Truancy. Suspensions and medically excused absences **with a note from a physician** do not count toward truancy.

Early Dismissal - If a student needs to be excused during the day, a note, signed by a guardian, or person on the student's emergency card must be brought in from home and turned in to the office before school begins in the morning. A student may not leave the school for any reason without permission from the office. If a student is being picked up early, parents must call the office before 2:00pm. We will only release students for early dismissal after 2:00pm in the case of an emergency.

Emergency School Closings - If the school should close because of an emergency, it will be announced by the media as early as possible. Guardians are discouraged from calling the school to determine if classes are being held. The Avondale Middle School Remote learning policy may be enacted for closures lasting for three consecutive days or more.

Homework Requests -

Students who are absent from school for a period of two days or less will be required to make up their work upon their return to school. Students who are absent from school for a period of three days or more may request homework through the office. Please refer to the following sections for the homework request guidelines that pertain to each type of absence. In the event that the student misses a test or quiz while absent, 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.

Short-Term Illness Absences (three to five days)- An absence out of school due to illness or for medical reasons for three to five days is considered a short-term illness absence. These absences should be excused by the guardian with no need for a note from a physician unless a student has already received a truancy warning letter. Homework requests can be made on the second day the student is out only if the guardian knows the student will not be attending school the following day. The student is solely responsible to get all of the work missed upon returning to school for absences of 2 days or less.

The following guidelines all apply to short-term illness absences:

- Absences must be for three to five days.
- Teachers will be given one school day to assemble the work.
- Homework requests should be called in to the attendance office before 10:00 a.m. and the work can be picked up after 1:00 p.m. on the next day.
- All homework issued during the absence must be completed within two days after returning to school.
- At the teachers' discretion, some work may be given more time.
- In the event that work is given upon return, the student will have the same number of days to complete the assignment that they were absent.
- In the event that the student misses a test or quiz, no more than three school days will be allowed to make up that assessment.
- Arrangements may be needed for students to make up lab work or tests before or after school at the teachers' discretion.

Pre-Arranged Absences (three or more days) - Guardians are highly encouraged to plan vacations for times when school is NOT in session. The school year is approximately 180 days each year and families should do their best to plan vacations on breaks, weekends, or in the summer. A guardian may request that their child be excused from school when it is deemed necessary. The pre-arranged absence form should be picked up from the office, completed, and turned in to the counseling/attendance office **3 days prior to the absence**.

The following guidelines all apply to pre-arranged absences:

- Forms must have student, guardian, teacher, and administrator signatures to be considered excused.
- Absences must be for three or more school days.
- Teacher must be given two school days to assemble the work to be completed during the absence.
- Students will have some assignments listed on their pre-arranged form, and the remainder of the work will be picked up from the counseling office after 1:00 p.m. on the day before the absence.
- All homework issued prior to the absence must be completed upon return to school.
- At the teachers' discretion, some work may be given upon return.
- In the event that work is given upon return, students will have the same number of days they were absent to complete the work. (Not to exceed one week)
- In the event that the student misses a test or quiz while absent, 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.
- All work missed due to a pre-arranged absence must be completed prior to the end of the unit or project.
- Arrangements may need to be made for students to make up tests or lab work before or after school at the teachers' discretion.

Long-term Medical Absences (More than five days) - An absence due to an illness or for medical reasons for more than five days is considered a long-term medical absence. These absences should be excused by the parent with supporting documentation from a physician. Homework requests will be taken under the guidelines of short-term absences until the parent notifies the school otherwise.

The following guidelines all apply to long-term medical absences:

- Absences must be for more than five school days and must be medically documented.
- Teachers will be given two school days to put together the work for a week's time.
- Homework requests should be called in to the attendance office and work is exchanged once per week.
- All homework issued during the absence must be completed and turned in to the attendance office before new work can be picked up.
- At the teacher's 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 work is given upon return, the student will have the same number of days that they were out to complete the work (**Not to exceed ten school days**).
- In the event of a lengthy absence, students may be exempted from their elective classes for that grading period and grading may transfer to a credit/no credit system at the discretion of an administrator.
- Arrangements may need to be made for students to make up lab work before or after school after the student returns to school.
- Students may not transition to a virtual setting, if a virtual setting is available through the district, without permission from the Assistant Superintendent.

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.

Tardiness - When a student is late to school, an excuse should be submitted to the attendance office. Three unexcused tardies for any one class will result in an automatic detention. Chronic tardiness may result in other disciplinary consequences including suspension or a referral to the Oakland Schools Back to School truancy liaison.

Hall Passes - Student attendance and engagement in class is very important at Avondale Middle School. We use the SmartPass system for student hall passes. Students are allowed up to 3 hall passes daily through the system. Students with medical exemptions or individual plans may be allotted a different amount of passes. Teachers are able to override the pass limit in an urgent situation and are expected to reach out to parents regarding any concerning patterns in pass usage that might be impacting academic performance.

Remaining on Premises- Once a student arrives on school grounds, and school is in session, they may not leave without permission from school authorities and must be signed out by a guardian, or a person on their emergency contact list through the Attendance Office. Students may not leave campus for the express purpose of obtaining lunch. Food deliveries by outside vendors are prohibited

TRANSPORTATION TO AND FROM SCHOOL

Car Transportation - Families who are dropping off or picking up students must use the car drop off lane. Students may NOT be dropped off in the bus loop or at the gate from the sub next the AMS. Busing is provided for students residing in the Avondale School District. School buses have the right of way. Cars in the drive should not block the passage of buses. If a guardian needs to come into the building, they should park in the parking spots in the center of the pick up/drop off loop. High school siblings should remain in the car during student pick up/drop off. The speed limit on Mustang Drive is 10 MPH. Avondale Middle School is a smoke free/drug free campus. Please refrain from smoking in the pick up/drop off loop.

Bus Transportation - Students and guardians are expected to follow Bus expectations as outlined in the Avondale School District Code of Conduct. Students must ride on their assigned buses. Only students residing in the Avondale School District boundaries may ride a school bus to and from school. If a student plans to ride home on a bus with a friend, both families must get approval from transportation at 248-537-6050 prior to riding the bus. A note of approval must be shown by both students as they get on the bus.

Bicycles, Scooters, Skateboards, and Rollerblades -

-Students may ride bicycles to school and must have their own lock to lock them up outdoors. The school will not be responsible for lost or damaged bikes or items.

-Scooters, skateboards, and rollerblades are allowed to be brought to school provided these items can be stored in their locker without it causing any jamming or damage to the locker. Items too large for the locker are not permitted.

-Students must carry scooters, skateboards, and rollerblades whenever they are on school property. The school will not be responsible if any of these items are lost, stolen, or damaged.

Commercial Transportation - Avondale School District discourages the use of professional driving services to transport individual students to and from school unless as a requirement of an Individual Education Plan (IEP) or a provision mandated by the McKinney-Vento Homeless Assistance Act.

Avondale Middle School Citizenship

	Participation/ Organization	Attendance/ Tardy	Respect Learning Environment	Respect Each Other	Attitude
1 Excellent	-Consistently engaged in discussions/activities -Consistently brings and gets out needed materials without prompting -Consistently uses class time provided to work	-Consistently arrives to class on time -Consistently seated in assigned seat at the bell -Consistently takes responsibility for absent work without prompting	-Consistently displays active listening -Consistently follows classroom rules -Consistently focused on assigned tasks (does not disrupt learning)	-Consistently kind and respectful to all (words/actions) -Consistently a positive influence on others -Consistently uses appropriate language	"I am here to get the best education I can." "I am here to be a positive role model and am always cooperative."
2 Good	-Usually engaged in discussions/activities -Usually brings and gets out needed materials without prompting -Usually uses class time provided to work	-Usually arrives to class on time -Usually seated in assigned seat at the bell -Usually takes responsibility for absent work without prompting	-Usually displays active listening -Usually follows classroom rules -Usually focused on assigned tasks (does not disrupt learning)	-Usually kind and respectful to all (words/actions) -Usually a positive influence on others -Usually uses appropriate language	"I am here to be successful and lead/support others when expected." "I am usually cooperative."
3 Fair	-Sometimes engaged in discussions/activities -Sometimes brings and gets out needed materials without prompting -Sometimes uses class time provided to work and sometimes disrupts the class	-Sometimes arrives to class on time -Sometimes seated in assigned seat at the bell -Sometimes takes responsibility for absent work without prompting	-Sometimes displays active listening -Sometimes follows classroom rules -Sometimes focused on assigned tasks (does not disrupt learning)	-Sometimes kind and respectful to all (words/actions) -Sometimes a positive influence on others -Sometimes uses appropriate language	"I am here to get a passing grade." "I am here to work with others when asked and am mostly cooperative."
4 Poor	-Rarely engaged in discussions/activities -Rarely brings and gets out needed materials without prompting -Rarely uses class time provided to work and disrupts the class	-Rarely arrives to class on time -Rarely seated in assigned seat at the bell -Rarely takes responsibility for absent work without prompting	-Rarely displays active listening -Rarely follows classroom rules -Rarely focused on assigned tasks (does not disrupt learning)	-Rarely kind and respectful to all (words/actions) -Rarely a positive influence on others -Rarely uses appropriate language	"I am here to be social or because I have to be." "I don't always work with others when asked and am seldom cooperative."
5 Conference Requested	-DOES NOT engage in discussions/activities -DOES NOT bring and get out needed materials without prompting -DOES NOT use class time provided to work and disrupts the class	-DOES NOT arrive to class on time -IS NOT seated in assigned seat at the bell -DOES NOT take responsibility for absent work without prompting	-DOES NOT display active listening -DOES NOT follow classroom rules -DOES NOT focus on assigned tasks (does not disrupt learning)	-IS NOT kind and respectful to all (words/actions) - DOES NOT have a positive influence on others -DOES NOT use appropriate language	"I am here, but I don't want to be." "I get others off-task and I socialize. I am mostly uncooperative."



Student Code of Conduct

***Adopted by the
Avondale Board of Education
05-16-23***

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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 60 school days.
- "Expel" or "Expulsion" means a disciplinary removal from school for 60 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, 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, and 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.

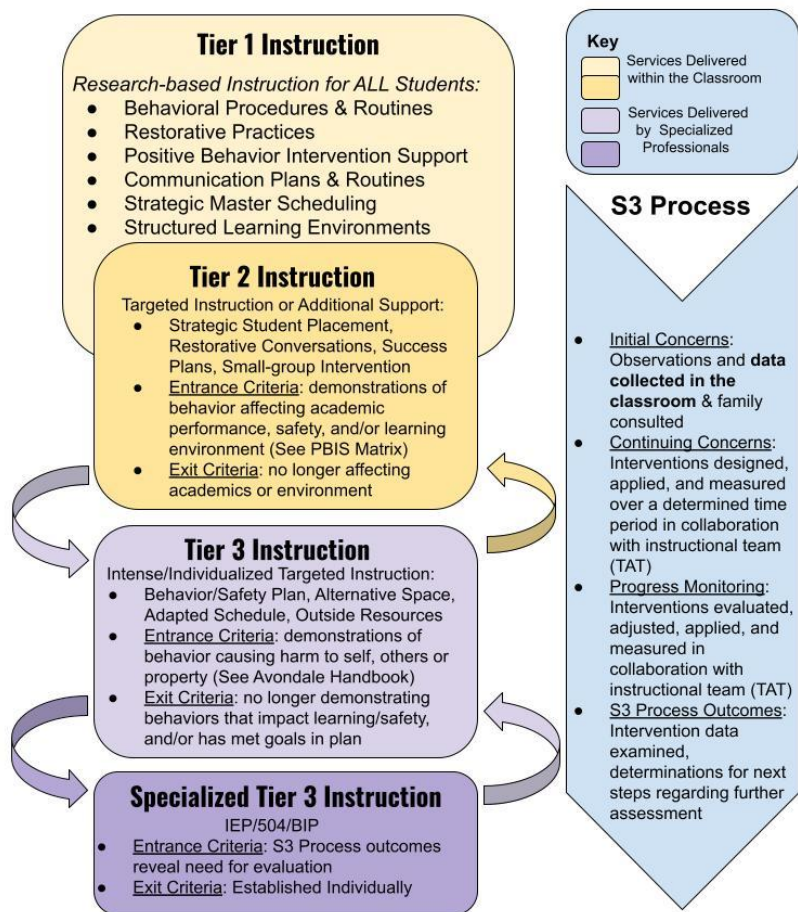
Step 7: Long-Term Suspension

The duration of this suspension is for a definite number of days in excess of 10 school days and up to 59 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 Incurability	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 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.

2. Aggressive Behavior

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

- Any behavior or act with the outcome of, whether intentional or unintentional, harming a person or animal or damaging physical property.
- This includes, but is not limited to: acts of physical violence, hitting, kicking, biting, shouting, swearing, harsh language, horseplay, play fighting, “dunking”, pushing, and cheesenecking.
- Administration may consult with building and/or district security personnel.

3. 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.

4. Bullying and Harassment

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.

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.

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.

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.

5. 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.

6. 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.

7. Drug Use or Distribution

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

The distribution by selling, sharing, giving, or offering, or the intent to distribute drugs, alcohol or tobacco/vapes on school grounds or at school activities. This includes over-the-counter medications. Police will be contacted. The student may be recommended to the Board of Education for expulsion.

Drug related incidents are events involving trafficking (including the intent to arrange for distribution, sale, or use), sale, purchase, possession of drugs or drug paraphernalia, or use of substances (including steroids, all prescription drugs for which the student does not have a prescription and inappropriate use of nonprescription drugs and other substances). Drug related offenses will include the following:

- Possession or use of marijuana, hashish, THC substances including edibles or topicals, other cannabinoids, or other illicit drugs on school grounds or at school activities; being under the influence of marijuana or illicit drugs on school grounds or at school activities; inappropriate use of medication on school grounds or at school activities. Police will be contacted.
- Trafficking or possession for sale of marijuana or other illicit drugs on school grounds or at school activities. Police will be contacted.

Over the counter and prescription medications must be distributed through the main office and a "Permission for Prescribed Medication" form must be on file.

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, "vape juice", cartridges or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's", vaping), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of

drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, marijuana, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. Insubordination and Incurrigibility

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, work refusal and incurrigibility.

17. Misuse of Technology and Social Media Misuse

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

Posting private information about another person, including their name, address, telephone, school address, work address, picture etc. This includes, but is not limited to: electronically sending or posting messages or images which are intended to hurt, intimidate, harass, or embarrass another person, create a hostile school environment, regardless of where or when the messages were sent.

Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, taking or distributing unauthorized photographs, messages/flyers or recordings. Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication. Live Streaming or social media posting during the school day is not allowed and automatically violates the electronic device policy. Personal electronic devices may not be used for any activity prohibited by the Avondale Code of Conduct, to circumvent network security or for any unauthorized access to or inappropriate use of the district computer network. 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. However, school personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

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, unauthorized use of computer equipment, including exposing equipment to damage; posting personal contact information about oneself, including one's name, address, telephone, school address, work address, etc.; unauthorized use of other students' computer files; tampering with computer equipment; unauthorized or improper use of computer bulletin boards; intentional acts to bypass installed internet content filters; using school technology to arrange an online meeting for social purposes; providing your passwords to another person; using your personal email account for non-educational purposes. The use of school technology to create, print, and/or distribute unauthorized print materials. The distribution of materials that have not been approved by the administration. Administration may consult with building and/or district security and/or police.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

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

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

- 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.

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 the bus rules 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. Upon the third written bus conduct report, it will result in suspension from the bus.

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 has 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 hand held 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 forego 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.

4. **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 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.C. 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>

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