

**2023-2024**

**Student-Parent Handbook**

# AVON HIGH SCHOOL



## 2023-2024 STUDENT AGENDA

Principal.....Mr. Matthew Shockley  
Assistant Principal.....Ms. Emily Garrett  
Assistant Principal.....Mr. Robert King  
Assistant Principal.....Mr. Kyle Nelson  
Assistant Principal.....Dr. Dan Peo  
Assistant Principal.....Mrs. Elizabeth Tharp  
Assistant Principal.....Dr. Aaron Willis  
Athletic Administrator.....Mr. Jason Young  
Assistant Athletic Administrator.....Mr. Lance Larkey  
Dean.....Mr. Daniel Fornek  
Dean.....Mr. Neil Linville

7575 E. Oriole Avenue  
Avon, Indiana 46123

Phone: (317) 544-5000

Fax: (317) 544-5001

Athletic Office: (317) 544-5050

Athletic Office Fax: (317) 544-5007

AHS Website

<http://ahs.avon-schools.org>

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## **HANDBOOK PURPOSE**

This AHS student agenda serves as an academic organizer, a policy handbook for both parents and students, and a set of passes. Replacement agendas will cost \$5 and may be purchased from student services.

## **DIVERSITY STATEMENT**

Diversity is strength, and multicultural experiences are vital components of the educational process. It is the policy of Avon High School to recognize the uniqueness of each individual. Statements or behavior which insult, degrade, or stereotype any other person on the basis of race, gender, handicap, intellectual ability, physical condition, sexual orientation, socio-economic background, ethnic or national origin, or religion is unacceptable. The school community will show consideration for rights, opinions, and values of all individuals at Avon High School.

## **NON-DISCRIMINATION STATEMENT**

Avon Community School Corporation does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, sexual orientation, genetic information, or veteran status in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Avon Community School Corporation Career and Technical Education department does not discriminate in enrollment or access to any of the programs available at the high school or career/technical education center. The lack of English language skills shall not be a barrier to admission or participation in the activities and programs. The Avon Community School Corporation also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

## **STUDENT COUNSELING SERVICES**

The school provides a counseling program for students delivered by school counselors and school social workers. The counseling program will assist students with supports related to academic, social, and/or personal issues. Students are encouraged to seek academic, social, and/or personal assistance. Families may also request assistance for their student at any time.

The counseling program provides classroom lessons for all students. Optional supplemental support services may be offered, which could include small group services and/or 1:1 supports. ACSC deeply values the family-school partnership in order to help students be successful. Guardian consent will be obtained before students are enrolled in regular, scheduled, ongoing small group or 1:1 supports. Guardian and/or student may choose to discontinue these optional services at any time. Guardians can expect regular communication updates on their student's group topics.

In addition to the above supports, the counseling department is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. All students have the opportunity to receive college and career-oriented information. Beginning in middle school, representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military [primarily high school], may be given access to the school campus in order to provide students and parents/guardians with information.

# **ANTI-HARASSMENT STATEMENT**

- Avon High School will maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the school's educational opportunities, programs, and/or activities, or, if initially occurring off school grounds or outside the school's educational opportunities, programs, and activities, affecting the school environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all operations, educational opportunities, programs, and activities.
- All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding discouraging, and reporting any form of unlawful harassment occurring in the school's educational opportunities, programs, and/or activities, or, if initially occurring off school grounds or outside the school's educational opportunities, programs, and activities, affecting the school environment.
- This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the school environment.
- Avon High School will vigorously enforce its prohibition against unlawful harassment, that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the school community as well as third parties who feel aggrieved to seek assistance to rectify such problems, occurring in the school's educational opportunities, programs, and/or activities, or, if initially occurring off school grounds or outside the school's educational opportunities, programs and activities, affecting the school environment.
- Further information on the ACSC Anti-Harassment Policy (#5517) can be obtained on the school district website.

## **Students**

Mrs. Susie Hurt  
Director of Special Education  
7203 E. US Highway 36  
Avon, IN 46123  
(317) 544-6000

## **Staff, Visitors, Parents, Community Members**

Mrs. Kristin Williams  
Director of Human Resources  
7203 E. US Highway 36  
Avon, IN 46123  
(317) 544-6000

**WE ARE  
AVON.**

**Inspired students.  
Engaged learners.  
Empowered citizens.**

**WE ARE  
ONE.**



# EXPECTATIONS FOR STUDENT BEHAVIOR

	School Wide	Cafeteria	Hallway	Large-Group Settings (gym, auditorium, etc.)	Parking Lot
Accountable	<ul style="list-style-type: none"> <li>• Have materials prepared and personal electronic devices charged</li> <li>• Be in class when the bell rings</li> <li>• Use cell phones appropriately</li> <li>• Have school ID with you at all times</li> <li>• Remain in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>• Place trash/recycling in appropriate areas/containers</li> <li>• Leave area clean</li> <li>• Stay seated</li> <li>• Have school ID with you</li> </ul>	<ul style="list-style-type: none"> <li>• Move with purpose, keep hallways clear</li> <li>• Be in class when the bell rings</li> <li>• Use hallway passes for intended purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated</li> <li>• Keep aisles clear at all times</li> <li>• Use appropriate voice level</li> <li>• Enter and exit quietly and orderly</li> <li>• Follow directions of all staff</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive in the parking lot by 8:00am</li> <li>• Follow traffic rules and signage (15 mph max)</li> <li>• Park in student parking spaces only</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>• Treat others with acceptance, consideration, and politeness in both speech and actions</li> <li>• Keep school facilities clean</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate courtesy to staff and students</li> <li>• Maintain personal space</li> <li>• Clean your area and encourage others to do the same</li> <li>• Wait your turn in line</li> <li>• Maintain conversational volume</li> </ul>	<ul style="list-style-type: none"> <li>• Use language that reflects acceptance and consideration</li> <li>• Maintain conversational volume</li> </ul>	<ul style="list-style-type: none"> <li>• Remain quiet during the presentation and use appropriate applause</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns letting others in</li> <li>• Use aisles-- not parking spaces-- to drive through the lot</li> </ul>
Engaged	<ul style="list-style-type: none"> <li>• Be attentive and aware of others and surroundings</li> <li>• Report suspicious activity related to safety, security, and health of others</li> <li>• Listen to and follow all announcements or directions given by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions of all staff</li> <li>• Be inclusive and welcoming to those around you</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain positive and appropriate interactions between peers</li> <li>• Be attentive and aware of others and surroundings</li> </ul>	<ul style="list-style-type: none"> <li>• Raise a quiet hand if you need assistance</li> <li>• Give your full attention to the presenters and participate when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Be alert when entering and exiting parking lot</li> <li>• Report hazardous driving</li> <li>• Refrain from distracted driving</li> </ul>



# I. GENERAL INFORMATION

School Yearbook - TREASURE CHEST

School Newspaper - THE ECHO

School Newsletter – ORIOLE OUTLOOK

School Mascot - FIGHTING ORIOLE

School Colors - BLACK and GOLD

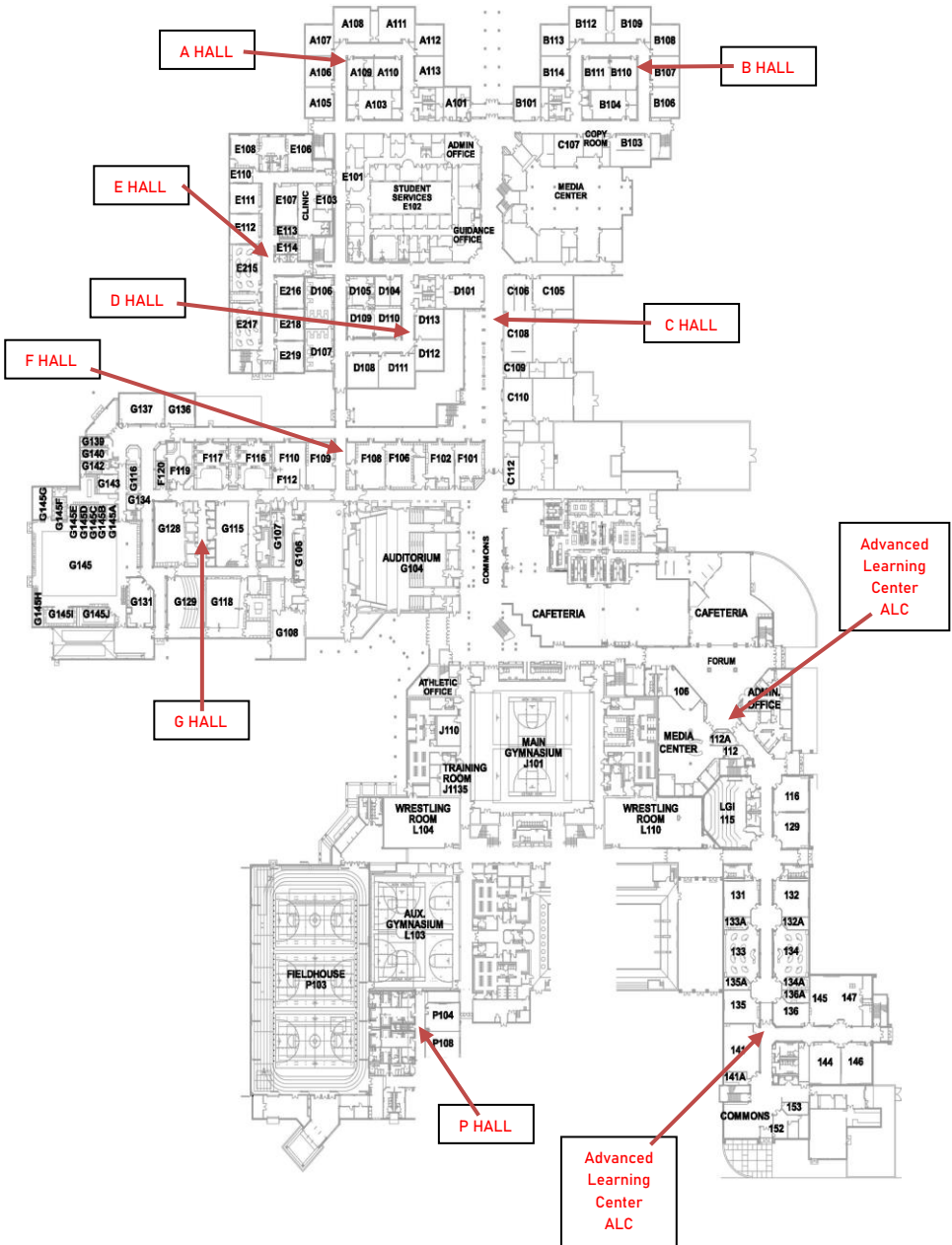
Academic and Athletic Conference -HOOSIER CROSSROADS CONFERENCE

## AVON COMMUNITY SCHOOL CALENDAR 2023-2024

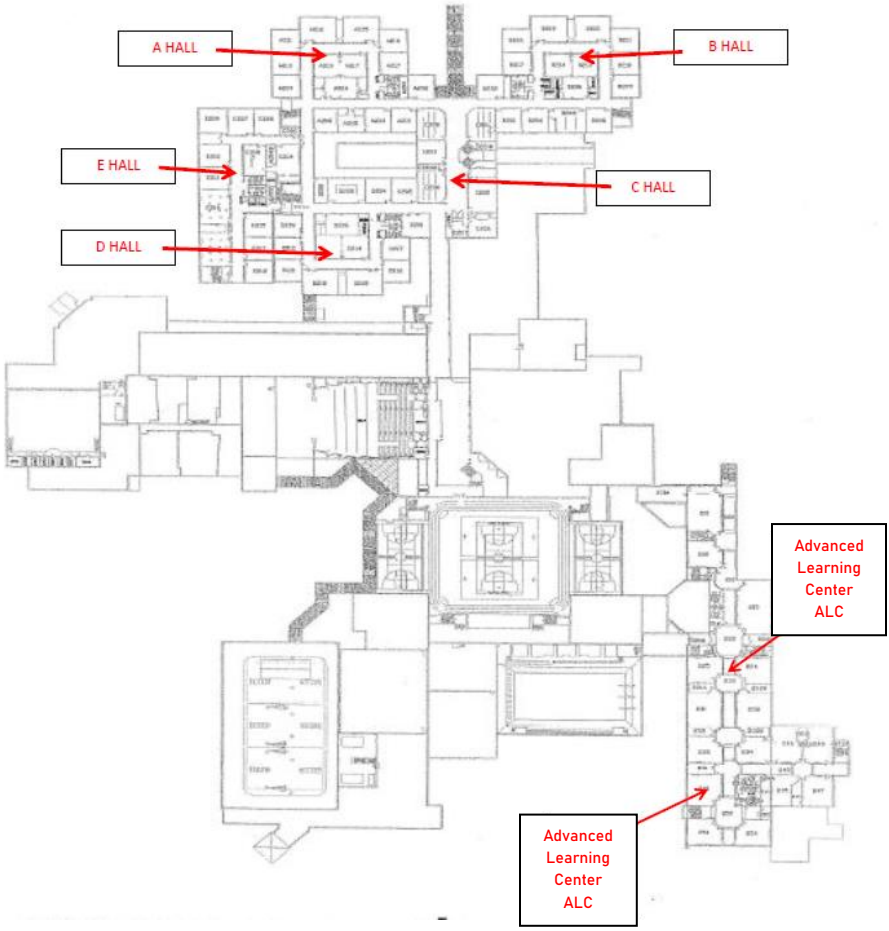
Teacher Days	July 24-July 26
Students' First Day	July 27
Labor Day (No School)	September 4
Day of Caring	September 14
Fall Break (No School)	October 9-20
Student E-Learning Day/Teacher PD	November 7
Thanksgiving Break (No School)	November 22-24
Winter Break (No School)	Dec. 25-Jan. 05
Grades K-12 Teacher Record Day (Grades K-12 no school)	January 8
Students Return to School	January 9
Martin Luther King Day (No School)	January 15
**Presidents' Day (No School)	February 19
Spring Break (No School)	Mar. 18-29
Students Return to School	April 1
E-Learning Day	April 8
Last Day of School	May 24
Commencement	May 24
Memorial Day (No School)	May 27
Teacher Day	May 28
<b>*MAKE-UP DAY</b>	<b>May 29</b>
<b>*MAKE-UP DAY</b>	<b>May 30</b>
<b>*MAKE-UP DAY</b>	<b>May 31</b>
<b>*MAKE-UP DAY</b>	<b>June 3</b>

**\*\*FEBRUARY 19 MAY BE A MAKE UP DAY IF CANCELLATION OCCURS FIVE (5) OR MORE DAYS PRIOR TO THIS DAY**

# AVON HIGH SCHOOL FIRST FLOOR



# AVON HIGH SCHOOL SECOND FLOOR



## II. STUDENT CONDUCT

### Section 2.01 ATTENDANCE POLICIES AND PROCEDURES

#### (a) PHILOSOPHY

The State of Indiana and Avon Community Schools place education at the top of their priorities. Students are expected to attend school every day. Learning is a result of active participation in classroom and other school activities. The dialogue between a teacher and the students in a classroom environment can never be effectively duplicated and individual study cannot replace it. Regular daily attendance is the responsibility of the parent and the student and is a critical life skill. Attendance at Avon High School is governed by the Indiana code and the local policy adopted by the Board of School Trustees; students are expected to comply with Indiana State Law regarding attendance. Avon High School will enforce the attendance policy stipulated in the student handbook.

#### (b) ATTENDANCE REPORTING

**TEACHERS:** An absence will be recorded by the teacher in PowerSchool when a student is not in class. Attendance will be taken period by period, and the PowerSchool record will be the official documentation of absences. When Student Services is notified of an absence, the absence will be recorded and may be reviewed by the administration.

**PARENTS: If the student cannot attend school for the regularly scheduled school day, it is the responsibility of the child's parent to notify the office. Any absences not verified by a parent within 48 hours will be deemed as unexcused. Unexcused absences compromise the ability of students to make up work. Messages pertaining to attendance may be left in the Attendance Office's voice mailbox 24 hours a day at 544-5000. Follow the menu prompts.**

**TO CLEAR AN UNVERIFIED ABSENCE:** When a student has an absence that has not been verified, the parent will receive an automated phone call from the high school. Parents then have until approximately 9:00 a.m. two days following the absence from school to verify their knowledge of and the reason for the unverified absence. If the parent fails to contact Student Services during the allotted time, the unverified absence will be considered unexcused.

#### (c) CHRONIC ABSENTEEISM

Students may not miss more than nine (9) school days in one semester. **These days may be a combination of excused and unexcused absences.** When a student is five (5) days absent of any type in a class, notification will be sent to the parent/guardian regarding the absences. Communication may be by phone call, ParentSquare message, or letter. In the event of chronic absenteeism, the school may initiate the following progressive actions:

1. Letter(s) of notification sent to parents/guardians via ParentSquare.
2. Dean/Administrator may meet with the student and call home to discuss attendance concerns.
3. Attendance contract implementation: students will be placed on an attendance contract.
4. Student recommended to Hendricks County Project Attend (See: Hendricks County Project Attend).
5. Additional steps including further disciplinary action and/or the student's removal from individual courses and loss of credit in the course for that semester.

If a student is removed from a class due to attendance, a written appeal may be submitted to the school principal no later than the first day of the student's removal from class. Expulsion proceedings following due process may be instituted if a student is removed from two or more classes due to excessive absences. Students must be enrolled in at least four courses for credit to remain a student at Avon High School unless the student is enrolled in a special program of study.

## CODES TO KNOW

<b>CODES</b>	<b>WHAT IT MEANS</b>
INA	IN ATTENDANCE
ILL	ILLNESS
MED	MEDICAL VERIFIED
BER	BEREAVEMENT
REL	RELIGIOUS OBSERVATION
PRE	PREARRANGED ABSENCE
UNX	UNEXCUSED ABSENCE
UNV	UNVERIFIED ABSENCE
NUR	NURSE
ADC	ADMINISTRATOR CONFERENCE
GUI	GUIDANCE/TESTING
EXE	EXCUSED
OTH	OTHER
TDY	TARDY UNEXCUSED
ISS	IN-SCHOOL SUSPENSION
OSS	OUT OF SCHOOL SUSPENSION

## **Section 2.02 ATTENDANCE TYPES**

### **(a) EXCUSED ABSENCES**

An excused absence is one that permits a student to make up missed work and receive credit. Students will be allowed one day to complete make up work for each day of an excused absence. The following are also considered by Avon Community Schools to be excused absences but may be applied to the total number of absences in a semester or absences to a class.

1. Illness – mental and/or physical illness of the child, medical and/or dental appointments, and/or other professional appointments
  2. Death in the family
  3. Required religious observance and church attendance for religious instruction for up to 120 minutes per week
  4. Prearranged absences (3 days per school year) approved by the administration (see: "Prearranged Absences")
  5. Emergency circumstances totally beyond the control of the student and/or his/her parents may be determined, at the discretion of the principal or an assistant principal, to be cause for an excused absence
  6. Short Term Juvenile Detention
  7. In School Suspension
  8. Out of School Suspension
  9. Other absences excused by an administrator
- (i) Absent but Present
- State law recognizes very few permissible absences. Per IC 20-33-2, these events are coded in PowerSchool as "Absent, but Present". Students participating in the events labeled Absent, But Present or participating in a State Fair competition are not counted as absent from school. These absences may not be applied against the total number of absences in a semester or absences to a class.
1. Service to the election board or a political candidate on Election Day
  2. Duty with the National Guard
  3. Medical fragility that precludes attendance in high contagion circumstances
  4. A principal approved educationally sound activity (see IC 20-33-2-17.5) school sanctioned activities, including approved and parent-accompanied higher education days, determined valid by the administration
  5. Service as a legislative page
  6. A court subpoenaed witness
- (ii) Early Dismissal
- When a student must leave school for a special appointment and the student has brought a note, the Early Dismissal slip should be secured from the Student Services office *before* classes begin. Parents should send a note with the student to be submitted to the Student Services office if their child needs an Early Dismissal slip. Once proper notification by note is received by the Student Services office, an Early Dismissal slip will be sent to the student in class before the student will be allowed to leave the school grounds. All students must sign out and present a valid student ID and early dismissal slip when leaving. Documentation of the appointment is required in order for the absence to be excused; students must provide this documentation upon return to school.

(iii) Prearranged Absences

Students can best achieve academic success by being in school every day. We also understand that a student may occasionally have an opportunity to experience extraordinary opportunities that may result in a missed day of school.

The principal or designee may grant a pre-arranged absence, if the absence provides an extraordinary opportunity for the student and/or family. The request must be submitted to the principal or designee at least five days in advance of the requested absence. The student will be required to complete all missed work upon his/her return to school, no later than the number of days of his/her pre-arranged absences, or the student will receive no credit for the missed assignments or tests. No more than three days of pre-arranged absences will be approved each year. Pre-arranged absences will not be granted during the following circumstances:

1. State-required testing
2. Final exams
3. Last three days of a semester
4. When the requested absence would push the student's attendance record into excessive absence status or if the student has surpassed the allowable number of absences.

(iv) College/Military Visitation Days/Job Shadowing

Two excused days for College/Military visitation or job shadowing are allowed during the school year for students in grades 9-12. College/Military Visitation Days & Job Shadowing are to be prearranged absences that are requested through the guidance department. **Absences due to college/military visitations and job shadowing count in the total number of absences allowed in a semester.**

College/Military Visitation Days will be approved when the student visitation is made with their parent, guardian or their designee or with permission from the guidance department chairperson or counselor. Days needed for military enlistment, testing, and/or physicals, etc. should be approved through the guidance office. If a student wants to visit a college, he/she must do the following for the absence to be excused:

1. Secure the college/military visitation or job shadowing request form from the guidance office.
2. Return the completed form to the guidance office no less than five (5) school days prior to the visit.
3. Present verification of the visit to the attendance office upon the return to school in order for the absence to be deemed excused.

(v) Extreme Weather Attendance

In times of extreme weather, school may still be in session or only delayed. Parents make the final determination as to whether their child will come to school. The parent decision will not penalize any student academically.

**(b) TARDINESS**

(i) Tardy to School

It is the responsibility of each student to arrive to school on time. A tardy to school is also considered a tardy to the student's first period class. Progressive discipline will be given for unexcused tardies.

- Students arriving after the school day has begun must present their ID to the door monitor upon arrival and will be instructed to report directly to class unless he/she has an appointment slip from an early dismissal to be turned in to student services or needs the assistance of the principal or an assistant principal. Students reporting to student services or to a principal will be issued an admit slip. The admit slip does not serve as documentation for an excused tardy absence.
- If a student driver receives seven (7) or more unexcused absences or tardies in a semester, his/her driving privileges may be revoked for the remainder of the semester

(ii) Tardy to Class

It is the responsibility of each student to arrive to class on time. Tardy to class is defined as a student who is not at his/her assigned station when the tardy bell has begun to ring. The assigned station is determined by the individual teacher's classroom policy. If a student arrives late to first period, the teacher will assess a regular classroom tardy.

The classroom teacher will give warnings on the first and second classroom tardy. The third and fourth classroom tardy will result in the assignment of an after-school detention and notification of the parent by the teacher.

Per Class Period:

1 Tardy	2 Tardies	3 Tardies	4 Tardies	5 Tardies	6 Tardies	7+ Tardies
Warning from classroom teacher	Warning from classroom teacher	After-school detention from teacher and notification to parent from classroom teacher	After-school detention from teacher and notification to parent from classroom teacher	Level 1 Saturday School from administrator and notification to parent from administrator	Level 2 Saturday School from administrator and notification to parent from administrator	Further disciplinary action from administrator

(iii) Tardy Sweeps

Throughout the school year, AHS will conduct tardy sweeps to continue to encourage students to be on time to class. When a sweep occurs, all students in the hallway after the tardy bell rings will go to one of multiple stations in the building to log their tardy and to receive a tardy sweep pass, which will then permit them to enter their classes. A couple of provisions for tardy sweeps:

- Students with any other **valid** pass may be excused from the tardy sweep and will not receive a consequence.
- A student who has a significant distance to travel between classes may not receive a consequence **IF** their teacher has communicated with Student Services staff that the student has a legitimate issue in their schedule that makes arriving to their class challenging.

Tardy Sweep Progressive Discipline: These are separate from and in addition to those “Per Class Period” consequences listed above.

1 Tardy	2 Tardies	3 Tardies	4 Tardies	5+ Tardies
Warning from Student Services	After-school detention and notification to parent from student services	Level 1 or Level 2 Saturday School and notification from student services	1 Day out-of-school suspension (OSS)	1 or more days out-of-school suspension or further disciplinary action from administrator

(c) **UNEXCUSED ABSENCES**

Unverified absences that have not been verified by a parent within 48 hours are unexcused. Unverified absences that are reported by a parent but do not meet criteria for being excused become unexcused. Final determination of any unexcused absence rests with the administration. **If a student is absent from any class(es), even with the knowledge or consent of a parent/guardian, the student may not be permitted to make up work for credit for that day if the absence is unexcused.**

(i) Truancy

Truancy is defined as: (a) absence from school/classes/portions of classes **without consent or knowledge of the parent** under circumstances not covered by law (IC 20-33-2), (b) leaving school or class for any portion of the day without proper permission from the principal or an assistant principal. Any class work missed during an incident of truancy should be made up by the student, but the student forfeits the right to receive credit for the work. The following circumstances are considered truancy:



1. The willful non-attendance by a student not to attend school. This act of non-compliance is not authorized and/or known by the parent/guardian.
  2. A student does not report for an assigned class during the course of the school day.
  3. A student leaving the building and/or school grounds during the day without permission.
  4. A student misrepresents a pass and does not report to a designated location during the school day. An example would be reporting 20 plus minutes late for a class or wandering in the school to a designated location.
  5. Habitual tardiness to school may also be considered an instance of truancy.
  6. Students will be considered a "habitual truant" if they are truant from school for more than ten (10) days within a school year.
    - a) The result of the first truancy will be:
      1. Detentions twice the number of hours missed, or
      2. Saturday School if a total of four hours of detention is to be served.
    - b) The result of a second truancy will be:
      1. Saturday School assigned by an administrator. **A Saturday School will be assigned if the student is truant any portion of the day or class period.**
    - c) Subsequent truanancies result in one or more of the following:
      1. Out of school suspension and placed on an Attendance/Discipline Contract
      2. Referral to Juvenile Court (see: Hendricks County Project Attend)
      3. Referral to the Bureau of Motor Vehicles for invalidation of driver's license
      4. Expulsion for the remainder of the semester
      5. Report to local authorities concerning the lack of parental responsibilities in providing proper supervision
- (ii) Habitual Truancy Section 1 –I.C.20-33-2-11
- 1) The term "habitual truant" is hereby defined as a student that has been absent more than ten (10) days from school within a school year without being excused or without being absent under a parental request that has been filed with the school.
  - 2) Indiana code provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by board policy, cannot be issued an operator's license or learner's permit until the age of 18.
  - 3) The following procedures for enforcement of SECTION I, as applied to a student who is 13 or 14 years old are:
    - a) The principal or his/administrative designee shall:
      - i) designate any student as habitual truant if the student's attendance records indicate a violation of Section I.B.
      - ii) give written notice, by certified mail return receipt requested, to the student and his/her parent or custodial of such designation and of the right to make a written request for a hearing to the superintendent within ten (10) calendar days of receipt of notice;
    - b) Notify the State Bureau of Motor Vehicles if:
      - i) the hearing examiner makes a determination of habitual truancy; or
      - ii) the parents/custodians or the student choose not to request a hearing of the principal's designation of habitual truancy or fails to give written request for a hearing within ten (10) days of their receipt of notice.
  - 4) For any student ages 13 through 17 who has been determined or designated a habitual truant under this policy, the following review procedures apply:
    - a) The principal shall review the student's attendance record no less than one time each school year to determine if the prohibition against receipt of operator's license of learner's permit shall continue. The principal shall be guided by the following factors:
      - i) at least sixty (60) school days must have elapsed since the determination or designation in order to have a significant sampling upon which to make a determination of improved attendance.

- ii) the number of absences since the initial determination of designation and reasons for each shall be reviewed. One (1) absence based on truancy and/or two (2) unexcused absences shall cause the principal to recommend that the aforementioned prohibition shall continue.
- b) The principal shall forward his/her recommendation to the board for its review and determination. If the prohibition against receipt of the license or permit is removed, the principal shall notify the State Bureau of Motor Vehicles. The removal of the prohibition, however, shall not cause the number of truancy days to be erased for purposes of later determining that a student is a repeat habitual truant under this policy.

**(d) HENDRICKS COUNTY PROJECT ATTEND**

Project ATTEND is a cooperative effort between the Schools, Probation, Prosecutor and Child and Family Services in Hendricks County, Indiana. The goal is to assist the Schools in increasing their attendance rate and to reduce the number of Truancy cases filed in the Court.

(i) GENERAL PROCEDURES:

- 1) When a child has accumulated 10 total absences, the school will have the student and the parent or guardian of the student sign a Parent Attendance Contract. The school is to determine what constitutes an unexcused absence. If the school is unable to get the parent to sign the contract within 5 school days, they should contact the PROJECT ATTEND Coordinator.
- 2) When a child has accumulated 15 total absences, the school representative should notify the Project ATTEND Coordinator by phone or e-mail and include the pertinent information about the child. This information should include the child's name and date of birth, parents' names, addresses, phone numbers and a copy of their attendance. Also, a record of any contacts made by the school should be included.
- 3) The PROJECT ATTEND Coordinator will then contact the parents or guardian of the child by phone, mail or both. This contact will include an attempt to gather pertinent information regarding the family and attendance issues. The parents will be notified that this is considered an official referral to the Juvenile Court and could result in future legal action.
- 4) If the attendance problems continue, the school should notify Project ATTEND with all updated information. A meeting will be set for the parents, child, school representative and Project ATTEND Coordinator. The Deputy Prosecuting Attorney may also be asked to attend this meeting.
- 5) At the above-mentioned meeting, the legal consequences of non-attendance will be explained. A contract/agreement will be signed by the parents, child, school representative and Project ATTEND Coordinator, that lists any actions that should be taken, and any conditions imposed on the student, parents or school.
- 6) If the child continues to have attendance problems or otherwise violates the above-mentioned agreement, a decision to file Truancy charges against the child or Educational Neglect charges against the parent may be made. It is also possible that the child could continue under the existing agreement or an amended agreement.
- 7) Each case will be considered on an individual basis. Every attempt will be made to have an Attendance Contract or Agreement signed before filing charges. The goal is to improve attendance without filing formal charges if possible.

## **Section 2.03 STUDENT EXPECTATIONS**

### **(A) ACADEMIC DISHONESTY AND ACADEMIC INTEGRITY POLICY**

- Academic dishonesty occurs when students obtain or assist others in obtaining credit for academic work which is not their own. Various ways in which the Academic Integrity Policy can be violated are described as:
  - **CHEATING** - Cheating is the use of unauthorized materials or receiving unauthorized assistance, acquiring un-acknowledgeable materials, information, or study aides in any academic exercise. The use of books, notes, electronic devices, calculators, and conversation (verbal and non-verbal) with others is restricted or forbidden during specific academic exercises.

- Examples of cheating may include:
  - Copying the work of another student during an examination or other academic exercise.
  - Copying or sharing answers between classes.
  - Using or possessing unauthorized notes, study sheets, exams or other materials during an exam.
  - Collaborating with another student during an exam or academic exercise.
- **PLAGIARISM** - Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. Appropriate acknowledgement is required when material from another source which is in print form, electronic form or other medium which is paraphrased or summarized.
  - Examples of plagiarism include:
    - Failure to use quotation marks when directly quoting a source.
    - Failure to document distinctive ideas from a source (common knowledge information such as names and basic scientific law need not be referenced) word-for-word or mosaic (rearrangement or rewording without documentation).
    - Indirect (paraphrasing of a passage without documentation) fabricating or inventing sources or data.
    - Copying information from computer-based sources (i.e. the internet).
- **FACILITATING ACADEMIC DISHONESTY** - Students should not knowingly or negligently allow their academic work to be used by other students and presented as another's work. This act of aiding others is an academically dishonest act which violates the academic integrity policy. The students who are supplying the materials, even though not benefiting academically, are as guilty as the students who follow through on the act of dishonesty. Students may not use other students' work or materials not authorized by the instructor during tests and in completing assignments.
  - Examples of academic dishonesty are:
    - Presenting someone else's work as one's own in order to obtain a grade or credit.
    - Copying homework.
    - Stealing tests.
    - Selling or passing tests.
    - Copying or sharing answers between classes (this includes text messages/e-mails).
    - Using "cheat sheets" or other materials not authorized by the instructor.
- Any violation of the Academic Integrity Policy will result in disciplinary action taken by the classroom teacher or administration in situations in which repeated violations have occurred.
  - Violations of the Academic Integrity Policy may result in an academic penalty including, but not limited to, one of the following:
    - Denial of credit
    - Removal from class
    - Suspension from school
    - Expulsion

## **(b) BULLYING**

- The Avon Community School Corporation, in compliance with IC 20-33-8, Prohibition of Bullying, will investigate and resolve bullying incidents reported to the principal or designee by a teacher, student, or parent. Interventions may be set in place to avoid further bullying of or bullying by students on a case-by-case basis. Students who are found to be guilty of bullying could face expulsion from school.
- An act of bullying is defined as "overt", repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another with intent to harass, ridicule, humiliate, intimidate, or harm the other student. These acts include those that may occur on school grounds before, during, or after school hours; at a school sponsored activity or event; traveling to or from school or a school activity; or when using school property such as a computer.

- Your on-line footprint follows you and may result in unintended consequences such as being dismissed from a club, not getting into an honor society, not earning a scholarship, or not getting a job you desire.

**(c) TECHNOLOGY AND INTERNET POLICY**

Users are to adhere to the following technology and Internet rules in accordance to the Avon Community Schools Acceptable Use Policy. Technology includes, but is not limited to, computers, other hardware, electronic devices, software, Internet, e-mail, and all other networks. Altering the pre-set Avon Community School Corporation software image is prohibited. Failure to adhere to the privileges and restrictions set forth in this policy for the use of technology and Internet in Avon Schools will result in the denial of Internet and/or other electronic media accessibility, recall of a student's laptop computer, and disciplinary action including long-term suspension, expulsion, and/or any action deemed appropriate by the school administration in accordance with the Student and Parent Handbook. Additionally, if Indiana law is violated, legal action may be taken.

**(i) General Terms and Conditions of Technology and Internet Use**

Avon Community Schools provides access to technology, educational software, and the Internet, as a means to enhance education. Use of school technology is a privilege, and because it is, the limitations included herein will be followed in order to maintain the integrity of the educational program.

- Any technology issued for use remains the property of Avon Community School Corporation and will be returned at the end of the academic year or within the provisions of the use agreement between the school and the user.
- Failure to return technology in accordance with the stated conditions may result in disciplinary action and/or prosecution for any applicable crimes.
- Student users are required daily to bring to school technology that is fully charged as well as electronic media or files required for classes.
- Transmission of any material in violation of Federal, State, or local law, ordinance, School Board policy is prohibited. This includes the following: copyrighted material, cyber bullying, inappropriate use of blogs and wiki pages, threatening, violent, obscene, or pornographic communication and material, material protected by trade secret, and uploaded or created computer viruses. Inappropriate use of technology, including e-mail, instant messaging, web pages, and use of hardware and software which disrupts or interferes with the safety and welfare of the school community is prohibited.
- Any inappropriate activity that takes place off school property but is brought onto school property is a violation of this policy.
- To protect students while at school and home, and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
- Use of technology for commercial activities is prohibited unless explicitly permitted by the Avon Community Schools School Board. Commercial activity includes the following any:
  - activity that requires an exchange of money or credit card numbers.
  - activity that requires entry into an area of service for which the school will be charged a fee.
  - purchase or sale of any kind; and
  - use for product advertisement or political lobbying.

**(ii) Acceptable Use and Internet Use in accordance with Children's Internet Protection Act (CIPA) Avon Community School Corporation adheres to the provisions of the Children's Internet Protection Act (CIPA). The following rules are in effect for the use of technology in the Avon Community School Corporation unless otherwise directed by a teacher or administrator.**

- It is the responsibility of each student to maintain student-loaded files and programs that do not consume hard drive space needed for instructional or educational requirements.
- Teachers may authorize students to use Internet communication that includes filtered e-mail, discussion boards, and chat rooms for instructional purposes only.
- Downloading, uploading, or importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent, or vulgar.
- File sharing must be approved and directed by the teacher.
- Headphones may be used during the instructional day with teacher permission.
- Laptops are to be used on campuses during school hours for instructional purposes only.

- Upon request by an administrator or teacher, students must immediately make messages or files, either sent or received, available for inspection.

(iii) Prohibited Uses of Technology and the Internet

Students are prohibited from participating in the following uses of:

- accessing or attempting to access instant messages, chat rooms, forums, e-mail, message boards, or hosting personal web pages during the instructional day unless authorized by a teacher or administrator for instructional purposes.
- using proxies to bypass Internet filters.
- locating or making use of files that are unacceptable in a school setting including but not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, video, language, or materials, including screensavers, backdrops, or pictures.
- downloading, uploading, or importing games, screen animations, or programs or files that can be run or launched as a stand-alone program including but limited to programs or files sometimes known as “executable files”.
- transferring or the illegal use of copyrighted materials, including illegally downloading/importing music or files to school owned technology.
- playing games during the instructional day, unless directly supervised by a teacher or an administrator.
- connecting technology equipment to Ethernet jacks in the school unless instructed by the teacher or administrator.
- adding, modifying, or deleting files, except in the student’s ‘directory’ or ‘home directory’.
- saving, transferring or loading non-school related files on a school file server.
- using USB storage devices to launch software as opposed for only storing files.
- creating or using unauthorized networks including, but not limited to, voice, data, IP, peer to peer, or proxy networks; and/or
- using technology in a manner deemed disruptive to the educational purpose of the school.

(iv) Technology and Internet Personal Responsibilities and Integrity

Each student is responsible for the integrity of the information on the technology used for school purposes. Students are responsible for:

- recognizing that the work of all users is valuable and respecting the privacy of others when seeking information, obtaining copies, or modifying files, other data, or passwords belonging to other users, or misrepresenting or assuming the identity of others.
- revealing unauthorized personal information about self or others.
- not sharing passwords with another person for any reason, unless directed to do so by an administrator.
- using one’s legal name in educational activities that incorporate technology and/or the Internet, as well as using full names in school sanctioned discussion boards or e-mails and following proper grammatical rules when communicating.
- avoiding the use of Internet slang, such as “lol” or “bff” to disguise or otherwise mask inappropriate communication and refraining from typing in all capital letters to indicate yelling or bullying of any recipient.
- understanding when communicating electronically that one’s screen name, posted photographs and language represents them and must meet acceptable use standards.
- using technology for school-related purposes only during the instructional day.
- maintaining instructional files and media in a responsible manner, which includes backing up at regular intervals.
- not copying, changing, reading, or using files in another user’s storage area without the user’s permission.
- not participating in cyber bullying: the act of making personal attacks or threats against anyone.
- reporting to a teacher or administrator any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN).
- respecting the privacy of others and only re-post communications after obtaining the original author’s prior consent.
- not defacing or disfiguring any technology equipment in any way including marking, painting, drawing, marring, and/or placing stickers on any surface of the laptop; and/or

- not using technology in a manner deemed disruptive to the educational purpose of the school.

(v) Technology and Internet Security

Security on all computer systems is a high priority for Avon Community School Corporation. To determine appropriate use during the instructional day monitoring of technology utilized by users will occur. Users are required to report any security breach and/or problem to a teacher or administrator. To maintain a safe and secure technology environment, the following actions are prohibited:

- bypassing or attempting to bypass Avon Community School Corporation filtering, security and/or monitoring software.
- attempting to conceal the identity of one's computer or user information on the Avon Community School Corporation network.
- connecting a personal, non-school-district-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), smart phone or any other network (wireless or directly plugged) device to any part of the Avon Community School Corporation network (local area network "LAN", wide area network "WAN", or metropolitan area network "MAN") without written permission of school administration.
- using Avon Community School Corporation equipment for any illegal activity.
- tampering in any manner with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of any computer or files.

(d) **DRESS CODE: CLOTHING AND APPEARANCE**

Any clothing that is immodest to the extent that it interferes with the instructional process is prohibited. A dress code violation will have occurred if any staff member finds the attire to be offensive or a distraction to teaching or learning.

Students **MUST** Wear:

- A shirt (with fabric on the front, back, and on the sides under the arms) AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) AND
- Shoes

Students **MAY** Wear:

- Hats and other headwear that allows the face to be visible and not interfere with the line of sight to any student or staff
- Religious headwear
- Athletic attire
- Clothing with commercial or athletic logos
- Ripped jeans, as long as undergarments are not exposed

Students **CANNOT** Wear:

- Violent language or images
- Clothing that depicts, advertises, or advocates for the use of alcohol, tobacco, marijuana, or any other controlled substances
- Clothing that uses or depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups
- Visible undergarments
- Midriff baring shirts
- Bathing suits

Dress-code enforcement:

Students in violation of the dress code will be provided three options to be dressed more to code during the remainder of the day:

- Staff will ask the student to put on alternate clothing (ex: sweater, jacket, T-shirt, etc.) if readily available at school.
- If the student DOES NOT have alternate clothing readily available, then the teacher should send the student to Student Services to provide the student with temporary school appropriate clothing.
- Students' parent/guardian may be called into Student Services to provide alternative school appropriate clothing for the student to wear from home.

Failure to comply with the three options or continuous violation of dress code policy will result in the assignment of after-school detention and/or further disciplinary action.

These policies are not gender specific.

**(e) FIGHTING**

Fighting is not an acceptable behavior at Avon High School. Verbal and/or physical fighting could result in school suspension or expulsion. The police officers on duty are notified of every occurrence of fighting. Charges may be filed with the police.

NOTE: The act of videotaping, photographing, and recording audio, along with distributing or publishing the aforementioned to social media, is strictly prohibited. Students engaging in this behavior may be subject to disciplinary action up to and including out-of-school suspension. Any devices used to record and/or publish media electronically may be confiscated. Devices would be returned at the discretion of administration.

**(f) FILING FALSE EMERGENCY REPORTS**

Filing false emergency reports is against the law. Pulling a fire alarm, spraying fire extinguishers, pulling emergency showers, and making a bomb threat are examples of filing a false report. A student caught filing a false report will be dealt with severely and face possible arrest and expulsion.

**(g) GANG ACTIVITY POLICIES**

The Avon Community School Board recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

School officials will work closely with local law enforcement officials in controlling gang-related activities. The principal will report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.

No student on or about school property or at any school activity shall:

Wear, possess, use, distribute, display, or sell any jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in or affiliation with any gang; engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang; engage in any action furtherance of the interests of any gang or gang activity, including but not limited to: soliciting membership in or affiliation with any gang; soliciting any person to pay for "protection," or threatening any person, explicitly, with violence or with any illegal or prohibited act; painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property including classroom assignments; engaging in violence, extortion, or any other illegal act or other violation of school policy; soliciting any person to engage in physical violence against any other person.

Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

**(h) IDENTIFICATION CARDS (STUDENT ID)**

All students will receive one (1) Avon High School official identification card and one (1) lanyard. The identification card must be current and must not be defaced. The identification card will be used for late arrival, early dismissal, library admittance, cafeteria purchases, admittance to the nurse's office, some computer usage, entry to various after school activities, and for daily identification purposes.

Students are required to surrender the identification card to any staff member upon request. Students without a valid identification card will be required to obtain a new one in A101, or at Door 33 in the commons for \$1.00 before continuing the school day. Payment is expected upon receipt of the ID card. Students should take precautions to secure their original identification cards as others may gain access to lunch accounts or other personal information with a lost or stolen card.

In addition, for easy identification by students and community members as well as student safety, it is the expectation of the school corporation that all Avon School Corporation employees will visibly display their identification cards, or approved badges, on their person during and after school hours when sponsoring any off-campus student activities or during other supervisory duties.

**(i) OVERT STUDENT AFFECTION**

Students are to refrain from engaging in displays of romantic affection. While love and affection are normal emotions, the need to put on a public display at school is not. Overt displays such as kissing, and hugging will be considered as discipline problems. Students will be referred to a dean and parents will be notified. If discussions do not remedy the problem, then detention, Saturday School, or suspension may be necessary.

**(j) PASSES**

Each student is allotted five (5) passes weekly in the Student Agenda to be used at appropriate times throughout the school day without interrupting classroom instruction. **Student Agendas must be carried and available at all times** in order for students to move about the building. Each student not in a regularly scheduled area **must** have their own Student Agenda pass signed by a faculty member. Students without properly signed Student Agenda passes will be returned to the class from which they came or be referred to an administrator's office. Students who possess stolen passes/agenda, who forge passes, or who leave class without permission may be assigned a Saturday School for the first offense. Subsequent offenses will result in suspension and/or expulsion.

(i) There are four types of passes that are separate from those in the Student Agenda. A student must have one of these passes to be out of the classroom. These passes are as follows:

- 1) SRT Passes (specific to each teacher) - Given to the student in advance to give them permission to move to a specific location during the designated SRT time.
- 2) Hall Pass (orange) - If a student has been given permission from a staff member to move to another location, the staff member may issue a Hall Pass to the student.
- 3) Early Dismissal Pass (yellow) - A student who is leaving school before the end of the school day will receive an Early Dismissal pass from Student Services.
- 4) Office Request Pass (yellow) - A student that needs to be seen by an office member in the building will be sent an Office Request Pass. The Office Request Pass will specify when and where the student is to move.

(ii) At no time during the school day will students be allowed to leave the building to go to a parking area without the written permission of an administrator.

**(k) PERSONAL ELECTRONIC DEVICES**

Students are expected to:

- Have computers charged and in working order during the school day.
- Follow the Technology and Internet Use Policy.
- Use electronics for personal use before first period, during passing periods, during lunch, and after last period only.
- Adhere to classroom policies regarding electronic devices.
- Leave electronic devices that do not serve an educational purpose at home.
- Use all electronic devices appropriately.

Note: Videotaping, photographing, or audio recording of staff or students without prior administrative authorization is strictly prohibited. Violation of this policy will result in school assigned discipline and may cause the items to be confiscated. Items would be returned at the discretion of the administrator.

If students are concerned about these items being lost or stolen, they should be left at home. Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Avon Police Department.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.



- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

**(l) PROFANITY**

There is no place in Avon High School for obscenities to be used in the halls or classrooms or on school property. Students who persist in such behavior will be disciplined by teachers and the administration.

**(m) RESTROOMS**

- Students will not congregate, which is grouping together without any intent to use the restrooms.
- Students will not vandalize the facility in any way, shape, or form.
- Only one student allowed in a stall at a time.
  - (i) If more than one student in a stall, then each student will receive disciplinary action.

**(n) SEXUAL HARASSMENT**

In compliance with federal and state law, it is the policy of Avon Community School Corporation to investigate promptly and resolve equitably all complaints of sexual harassment and discrimination on the basis of sex. All incidents of sexual harassment should be reported immediately to an administrator.

Sexual harassment includes unwelcome sexual advances, requests for sexual behavior, communications of sexual nature, or any other gender-based harassment. Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Examples of school-related conduct that are considered unacceptable include, but are not limited to, the following: sexual assault, attempted sexual assault, unwelcome sexual invitations, unwelcome and offensive public sexual display of affection, unwelcome communication that is sexually suggestive, remarks or innuendoes about clothing or appearance, sexual jokes, sexual gestures, sexual rumors, name-calling or profanity that is sexually suggestive, unwelcome physical contact, unwelcome and sexually offensive pranks, unwelcome and sexually offensive touching of individual’s clothing, unwelcome written or pictorial displays, or any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes. Harassment of any kind is grounds for suspension or expulsion from school.

**(o) STUDENT BEHAVIOR**

- (i) In the classroom:
  - 1) Each classroom teacher will provide guidelines for students to follow in the classroom.
- (ii) In the corridors:
  - 1) Walk in the halls; do not run to classes.
  - 2) Stay to the right when moving through the hallways.
  - 3) Continue moving so as to not create a traffic jam in any hallway or on any stairway.
  - 4) Talk at a moderate volume with friends; do not shout or yell.
  - 5) Keep hands to oneself; scuffling or horseplay will not be tolerated.
  - 6) Students are not to stand or sit in the hallway in a manner that blocks or significantly restricts movement through the hallway.

**(p) STUDENT HAZING**

In accordance with I.C. 35-42-2-2, the School Board 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 Corporation-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.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

**(q) TOBACCO/E-CIGARETTES/VAPING**

ACSC recognizes (in SB Policy 7434) that the use of tobacco presents a health hazard that can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, nicotine, and/or any other nicotine-like substance, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes

(i) Possession, distribution, buying, selling, and/or use of vaping devices, e-cigarettes, vaporizers, cigarette, and/or "look-alikes" containing nicotine, or any other nicotine-like substances will result in the following progressive discipline:

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
2 Days Out of School Suspension (reduced to 1 day with successful completion of Vape Educate Course) and Citation may be issued by School Resource Officer	5 Days Out of School Suspension and Citation issued.	10 Day Out of School Suspension, Citation issued, and Recommendation for Expulsion.

(ii) Possession, distribution, buying, selling, and/or use of marijuana/THC or "look-alikes" will result in the following:

<b>First Offense</b>	<b>Second Offense</b>
10 Day Out of School Suspension with Recommendation for Expulsion or alternative agreement. School Resource Officer may criminally charge the student for possession of Marijuana.	Recommendation for expulsion and School Resource Officer may criminally charge the student for Possession of Marijuana.

The first offender program allows students that are in possession or under the influence of an illegal substance to remain in school after the suspension period on a waiver of due process right; Probationary Continued Education Agreement (Form 16). The first offender program is offered to students that have no previous illegal substance discipline in their educational career.

## INDIANA CODE

Indiana Code addresses the use and possession of tobacco products by high school students.

- 1) A person less than 18 years old commits a Class C infraction if he/she purchases, accepts or possesses tobacco. The fine is up to \$500.
- 2) Selling or distributing tobacco to a person less than 18 years old is a Class C infraction.

The person who sells or distributes the tobacco can be fined up to \$500.

Anyone violating these laws will be reported to the appropriate legal authorities.

### **(r) WEAPONS/DEVICES THAT COULD CAUSE HARM**

Students are not to bring to school any device that could be used as or look like a weapon. This includes, but is not limited to, things such as mace, pepper spray, stun guns etc. that may ordinarily be considered protective devices.

### **(s) SEARCH/SEIZURE**

When necessary, school administrators may search student lockers, computers, or any other **school property** without the consent of students or their parents/guardians.

In situations where a school administrator has reasonable suspicion that a student possesses illicit items (i.e. nicotine/tobacco, controlled substances, weapons, etc.) on their person or in/on their **personal property**, the administrator may conduct a search of the student and/or the student's belongings as outlined in the ACSC Board of School Trustees' board policy 4400 (<https://go.boarddocs.com/in/avoncom/Board.nsf/Public>).

## **Section 2.04 DISCIPLINE, DUE PROCESS, AND PROCEDURES**

### **(a) AFTER-SCHOOL DETENTIONS**

- When classroom consequences are not effective, teachers and administrators can assign a student after school detention.
- The student will receive notification of the referral and the parents should be notified by the school employee.
- A student's job schedule or participation in school activities will not excuse him/her from attending detention.
- After school detention is held immediately after school in the main cafeteria Monday – Friday from 3:16 PM – 4:16 PM.
- Transportation is not provided by the school following detention.
- Detentions may be assigned for excessive tardiness or minor rule infractions.
- Students are expected to report to detention with schoolwork.
- Detentions will be assigned with five (5) school days' notice.
- Students are expected to serve the detention on or before the day assigned.
- Missing an assigned detention that is unexcused on the final date the detention was due may result in a Saturday School session.

### **(b) SATURDAY SCHOOL SESSIONS**

- There will be special Saturday School sessions held at the high school throughout the school year. Students who violate school rules and attendance policies may be assigned to either a Level 1 or Level 2 Saturday School session.
- Level 1 sessions will be held on Saturdays from 8:00 a.m. to 10:00 a.m.
- Level 2 sessions will be held on Saturdays from 8:00 a.m. to 12:00 noon.
- Saturday School sessions will be assigned by the administrator.
- "Rules of the Room" will be read, and the Saturday School supervisor has the authority to enforce these rules. The Saturday School supervisor may expel a student from a Saturday School session for noncompliance and/or recommend to the administrator school suspension or expulsion for the student. Final disciplinary decisions will be made by an administrator.
- A student's work schedule will not excuse him/her from attending Saturday School.
- Students are expected to report to Saturday School sessions with schoolwork.

Tardiness and absences from Saturday School will be dealt with in the following manner:

- 1) Willful failure to attend Saturday School (Unexcused)
  - a. There is no reassignment of Saturday School for unexcused absences. Failure to serve Saturday School Sessions is cumulative throughout the school year.
    - First Offense missed Level 1 Saturday School: One (1) day in-school suspension.
    - First Offense missed Level 2 Saturday School: Two (2) days in-school suspension.
    - Second Offense: Up to five days in-school suspension for each offense.
    - Third Offense: Recommendation for expulsion.
- 2) Excused Absence from Saturday School
  - a) Excused absence from Saturday School shall include illness, attendance at a funeral, serious illness of another family member, or emergency circumstances totally beyond the control of the student and/or parent. A parent's telephone call to 544-5000 must be received by the principal or assistant principal by 8:30 a.m. the next school day following the missed Saturday School. The missed Saturday School session will be reassigned with no added penalty.
- 3) Tardiness to Saturday School
  - a) Students are expected to be in the high school cafeteria by 8:00 a.m. Doors to the school will be open at 7:50 a.m. and will be locked precisely at 8:00 a.m. Students who report late will not be admitted and will be charged with an unexcused absence to Saturday School.

### **(c) DISCIPLINE PROCEDURES**

- (i) The Board of School Trustees of Avon Community Schools Corporation has established that: "Punishment will be administered when self-discipline is lacking. The degree of punishment administered will depend on the nature and/or frequency of the misbehavior." It is the intention that severity of an assigned discipline will be progressive with each succeeding incident. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority. The Board of School Trustees of the Avon Community School Corporation has provided a procedure for the handling of student suspension and expulsion from school. The basic premise of the policy is fairness.
  - 1) A teacher may suspend a student from his/her classroom or activity for a period of one day.
  - 2) (IC 20-33-8-25) A principal may suspend a student from school for a period not to exceed ten (10) days after an investigation has been conducted. Within twenty-four hours, or such additional time as is reasonably necessary following such suspension, the principal shall send a written statement to the student's parents describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the actions taken. A student may be suspended from school before the principal recommends that the student be expelled.
  - 3) In the event the principal decides to recommend expulsion, he/she must file these recommendations by the end of the ten (10) day period in writing to the superintendent of schools, and mail a copy of the written recommendation to the student and parents by certified mail.
  - 4) (IC 20-33-8-19) If the superintendent determines there are reasonable grounds, he/she shall within twenty-four hours after the written recommendations are filed in the office, appoint an expulsion examiner.
  - 5) Following the hearing, a recommendation by the examiner will be made to the Superintendent of Schools. The superintendent may accept, change, or revoke the recommendation, but may not invoke a penalty more severe than recommended. This determination shall be mailed promptly to the student and parents.
  - 6) At any level of the process, the hearing can be waived if both the student and parents sign the waiver of hearing.
- (ii) Indiana Code 20-33-8-25 Other discipline actions - Staff members

1) This section applies to a person who:

- a) is a member of the administrative staff, a teacher, other school staff member; and

- b) has students under the person's charge.
- 2) A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:
  - a) Counseling with a student or group of students;
  - b) Conferences with a parent or group of parents;
  - c) Assigning students additional work.
  - d) Rearranging class schedules.
  - e) Requiring a student to remain in school after regular school hours to do additional schoolwork or for counseling.
  - f) Restricting extracurricular activities
  - g) Removal of a student by a teacher from the teacher's class for one period.
  - h) Removal of a student from a class by the principal not to exceed five (5) days.
  - i) Assignment by the principal of:
    - i) Special course of study
    - ii) An alternative educational program; or
    - iii) An alternative school.
  - j) Removal of a student from school or sponsored transportation.
  - k) A restorative justice process with student(s) involved to encourage and promote a culture of being accountable, respectful, and engaged.

- 7) **Area 31:** Students who attend vocational programs offered by Area 31 are subject to the policies of both Avon High School and Area 31. For consistency between both schools, any disciplinary action occurring at either campus may be enforced by the other.

**(d) EXPULSION DEFINED (IC 20-33-8-3)**

Separation from school attendance for a period in excess of 10 consecutive school days.

**(e) SUSPENSION DEFINED (IC 20-33-8-7)**

Separation from school attendance for a period not to exceed 10 consecutive school days.

**(f) EXPULSION – LEGAL SETTLEMENT (IC 20-33-8-17)**

A student may be expelled from school if the student legal settlement is not in the attendance area of the school corporation where the student is enrolled.

**(g) GROUNDS FOR SUSPENSION OR EXPULSION (IC 20-33-8-14)**

- (i) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
  - 1) Student misconduct, or
  - 2) Substantial disobedience.
- (ii) The grounds for suspension or expulsion listed in subsection (i) apply when a student is:
  - 1) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.
  - 2) Off school grounds at a school activity, function, or event; or
  - 3) Traveling to or from school or a school activity, function, or event.

**(h) SPECIFIC GROUNDS OF STUDENT CONDUCT CONSTITUTING GROUNDS FOR SUSPENSION OR EXPULSION**

- (i) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other student to engage in such conduct. The following enumeration is illustrative of, but not limited to, the type of conduct prohibited by this subdivision.
  - 1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - 2) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - 3) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.

- 4) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct or participate in an educational function.

This subdivision shall not, however, be construed to make any particular student conduct a ground of expulsion where such conduct is a constitutionally protected exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

- (ii) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property.
- (iii) Setting fire to or substantially damaging any school building or property.
- (iv) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
- (v) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
- (vi) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- (vii) Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
- (viii) Possession of pellet guns, BB guns, or look alike weapons on school property or at a school function.
- (ix) Knowingly possessing, handling or transmitting a knife or any other object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- (x) Knowingly possessing, using, transmitting, or being under the influence of any illegal drug, controlled substance, prescription drug not currently prescribed for the student, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, an intoxicant or depressant of any kind, any items that look like or is represented to be any of the foregoing items, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. The use of a drug authorized by medical prescription for that student from a physician is not a violation of this subdivision. Please refer to pages 12-14 of this student handbook or School Board Policy 5530.01.  
\*If the conduct warrants, the principal or his designee has the option of offering the First Time Offense Program.
- (xi) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
- (xii) Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision where the failure constitutes an interference with school purposes or an educational function.
- (xiii) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (xiv) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted by the School Board.
- (xv) Engaging in sexual harassment of another person which includes sexually related verbal statements, gestures, or physical contact. Engaging in voluntary or consensual sexually related contact with another person.
- (xvi) Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
- (xvii) (IC 33-8-15) A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
  - 1) the unlawful activity may be reasonably considered to be an interference with school purposes or an educational function; or

- 2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- (xviii) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- (xix) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm.
- (xx) Notwithstanding, a student who is:
- 1) identified as bringing a firearm to school or on school property; or
  - 2) in possession of a firearm on school property; up to 10 days suspension and expulsion from school for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (xxi) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection 9c) for a student who is expelled under this section.
- (xxii) Notwithstanding, a student who is
- 1) identified as bringing a deadly weapon to school or on school property; or
  - 2) in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.
- (xxiii) (Per Indiana Code) Students who possess pellet guns, tasers, stun guns, BB guns, or items which have the appearance of a weapon on school property or at a school function will be suspended pending the results of an expulsion meeting.
- (xxiv) A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.

**(i) EXPULSION AND SUSPENSION OF DRIVER'S LICENSE**

- (i) Issuance of license or permit
- 1) An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who:
    - a) Is under at least a second suspension from school for the school year.
    - b) Is under an expulsion from school.
    - c) An effort to circumvent the sanctions listed under this subsection as determined by the superintendent of the school corporation in which the student is enrolled withdraws from school before graduating.
- (ii) Invalidation of License or Permit
- 1) Indiana Code states:  
 If a person is less than eighteen (18) years of age and is under a suspension, or expulsion, as described above, the department shall upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:
    - a) The person becomes eighteen (18) years of age.
    - b) For 180 calendar days for an expulsion for disciplinary reason.
    - c) Or 120 calendar days for a second suspension in a school year.
    - d) The suspension or expulsion is reversed after the person has had a due process hearing.
    - e) If Indiana Code applies, the student in good standing has re-enrolled in school.
    - f) The Department of Motor Vehicles shall promptly mail a notice to the person's last known address that must state:
      - 1) That the person's driving privileges will be invalidated for a specified period of time commencing five (5) days after the date of the notice; and
      - 2) That the person has the right to appeal the invalidation of a license or permit.

Any student whose license/permit has been invalidated by the State Bureau of Motor Vehicles may appeal pursuant to Indiana Code. Procedures necessary to follow to obtain a hearing with the Department of Motor Vehicles are available in the principal's office.

# III. STUDENT ACTIVITIES

## Section 3.01 DRUG TESTING PROGRAM & USE OF TOBACCO

Drug and alcohol abuse in any school is a threat to the safety and health of students, faculty, staff, and the community as a whole. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in privileged activities, including athletics and driving to school, is not an absolute student right. Participation is a privilege offered to students and necessitates that students meet high standards. A condition for participation in privileged activities at Avon High School shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs and alcohol. As stated on the consent form once students participate in the program at any high school grade level, the student is considered a valid participant during their entire enrollment period at Avon High School. The random drug testing program applies to all students who choose to participate in any athletics, extra-curricular activity and/or who drive to, from school or during school, while a student at Avon High School. A copy of the Drug Testing Procedures and Guidelines and the Athletic Code is available on the Avon High School website or by contacting the high school.

### (A) DRUG TESTING

#### (i) Random Drug Testing

The Avon Athletics Code of Conduct Form is to be completed by the student, signed by the parent or guardian, and returned to the activity sponsor or coach before a student may participate in any privileged activities.

The following are the consequences for a positive random drug test:

- 1) The first positive test will result in a 30-calendar day suspension from driving and non-athletic extra-curricular activities. A student driver will lose his driving privilege for 30 days. Additionally, the student will be subject to the disciplinary consequences as outlined in the athletic policy or the policy of the activity in which the student participates. After the expiration of the suspension period, and after such an interval of time that the substance previously found would normally have been eliminated from the body, the student may make a request for a follow-up test to the principal or designee. If the follow-up test is negative, the student will be allowed to resume non-athletic extra-curricular activities and/or driving. A student is prohibited from participating in these activities until after a follow-up test is requested by administration and negative results are reported. If a subsequent positive result is obtained from a follow-up test, the same procedure outlined above will be followed, and the next level of consequences is imposed.
- 2) On a second positive test during a student's career at AHS, the same procedure and consequences as outlined above will apply, with the exception that the suspension period will be 90 calendar days.
- 3) On a third positive test during a student's career at AHS, the same procedure and consequences as outlined above in number one will apply with the exception that the suspension period will be 180 calendar days.

#### (ii) Reasonable Suspicion Drug Testing

Administrators of the Avon Community Schools are authorized by the Avon School Board to require any Avon student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance while:

- 1) On school grounds
- 2) Off school grounds at a school activity, function, event, or any other school sponsored activity.
- 3) When traveling to or from school by bus or other transportation.

#### (iii) Reasonable suspicion may arise from the following:

- 1) A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other controlled substance.



- 2) The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
  - 3) Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.
- (iv) Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered or taken there or it may be considered as an illegal substance unless substantiated in writing as a legal prescription issued to the student by a physician.
- (v) No student may provide to any other student, by sale or any other means, any substance that is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.
- (vi) No student may possess, use, or be under the influence of any substance which is, or the student has any reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items. Prescription and non-prescription drugs must be taken to the clinic and stored there by the nurse in the name of the student. Medicines will not be given by anyone but the school nurse or a designated employee.
- (vii) Students are prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over-the-counter stimulants while on school property or engaged in a school-related activity. Should student's behavior suggest inappropriate or excessive use of these substances, all provisions of the "Reasonable Suspicion" policy will apply.
- (viii) The following conduct is criminal under Indiana Code and school officials are required to re- port such conduct – on school grounds, or within 1000 feet of school grounds – in writing to law enforcement personnel.
- 1) Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances including marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above-named substance, including marijuana, hash oil or hashish.
  - 2) Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
  - 3) Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a controlled substance.
  - 4) Knowingly or intentionally possessing a controlled substance.
  - 5) Knowingly or intentionally creating or delivering a counterfeit substance or possessing with the intent to deliver, a counterfeit substance.
  - 6) Knowingly possessing, without a valid prescription, cocaine, or a narcotic drug.
  - 7) Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
  - 8) Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument device or other object that is intended to be used primarily for introducing a controlled substance, or enhance the effect of a controlled substance.
  - 9) Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.
  - 10) Knowingly or intentionally possessing marijuana, hash oil or hashish.
- (ix) An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated breath, saliva, or urine test will be paid for by the School Corporation and will be used for disciplinary action. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in the administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to the child, disciplinary action may be taken as if the test were positive.

- (x) If a parent chooses to have the student retested at a health facility, the School Corporation is not responsible for any of the costs. The school's retest form must be completed before retesting is done and the student will be suspended from school until the retest results are provided to the administration. All drug testing original data from any reputable health facility must be presented to the administration as proof of positive or negative testing before the student will be readmitted to school. If the retest is not completed on the same day as the school's drug and alcohol test and if the results are not provided within one (1) school day due process, procedures for suspension pending expulsion may be initiated by the administration.
- (xi) Positive test results from a reputable health facility may be used by the school's administration to invoke the reasonable suspicion policy. Drug testing results are considered confidential by the Avon Community Schools' administrative staff, but may be discussed with a student's guidance counselor or other school employee if it is deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students.
- (xii) Any student who attempts to alter a breath test, saliva or urine sample may be disciplined by the administration. The student who possesses the breath test, saliva or urine sample and/or the person(s) who attempt to alter the breath test, saliva or urine sample may be subject to suspension and/or a recommendation for expulsion.
- (xiii) If a student tests positive, disciplinary action will be taken. Disciplinary actions may include participation in the school's student assistance program(s), drug and alcohol prevention activities, the First Offenders Program, suspension, or recommendation for expulsion. Students who test positive and participate in privileges granted by the school, such as parking or extra-curricular activities, are subject to restriction of those privileges as recommended by the administration and/or as outlined by any additional rules and regulations established by Avon Community Schools. These rules and regulations will have been established in writing, approved by the School Board, and distributed to the participant before a student will be held responsible.
- (xiv) Avon Schools reserve the right to test for alcohol with a breath test at any time before, during, and/or immediately after a school-sponsored activity or program rather than or in addition to saliva or urine testing.
- (xv) Please refer to School Board Policy 5530.01 for further detail.

## **Section 3.02 ATHLETICS**

Visit the high school website at <https://ahs.avon-schools.org/athletics>

A number of athletic teams are available to students at Avon High School. Students are encouraged to become members of teams and to take leadership roles in the school's athletic programs and organizations. Parents and community members are encouraged to become members of the various parent groups that are also available through athletics. Participating in athletics at Avon High School is a privilege, not a right.

### **(A) ATHLETIC CODE OF SPORTSMANSHIP**

Sportsmanship is an expectation at Avon High School. In order to encourage ORIOLE PRIDE, Avon High School expects that the players will be allowed to play; coaches will be allowed to coach; officials will be allowed to officiate, and spectators will remain positive and support student efforts.

### **(B) AVON ATHLETIC EXTRA-CURRICULAR ELIGIBILITY POLICY**

#### **(i) ACADEMIC**

- 1) The Indiana High School Athletic Association regulations determine the minimum academic standards which a student must meet in order to participate in athletic contests with students of other schools. These regulations require a student, at the time of participating in such a contest, to be currently enrolled and to have been passing in the previous nine-week period, a minimum of five (5) full credit courses; semester grades take precedence.
- 2) All students representing Avon High School in extra-curricular athletic activities are subject to these same standards.

(ii) ATTENDANCE

- 1) To be eligible to participate in any athletic extra-curricular school activity, including practice sessions, a student must have been in school at least 50% of the day. On days when school is canceled, if school permits conduct of an activity, everyone is considered present as pertaining to this regulation. Any student serving an out-of-school suspension period, which will include weekends and holidays if suspensions extend beyond such periods, a student will not be allowed to actively participate in practices or contests. Coaches, sponsors, and/or directors of activities are responsible for enforcement.

(iii) CODE

- 1) The Avon Community Schools encourages participation in extra-curricular and inter-scholastic activities because they provide students the opportunity to cultivate good habits and to develop their mental and physical abilities. Following are rules of conduct for students participating in these activities. These rules shall apply throughout the calendar year, beginning from the time the student participates in open facilities (June 1) until the time the student's senior season is completed.

BE WARNED: THESE RULES APPLY EVEN WHEN SCHOOL IS NOT IN SESSION.

2) RULES OF CONDUCT

Category A Rules

- i) All rules prescribed by the Student Code of Conduct and Attendance Policy listed in the Student Handbook currently in effect shall apply to participants at all times.
- ii) Participants shall not possess, use, consume, buy, sell or transfer any tobacco/nicotine products or e-cigarettes/vape pens at any time.
- iii) Participants are held to a higher standard and shall conduct themselves at all times to promote knowledge and learning generally and to maintain an orderly and efficient educational system and portray themselves and their team in a positive manner at all times.
- iv) Participants shall follow any additional rules and regulations established by the individual sponsor or coach responsible for the field of activity in which the participant is engaged. These rules will be established by the sponsor or coach prior to the beginning of said activity, in writing and distributed to the participant. Coaches in each sport, with the consent of the Athletic Director, shall have the discretion of extending these penalties or terminating participation in that sport when the athlete has had previous discipline problems. (The coach must provide documentation and a rationale for extending the penalty to the Athletic Director for approval.)

a. Penalties for Violation of Category A Rules

- i. *First Offense* - The student will be suspended for 10% (minimum of one (1) contest) of the scheduled contests during that sport season. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.
- ii. *Second Offense* - The student will be suspended for 30% of the scheduled contests during that sport season. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.
- iii. *Third and any Subsequent Offense(s)* - The student will be suspended for 50% of the scheduled contests during that sport season. If the total punishment cannot be fulfilled during the current sport season, the remainder of the penalty will carry over into the season of the same sport in which the athlete participated.
- iv. \*Jamborees and IHSAA controlled scrimmages do not count toward suspensions. The athlete will be allowed to participate in these contests. If a disciplined athlete tries out for a sport that he/she has previously participated and is cut or dismissed the penalty carries over to the next sport of previous participation. Athletes who have completed the term of their out-of-school suspension but have not yet fulfilled these penalties will be permitted to practice with the team.

## Category B Rules

All students will be subject to the following penalties for possession, use, consumption, distribution or transportation of any "controlled substance" as that term is defined under the Avon Community Schools Substance Abuse Policy (which definition includes, without limitation, alcohol or any alcoholic beverage), any extended suspension/expulsion (3 or more days) or criminal activity, even if the violation occurs off school premises and/or at a non-school sponsored activity, at any time while enrolled at Avon Community Schools. Participants shall follow any additional rules and regulations established by the individual sponsor or coach responsible for the field of activity in which the participant is engaged. These rules will be established by the sponsor or coach prior to the beginning of said activity, in writing and distributed to the participant. Coaches in each sport, with the consent of the Athletic Director, shall have the discretion of extending these penalties or terminating participation in that sport when the athlete has had previous discipline problems. (The coach must provide documentation and a rationale for extending the penalty to the Athletic Director for approval.)

### i) Penalties for Violation of Category B Rules

a. All students will be subject to the following penalties for possession, use, consumption, distribution or transportation of any "controlled substance" as that term is defined under the Avon Community Schools Substance Abuse Policy (which definition includes, without limitation, alcohol or any alcoholic beverage), even if the violation occurs off school premises and/or at a non-school sponsored activity, at any time while enrolled at Avon Community Schools.

- i. First Offense - Suspension for 25% of scheduled contests during that sport season. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.
- ii. Second Offense - Suspension for 50% of scheduled contests during that sport season. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.
- iii. Third and any Subsequent Offense - Student shall be prohibited from participation in any athletic extra-curricular activity for a period of one (1) year from the date of determination of the commission of the violation.
- iv. \* Jamborees and IHSAA controlled scrimmages do not count toward suspensions. The athlete will be allowed to participate in these contests. If a disciplined athlete tries out for a sport that he/she has previously participated and is cut or dismissed the penalty carries over to the next sport of previous participation. Athletes who have completed the term of their out-of-school suspension but have not yet fulfilled these penalties will be permitted to practice with the team.
- v. Voluntary Referral: Students who have never been subject to the penalties of this policy may voluntarily refer themselves to school for help in solving an alcohol/drug abuse problem. No penalties will be assessed for previous use if the student undergoes a Drug/Alcohol Assessment and the recommendations are followed. Subsequent voluntary referrals or violations will cause the student to be subject to the penalty schedules at the next higher level.

## (C) APPEAL PROCESS

Any athlete who is penalized, or his/her parent(s), may request an appeals hearing by notifying the Principal in writing: within five (5) business days after the receipt of written notification of the athletic suspension. A review committee appointed by the Principal shall hear such appeal and decide its outcome. The determination of the committee is final and binding.

## (D) DROPPING OR QUITTING A SPORT

An athlete who desires to quit must notify his/her coach as soon as possible. An athlete who quits a sport will not be allowed to participate, or condition for any other sport during the same season without the permission of both coaches. If the two coaches do not agree to release the student, the athlete may appeal his case, within five (5) days, to the Athletic Director for resolution.

## **(E) AWARDS/LETTER CRITERIA**

Awards will be determined by the coaches and athletic department. Lists of awards are available in the Athletic Office. Criteria for earning an athletic letter are to be determined by the head coach and approved by the Athletic Director. These guidelines will be shared with players before their season begins.

## **Section 3.03 CO- AND EXTRA-CURRICULARS**

Avon High School provides students an extensive and diverse offering of co- and extra-curricular programs such as clubs, performing arts, student government, and more. Each co- and extra-curricular activity has its own constitution detailing the expectations of student behavior in addition to those set forth in the "Student Expectations and Discipline" section of the student handbook. Higher standards of behavior are in place for students in these activities to promote good citizenship as these students represent Avon High School through local, state, and national competitions, meetings, and performances. To deter student use of tobacco, alcohol, drugs, mood-altering or performance-enhancing substances, all students involved in school-related or supported activities are included in the random drug testing pool. Students who fail to meet expectations will have consequences assessed by the sponsor or director of the activity, which may be in addition to consequences levied by school administration. Continued failure to meet these expectations may result in removal from the program.

### **(a) CO- AND EXTRA-CURRICULAR STUDENT CONDUCT POLICY**

The administration, teachers, and staff members as well as the school board encourage students to engage in and to attend as many school activities and events as possible without interfering with schoolwork and home activities. Enthusiastic spectators will build school spirit and encourage participating students to excel.

In order to ensure that students attending as non-participants are properly safeguarded, the school board recommends that all elementary and pre-high school students be accompanied by a parent/guardian or adult chaperone when they arrive at the event and throughout its duration. Neither the school board nor the sponsoring school will tolerate unacceptable student behavior. Students in attendance who do not adhere to the policies and regulations established will be placed directly with their parent(s)/guardians or adult chaperone or they may be removed from the activity or event.

The school board and the administration of Avon High School will continue to provide adequate supervision for all students who attend school sponsored events.

### **(b) CLUBS AND ORGANIZATIONS**

A number of national, state, and local clubs and organizations are available to students at Avon High School. An updated list, description, and sponsor's name may be found on the high school website at <https://ahs.avon-schools.org/ahs-students/clubs>. Students are encouraged to become members and to also take leadership roles in school sponsored clubs and organizations. Meetings take place before or after school no less than once a month but may meet more frequently. Clubs and organizations may also have optional activities before or after school hours.

Although there are already a wide variety of clubs and organizations available for the students of Avon High School, students may seek permission to organize a new club by contacting the assistant principal in charge of clubs and organizations for an application and procedures.

### **(c) SOCIAL ACTIVITIES**

School social activities are limited to the members of the student body of Avon and their registered guests. Avon students must obtain a Guest Event Form from the Student Services office in order to bring a non-AHS individual to a school-sponsored event that is open to guest participation. Avon students may bring no more than one guest, who must be registered in the student services office by no later than noon the day of the activity. The guest must be at least in the ninth grade but no older than 20 and will be required to present proof of identification in order to check that they have been properly registered. It should be remembered that a student is responsible for the conduct of his/her guest. All guests are subject to administrative approval and the rules and regulations established for the Avon High School student body.

Students will be required to present their student ID card to be admitted. Special activities should be held on school property except by special permission from the administration. Activities must end by 11:00 p.m. except the Junior-Senior Prom which may end at 12:00 midnight.

#### **(d) TEACHER/OFFICE ASSISTANTS**

Any student who desires to be a teacher assistant, library assistant, or office assistant must contact the desired staff member who will complete a Teacher Assistant Request Form and return it to the assistant principal in charge of teaching assistants. If approval is given, the request will be sent to the guidance office in order that the appropriate schedule change is made. Students will not report to teacher assistant assignments until they have received a new schedule from the guidance office. The teacher assistant will be under the direction of the teacher at all times. All teacher and office assistants will be responsible for the policies and procedures of this handbook as well as any office and/or classroom rules.

## **IV. AHS GENERAL INFORMATION**

### **Section 4.01 SCHOOL INFORMATION**

#### **(a) CAMERA SECURITY SYSTEM**

A camera security system is in use throughout the building as well as at various areas on school grounds outside of the building. These recordings may be monitored at all times and will be used as deemed necessary by the administration for the security of all students and staff. Videos from the camera security system will be shown only in accordance with School Board Policy 7440 (200-40).

#### **(b) FLOWERS, BALLOONS AND GIFTS**

By school policy, flowers, balloons, and gifts sent to school will not be accepted. Florists have been notified that we will not accept flowers or balloons sent to the school. Please do not attempt to have flowers or balloons delivered to the school.

#### **(c) GUIDANCE DEPARTMENT**

Visit the Avon Guidance Website at <https://ahs.avon-schools.org/guidance>

Avon High School counselors are available on a daily basis to assist students. The counselors positively impact the well-being of all students by collaborating with parents, community, students, and staff. Counselors implement programming and provide resources to ensure all students are successful academically, supported socially and emotionally, and prepared for college and career opportunities. Students wishing to meet with their counselor are encouraged to fill out an online form via Schoology or they may also complete a form in the guidance office.

##### **(i) Harris Academy**

Harris Academy provides an alternative educational setting to encourage and enable high school students to complete their high school education. Harris Academy is located in Brownsburg. The program is designed to provide flexibility to meet the individual needs of the students enrolled. Students who meet Avon High School's graduation requirements may earn a diploma from AHS and participate in Avon's commencement ceremony. Students in grades 10-12 who are interested in Harris should see their guidance counselor for more information.

##### **(ii) Early Graduates**

Students are encouraged to attend high school for eight (8) semesters. If a student wishes to graduate after seven (7) semesters, he/she must meet all Graduation Pathway requirements by the end of the seven (7) semesters and provide reasons and written consent signed by his/her parents/guardians. This written request should be completed with the Early Graduation Form and is due to the guidance office by September 30 of the senior year. Students who are applying for early graduation, must carry a full course load. The student will be permitted to participate in the commencement ceremony.

A junior who is requesting to graduate at the end of the sixth (6th) semester must meet all Graduation Pathway requirements. The Early Graduation Form along with a letter to the principal stating the reasons for the request, must be signed by the parent and student and returned to the guidance office by September 30 of the junior year. A junior who is approved to graduate at the end of the sixth (6th) semester will be permitted to participate in the commencement ceremony with the senior class. The student is encouraged to apply for the Mitch Daniels Early Graduation Scholarship if they are planning to attend an Indiana college.

(iii) Grades/Report Cards

We cannot overemphasize the importance of grades to students and parents. A grade in any course is an evaluation of a student's mastery of state standards. It is a representation of learning based on subject/course level assessments. Week-by-week grades during the eighteen-week semester are available to parents via PowerParent. Grades during the eighteen-week semester are continuous and do not start over at the end of the first nine-week grading period. Final course grades are not determined by averaging the nine-week grading periods. At the end of the first nine-weeks of a semester as well as at the end of the eighteen-week semester, report cards are emailed to parents. The end of course (semester) report cards will show the final exam grade and the grade for the course.

1) Cases in which students have not completed work for a course, a grade of "I", meaning "incomplete", may be given. If this work is not completed in the required period set by the teacher, the grade will be changed to "F". The student bears the responsibility of arranging for the completion of work with the teacher.

(iv) Grading Scale

The following grading scale will be used at Avon High School.

A	93% and above	C	73% - 76%
A-	90% - 92%	C-	70% - 73%
B+	87% - 89%	D+	67% - 69%
B	83% - 86%	D	63% - 66%
B-	80% - 82%	D-	60% - 62%
C+	77% - 79%	F	Below 60%

(v) Graduation Requirements

To graduate from Avon High School, a student must earn 47 credits and meet all Graduation Pathway requirements. Students should refer to the Guidance Program of Studies (found on the Guidance Website) for details.

**(d) HEALTH SERVICES**

The clinic or health center is available for students who become ill or injured during the school day. If a student becomes ill or gets injured during the day, he/she should notify the teacher and obtain a pass to go to the clinic for evaluation and treatment. Students are to come from a class rather than stop in clinic between classes. If a student is not able to go to the clinic alone, he/she should tell the teacher and the teacher will arrange for the student to be escorted. Electronic devices, other than medical devices, are not allowed for use in the clinic. If a student is ill or injured at home, the student should be seen by his/her doctor, immediate care, or emergency department.

All accidents or injuries in the school building, on the school grounds, at practice sessions, or any other school event must be reported to the person in charge, who will notify appropriate school personnel.

Only minor first aid is available in the clinic. For life threatening emergencies, 911 will be called and the parent(s)/guardian(s) will be notified. If a student is injured at school and the School Nurse assesses the condition and feels additional medical treatment is required, the School Nurse will notify the parent/guardian.

**Illness**

The nurse may exclude from school a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. When assessing, communicating, and managing communicable diseases, ACSC will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

The following guidelines will be used in determining when to send a child home:

1. Fever of 100 F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.
2. Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period) Children should be free from vomiting or diarrhea for 24 hours before attending school.
3. Suspicion of untreated conjunctivitis, or pink eye. If pink eye is diagnosed, drops need to be used for 24 hours before attending school.
4. Suspicious rashes that may be contagious.
5. Injury that may require further evaluation and treatment.
6. Untreated head lice – presence of live lice.
7. Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.
8. A condition or illness that is causing such severe symptoms that the student is unable to function in class.

All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his/her parent and ask to be picked up without approval, the absence will be unexcused. If a parent/guardian cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request the child be picked up.

**Parents requesting homework due to illness:** Parents may request homework for your child on the **second day** of his/her absence. This request must be made **before 10:00 a.m.** The child will have as many days to make-up the homework as he/she was absent. Homework may be sent home with another student or picked up after 3:00 p.m.

**Communicable Diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion.** The student may return to school after receiving proper treatment and clearance by his/her primary care provider.

### **Head Lice**

Avon Community School Corporation has a **"No Live Lice Policy"**. Students identified with live lice will be excluded from school to be treated. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. After treatment, the student may return to school with limited nits at the discretion of the school nurse. **The parents must accompany the child back to school and report to the clinic before attending class.** The parent/guardian shall remain with the student until the school nurse has checked the student's hair and the student is readmitted to classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified the student will be sent home again with the parent.

### **Bed Bugs**

Avon Community School Corporation has protocols in place to prevent the transmission of bed bugs. Any cases of bed bugs in the home should be reported to the clinic.

### **Prescription Medication**

Students are to bring any and all medication to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medication must be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication and Hold Harmless Release Form.



Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-carry medication, primary care provider authorization on the Prescription Medication and Hold Harmless Release Form is required each school year.

### **Over the Counter Medications**

Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and need to be supplied by the parent. All over-the-counter permission is provided via CareDox or written request from parent/guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. If the dosage exceeds recommendations, permission must be granted from a primary care provider. All medications administered at school must be approved by the FDA, no homeopathic or herbal medications will be administered. Over-the-counter medications sent into school will be kept until the end of the school year unless directed otherwise.

### **Transporting Medications**

Students may transport non-controlled substance medications to and from school with written authorization as long as they are brought directly to the school nurse and not removed from personal possessions prior to that time. At the end of the year, if indicated on the authorization form, any unused medications may be sent home with the student. If authorization is not granted and the medications are not picked up by a parent or guardian, they will be disposed of the day after the last day of student attendance.

Pursuant to Indiana Code 20-33-8-13, Medications that are listed as controlled substances, including narcotic pain medications and many ADHD medications, are not permitted to be carried or transported by any student in the Avon Community School Corporation and must be delivered directly to the school nurse. Any leftover medication may be picked up directly by a parent/guardian, after the medication has been counted by the School Nurse and the parent/guardian to verify the amount being given to the parent/guardian.

### **Immunizations**

ACSC requires the parent of a student who has enrolled in the school to furnish not later than the first day of school, a written statement of the student's immunization record. Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Questions regarding immunizations should be directed to the School Nurse.

### **Health Screenings**

**Hearing Screening:** Indiana Code 20-34-3-14 states that all school corporations shall conduct annually hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing losses and/or with history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/or school staff will be tested.

Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person, hears various sounds and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.

**Vision Screening:** Indiana Code 20-34-3-14 states that all school corporations shall conduct annually screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

## **(e) LUNCH**

- (i) Students are not allowed to leave school grounds during the lunch periods. No student is allowed to be in the parking areas without a pass from an administrator or in unauthorized hallways without a pass from a staff member during lunch periods.
- (ii) An ID card may be required to enter the area or may be checked during the lunch periods. Students are not allowed to invite visitors to the cafeteria during lunch periods. Students are not allowed to order food items from restaurants or have food items brought in by others during the school day.
- (iii) The Board of School Trustees determines lunch prices each year in line with current costs of food. Students are expected to pay for their lunches daily in the cafeteria line. Charging lunches is not permissible. In order to allow students more time to eat lunch, students are asked to have their ID card ready to present to the cashier. Students are to use their own, current, personal ID card, not another student's card, unless that student is present and gives permission to the appropriate school personnel. No change will be given. All money used to pay for lunch will be deposited into the student's lunch account.
- (iv) Food and drink are available from a variety of sources during the day. Responsible and respectful consumption of these items is expected throughout the building, especially classrooms. These items may be consumed in a classroom only as permitted by the teacher. In order to preserve the cleanliness of the school, food items should not be consumed in the hallways and all food and drink containers should be disposed of properly.

## **(f) LOCKER POLICY**

All lockers made available for student use on the school premises, including lockers located in hallways, physical education and athletic dressing rooms, industrial technology, art, music, and family and consumer science classrooms are the property of the school corporation. The lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purposes or educational functions, or which are forbidden by state or federal law or school rules. The student use of the locker does not diminish the school ownership or control of the locker. Students are not to share lockers for any reason unless initiated by the administration. Lockers in need of repair must be reported immediately to the guidance office.

## **(g) LOCKER RULES**

Students may choose to have a locker at the beginning of the school year during Oriole Preview day or by visiting the guidance office. Athletes may request a locker(s) for their athletic gear by contacting the athletic department. Students are not to change lockers without permission from the principal's office or share lockers with friends. Each student will be held responsible for the contents of his/her assigned locker; therefore, students should not reveal the locker combination to any other student for security reasons. The Guidance Office will handle all locker problems.

In order to implement the school corporation policy concerning student lockers, the Board of School Trustees adopted the following rules and regulations:

1. Locks - The school corporation will retain access to student lockers. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed with or without notice and destroyed.
2. Use of Lockers - Lockers are to be used to store school supplies and personal items necessary for use in school. Lockers shall not be used to store items which are forbidden by state or federal law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapons, any flammable substance, bomb, or explosive device, any pungent acid or nauseous chemical or any stolen items, obscene material, cigarettes or tobacco in any form. Students will be expected to keep their lockers in a clean and orderly manner. Each student will be held responsible for the contents of his/her assigned locker.
3. Authority to Inspect – (IC 20-33-8-32) School lockers are the property of Avon Public Schools. At no time does the Avon Community School Corporation relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

4. Inspection of Individual Student Lockers - The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which are forbidden by the law or school rules as stated in Rule Number 2. Before a particular student's locker is inspected, the student or students, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. Inspection All Lockers - An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent a violation of state or federal laws or school rules. Examples of the circumstances for such a search would be: a bomb threat, the belief of an unusually high level of student use of alcohol or drugs, to check for missing books and school equipment, and threats of violence creating a belief that weapons are stored in the lockers. If a general inspection of a number of lockers is necessary students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. Student Material - When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or unnecessarily intruding into any student's written material located in the locker unless it is the purpose of the search, constitutes a threat, or is in direct violation of a school rule. Normally, locker inspections will be kept to a level necessary to determine if it is being used to conceal any contraband.
7. Disposal of Confiscated Contraband - All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate. This may include return to owner, used as evidence in student discipline, delivery to a law enforcement officer, or destruction.
8. Involvement of Law Enforcement Officials - If a principal, superintendent, or assistant superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, drug paraphernalia, weapons, bomb, explosive devices or chemicals, or stolen property, he/she may request assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student's locker or its contents, a principal or designee shall require the production of a search warrant before allowing such officials to inspect.  
The principal may cause a locker inspection to be performed for school purposes if information given by law enforcement officials give rise to reasonable suspicion that a locker or lockers contains contraband.
9. Locker Cleaning - Nothing in these rules shall affect members of custodial staff who, at the direction of the principal, clean out lockers for repair, general housekeeping, or the suspicion that the locker contains rotten, spoiling or mildewing items.

**(h) LOCATION OF LOCKERS**

Lockers numbered A-001 - A-375 are located in "A" Pod on the first floor  
Lockers numbered B-001 - B-284 are located in "B" Pod on the first floor  
Lockers numbered C-001 - C-096 are located in "C" hall near the Guidance Office  
Lockers numbered D-001 - D-420 are located in "D" Pod on the first floor  
Lockers numbered E-001 - E-400 are located in "E" Pod on the first floor  
Lockers numbered E-500 - E-900 are located in "E" Pod on the second floor  
Lockers numbered A-501 - A-883 are located in "A" Pod on the second floor  
Lockers numbered B-501 - B-866 are located in "B" Pod on the second floor  
Lockers numbered D-501 - D-844 are located in "D" Pod on the second floor  
Lockers numbered 1-450 are located in the ALC on the first floor  
Lockers numbered 501-946 are located in the ALC on the second floor

**(i) LOST AND FOUND**

Responsibility for one's personal property and respect for possessions of others are essential. Persons finding articles of value or other general items should turn them in to Student Services. The PE dept. will maintain a lost and found area in both the girls' and boys' locker rooms during each semester. Items will be transferred to the general lost and found at the end of each semester. Any unclaimed items in the general lost and found will be donated to an outside organization at the end of a semester.

**(j) Library**

Hours: 8:05 AM – 3:45 PM.

- All students are welcome in the Avon High School Library. When entering, students need to sign in at the entrance of the library.
- The Library has many options available to you, including books, eBooks, research databases, and more.
- Research materials are located on the Avon High School Library website from the Avon High School page. If you are accessing these away from school, the password is "nova".
- eBooks are also available by going to the Avon High School Library website. Login to the system using your computer username and password.
- To access online materials from the Avon-Washington Township Public Library, your Library Card number is 1207 in front of your school student ID number (example: 120712345678). eBooks, magazines, audiobooks, research materials, and music are available through this.
- To visit the Library during Study Hall, students need a pass from the teacher who has issued the assignment on which the student will work. Passes are not issued by the Study Hall teacher or Library staff.
- To come to the Library during SRT, students need a pass from their SRT teacher. Passes during SRT will not be issued by the Library staff.
- Each student is responsible for paying for overdue, lost, or damaged materials. Books are checked out for four weeks.

**(k) SIGNS AND POSTERS**

Signs and posters displayed in the building or anywhere on school grounds are to be approved by a teacher or the group sponsor and the Assistant Principal in charge of the Student Activity. All approved signs and posters must be removed by the person, group or organization who requested permission to display the information. Removal must be done no less than one day after the announcement is valid. All signs are to be hung on the black bulletin boards with thumb tacks only. Do not paint or place decals or other foreign substances on lockers, walls, windows, and other areas of the facility. Posters that promote alcohol, tobacco products, or controlled substances, or are otherwise deemed inappropriate by the administration are prohibited.

**(l) STUDENT RESOURCE TIME (SRT)**

Student Resource Time (SRT) is a period built into the school schedule that allows students the opportunity to meet with their teachers for academic support. During SRT, students will be able to make up tests or quizzes as well as receive additional help from teachers. Each student will be assigned an SRT teacher.

A pass system is in place for students to maximize use of SRT. To meet with a teacher a student must obtain a pass from that teacher *prior* to SRT. The student will show that pass to their SRT teacher who will then require the student to sign-out; the receiving teacher is required to have the student sign-in and take the pass they issued the student. A student may obtain two passes for any one SRT. There will be a BLACK and a GOLD SRT session which allows a student to meet with two teachers during any single SRT. During the BLACK SRT, freshmen will be participating in the freshmen mentoring program. Freshmen will be able to use the second half, or GOLD, SRT for assistance.

**(m) VENDING MACHINE INFORMATION**

Vending machines will be available before and after school.

**Section 4.02 PARENT INFORMATION**

**(a) HOMEWORK ASSIGNMENT REQUESTS**

Only classwork missed due to an excused absence may be made up. Class work missed due to an unverified absence cannot be made up for credit. Many class assignments can be accessed through Schoology. Coursework not accessible through Schoology must be requested from the student's guidance counselor.

**(b) PARENT ACCESS PROGRAM AND GRADE REPORTING**

Student grades are cumulative throughout each semester. Parents are encouraged to contact teachers any time during the school year with questions concerning a student's performance in a classroom.

Parents are strongly encouraged to utilize PowerParent, as parent involvement typically ensures student success. Although course grades are available on a continuous basis through PowerParent, formal grade reports will be generated and will be distributed to students to bring home, with the exception of the final report at the end of the second semester. Report cards will be emailed home at the end of the second semester. (See also: Guidance, Grades/Report Cards)

**(c) PARENT COMMUNICATION AND CONFERENCES**

Parent communication is a priority at Avon High School. It is an expectation that teachers and administrators communicate with parent(s)/guardian(s) whenever necessary based on school policies and procedures. We urge parents to consult with the teacher first, then feel free to contact the administration by phone or email and, if a meeting is deemed appropriate, arrange a time mutually agreeable to both parties.

**(d) COURSE FEE POLICY**

In early fall, Avon High School students will be billed course fees for the entire academic school year. Statements will be mailed to each family. Avon High School statements will NOT be adjusted throughout the school year as a result of schedule changes. Students who enroll in/withdraw from Avon High School after the fall billing cycle will have their course fees calculated at a prorated amount. Course fee payments can be made in the form of cash, check, credit card, or e-funds through the Avon High School Treasurer's Office. Parents/guardians are financially responsible for any and all book rental fees, and any other charges assessed by the school. This includes but is not limited to owed rental fees, lost books, damaged or destroyed books, laptop repair fees, laptop replacement fees, cafeteria fees, library books and extracurricular activities. Fees that are not paid in full by the due date will be sent to a collection agency. Parents/guardians shall also be responsible for all reasonable costs of collection of this account. All checks returned by our bank and written to Avon Community School Corporation/Avon High School will be subject to a \$25 service charge. Immediate cash payment will be due. If the cash payment is not paid immediately, all checks will be submitted to the Hendricks County Prosecutor Bad Check Program. At that time, the check writer will be facing criminal charges or be subject to attendance in a Financial Accountability Class at the check writer's expense (approximately \$200) and service charges

## **Section 4.03 TRANSPORTATION INFORMATION**

**(a) BUS STUDENTS (TRANSPORTATION)**

School buses will load and unload on the east side of the high school building. Buses unload at 8:05 a.m. and leave the campus in the afternoon at 3:17 p.m. for all students. Bus drivers will tell students where to load. High school students must board buses at loading designations. Transportation procedures for students who ride buses will be issued by the bus driver at the beginning of the school year.

All buses are equipped with video cameras. Parents/Guardians may request to review video(s) by contacting the Avon Transportation Department and completing appropriate consent forms. If deemed appropriate, an appointment may be requested with a building administrator. Students are expected to conduct themselves in a proper manner at all times, including waiting at bus stops, to ensure a safe, pleasant trip to and from school. The bus driver has the same position of authority on the bus as a teacher in the classroom.

(i) The following bus discipline procedures may be employed by the transportation department:

1st Notice – Verbal Warning

2nd Notice – Written Warning

3rd Notice – One day bus Suspension

4th Notice – Referral to Building Administration

Consequences of the fourth notice and beyond to Building Administration may include or not be limited to Saturday School, bus suspension or removal from the bus, in-school suspension(s), detention, out-of-school suspension and/or recommended expulsion from school.

## **(b) DRIVING/PARKING POLICIES AND PROCEDURES**

Driving a motor vehicle to Avon High School is a privilege. Students may drive to school **after securing a proper parking permit**. Parking permits may be obtained in the Athletic Office. The assigned parking permit must be displayed in the front windshield of the car while it is parked in the student parking lot. Students who drive to school without a parking permit will be disciplined. Students who fraudulently secure parking permits may lose their parking privileges for the year.

Students are to review the parking contract when making application for a parking permit in order to understand their responsibilities.

All students who drive to school will be required to park in the student parking lot. Students are expected to drive and park properly. Music should be played at a low volume. Students who park in unauthorized parking places will be referred to the appropriate office as a disciplinary matter. When students park their motor vehicles on school property, they should secure their vehicle. Students are not allowed to go to their motor vehicles during the school day without permission from an administrator. Violations of these rules can result in suspension of driving rights and privileges and other appropriate disciplinary action. This will depend on the frequency and seriousness of the violation.

The privilege of driving to school might be suspended if behavior, academic, and/or attendance problems occur. School Board policy 5771 gives permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Avon Community School Corporation is not liable for damage that may occur to vehicles parked on school property.

# **V. ACSC POLICIES AND PROCEDURES**

## **Section 5.01 POLICIES AND PROCEDURES**

### **(a) FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.1232 g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and date of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. In accordance, the FERPA form for nondisclosure is to be completed and returned within the first 15 days of school in order to request that the school not disclose directory information about a student. Contact the high school for a copy of the nondisclosure form.

### **(b) INDOOR AIR QUALITY RULES AND REGULATIONS**

#### **(i) Vehicle Warm-Up:**

- 1) At thirty-two degrees or above, vehicles will be allowed to idle for up to five (5) minutes
- 2) From twenty to thirty-two degrees, vehicles will be allowed to idle for up to fifteen (15) minutes
- 3) From twenty and below, vehicles will be allowed to idle for up to thirty (30) minutes; or until front windows are defrosted and all safety equipment is operable

(ii) Loading/Unloading At School:

1) All vehicles arriving at schools to load or unload students who are going to remain at the school longer than three (3) minutes, will turn off their engines after the appropriate cool- down time and leave them off until the vehicles are ready to depart. This section also applies to vehicles for field trips.

(iii) Auxiliary Equipment/Extreme Temperatures:

1) When extreme temperatures require the idling of the bus to maintain a reasonable level of comfort inside the bus, the above sections may not apply. This section also applies to auxiliary equipment (i.e. lift equipment for loading and unloading students with disabilities). However, the limiting of extended idling times is encouraged.

**(c) LIVE ANIMAL POLICY**

Live animals, except for fish in aquariums, are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into classrooms. Service animals may be brought to school after appropriate steps have been taken to validate the need for the animal.

When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. If known in advance, notes home will be distributed at the beginning of the school year. It is up to the parents to notify the teacher or principals if their student is allergic to the animal. Upon such notice, a Principal will confer with the Teacher and determine what options are available including having the student transferred to a different classroom without animals or changing to a different species with no allergy problems, or not having an animal in the classroom. The school will not reveal the name of the student with allergy issues to students or parents. If after an animal is brought into the classroom, the parent finds their student is allergic to the animal, the school will work with the parent and teacher to resolve the issues. If necessary, housekeeping will clean all surfaces in the classroom to remove any animal dander that may still cause an allergic reaction by the student.

Animals must be evaluated by licensed veterinarian before brought into classroom. Animal must be properly maintained as prescribed by a veterinarian.

Examples of educational purposes where animals would be in the classroom for an extended period are:

- 1) Animals used in health class to demonstrate effects of different diets
- 2) Animals used in biology to show development changes or diversity
- 3) Eggs incubated to show development

Examples of educational purposes where animals are in the classroom for one day or less:

- 1) Pets/animals brought into the classroom to allow students exposure to a variety of species
- 2) Pets/animals used to demonstrate obedience training

The examples above are not comprehensive lists of appropriate uses. The building principal, when requested by a teacher, has the authority to determine if it is appropriate to bring an animal in to the classroom.

Cleaning: Cages shall be cleaned by the teacher in charge of the animal (not students) on a routine basis as to avoid offensive odors or pest issues. Aquariums with fish are to be maintained by the teacher in charge of the aquarium including cleaning as needed. When appropriate, teachers may allow student to handle and/or feed the animals.

**(d) PESTICIDE APPLICATION NOTICE**

Periodically throughout the year, it may be necessary that a pesticide be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide application, please notify the principal. You will be given a form to complete and will be notified of any pesticide application within two days prior to the application.

Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be treated.

**(e) RESTRAINT AND SECLUSION**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

**(f) SCHOOL CLOSINGS AND DELAYS**

In the event of severely weather or other emergency, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be announced in a variety of ways including local news and radio stations. Additional information can be found at [www.avon-schools.org](http://www.avon-schools.org).

**Section 5.02 SAFETY**

**(a) SAFETY DRILLS**

A variety of safety drills, including fire, tornado, building security, and bus evacuation, will be held throughout the school year. Instructions on how to perform the drill will be provided by staff. Please make yourself aware of procedures/protocols for each area to ensure everyone's safety.

**(b) UNAUTHORIZED BUILDING ACCESS**

AHS administration and staff take the safety of our students very seriously. Any student who props open any external entry door and/or who permits another student or visitor to enter the building without proper verification by A101 or Door 33 staff members may be subject to disciplinary action up to and/or including expulsion.





**ORIOLES**