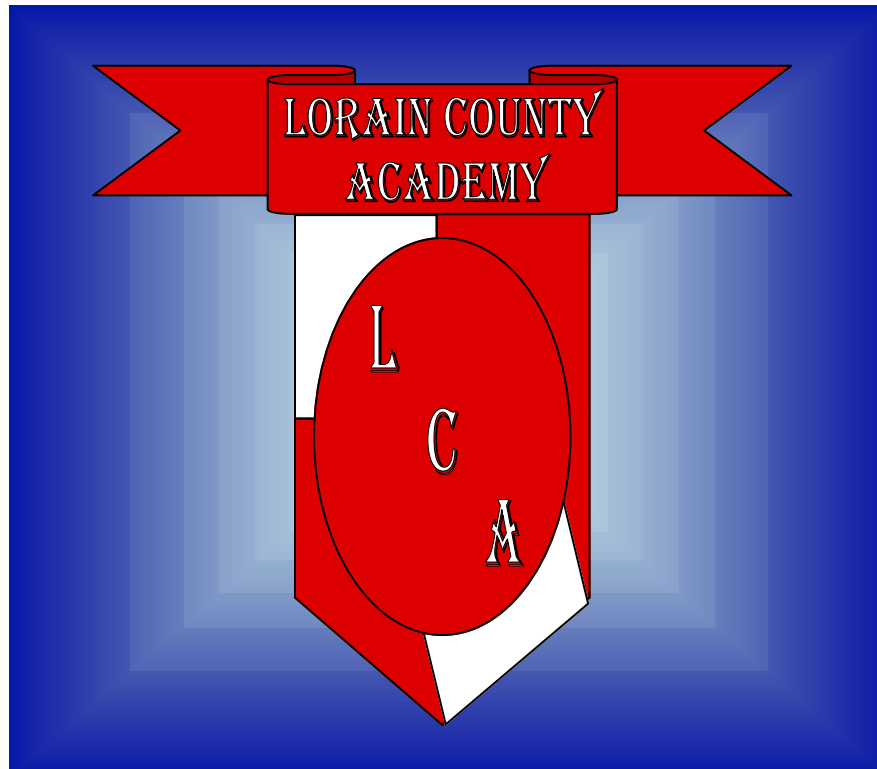


LORAIN COUNTY ACADEMY

STUDENT HANDBOOK



**218 North PLEASANT STREET
OBERLIN, OH 44074**

(440) 775-0276 Phone

(440) 774-9027 Fax

Website: loraincountyacademy.org

**LORAIN COUNTY ACADEMY
OBERLIN, OH 44074**

**STUDENT HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT**

This handbook has been prepared for the students and families of the Lorain County Academy. The purpose of the handbook is to make students and families aware of the expectations we have for our students. The Lorain County Academy has attainable standards for student behavior. This handbook will provide families and students a guide to follow. Please sign the statement below and return this form to the school's office.

I have read the attached handbook and have reviewed its contents with my student.

Print Student Name

Parent/Guardian Signature

Date

LORAIN COUNTY ACADEMY PHILOSOPHY

The Lorain County Academy believes that students referred to our school need assistance beyond what can be provided in the regular classroom setting. Our students have been unsuccessful due to behavior, attendance, academic, and/or environmental situations.

In partnership with the family, the home school, and the community, the Lorain County Academy works to support the academic, social, and emotional needs of each individual student to help prepare them for a healthy adulthood and to become contributing citizens in the workplace. Our first goal is to prepare the student for a successful return to their home school. We fully understand that to accomplish this goal, we must develop a strengths-based approach, which recognizes that *all* students, *all* families, and *all* communities have strengths that need to be recognized and implemented.

MISSION STATEMENT

Provide a structured, predictable, and nurturing learning environment

Emphasize the importance of and teach the specifics of acceptable social behavior

Mobilize the strengths of the family, home school, and community to prepare students to return to their home school

Provide a social skill curriculum that continually strives to teach and model appropriate social behaviors

Provide an academic curriculum that allows a child to reach their full potential in the development of life long learning skills

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CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Student's who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the items. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency in addition to school discipline.

TRANSPORTATION

Your child is expected to ride the home school's transportation system everyday to and from school. Parents may transport their child to and from school with permission. Parents may only transport their own child unless arrangements have been made with all parties involved. Check with the Home School's transportation department for exact times and location of pick and drop off.

If a bus suspension occurs, our goal will be to work to resolve the problem with the parents and student so busing can resume as soon as possible and the problem will not reoccur. The goal is to teach children safe and appropriate behavior in a situation that has the potential for danger.

STUDENT ENROLLMENT PROCEDURES/ADMISSION POLICY

Program Application: The program is designed to allow students to begin their program of studies at any time during the school year. Upon recommendation of parent/guardian, counselors, teachers, administrators, and the district Superintendent or their designee on the referral form, the following items must be collected in order for the student to be considered for placement at Lorain County Academy.

Social Skills Inventory

- ◆ Copy of student's emergency card
- ◆ Copy of student's transcripts
- ◆ Copy of student's attendance record
- ◆ Copy of student's social security card
- ◆ Copy of student's birth certificate
- ◆ Documented level of performance in major subject areas
- ◆ Description of attempted interventions
- ◆ Behavior/Discipline Record

The Lorain County Academy Building Coordinator will review referrals based primarily on the following criteria:

- ◆ Ages 12-16
- ◆ Performing two to three years below current grade level
- ◆ Demonstrates lack of compliance with norms of the home school
- ◆ Shows pattern of escalated behavior (i.e. multiple suspensions)
- ◆ Has parental involvement
- ◆ Demonstrates an ability to learn
- ◆ Family and student are in agreement to accept support
- ◆ Student is cooperative
- ◆ Educator from home school accepts advocate responsibility

DRESS CODE

Students of Lorain County Academy are expected to dress and groom themselves in good taste. Any extreme modes of dress or grooming are not considered in good taste. How we look is a reflection of Lorain County Academy. The intent of the dress code is to provide an atmosphere, which is of a serious nature so as to be conducive to learning and a positive learning environment. At the same time, it is ensuring decency, safety, and health.

Therefore, your cooperation is appreciated in observing the following rules:

1. **Appearance:** Cleanliness of hair, body and clothing is required. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students. All clothing must be in good shape, **no visible holes, tears, or rips.**
2. **Footwear:** Shoes or sandals must be worn at all times. **(Prohibited items are flip-flops, slide on, boots/shoes with cleats or wheels)** All shoes or sandals must have permanent backs to them.

3. **Pants:** Khaki, any color. Belts must be worn with pants. Pants are to be worn at the waist and of an appropriate length so as not to drag on the floor. No undergarments are to be visible. Pants with holes/rips/tears are not allowed. NO DROOPING!
4. **Head wear:** Hats, head coverings, headbands, and sunglasses are not to be worn or carried during school. ***These items are to be placed and kept in the locker prior to the start of the school day.***
5. **Shirt:** Polo shirts (solid/pattern). All shirts must have sleeves. Bare midriff, tank and see through tops are not permitted. In cold weather a sweatshirt (no hoodies) or thermal underwear can be worn under a polo shirt.
6. **Inappropriate Attire:** Any garment that advertises alcoholic beverages or drug related material, tobacco products, obscene or suggestive slogans, pictures, patches, profanity or nudity are inappropriate school attire. All clothing must be in good shape, no visible holes, tears, or rips.
7. **Book Bags/Back Packs:** No bags will be permitted to transport books and other materials to and from class.
8. **Hair:** Extreme hair colors are prohibited. Only natural colors are permitted.
9. **Coats or Jackets:** Coats or jackets are to be left in your locker and never worn to class.

*****In situations where a disagreement exists as to whether or not attire is appropriate, the Program Director shall make the final decision.***

HOME SCHOOL ADVOCATE

Each student enrolled at Lorain County Academy will have a Home School Advocate. This person is usually a teacher, guidance counselor, or other staff members of the child's home school. Preferably, the student will request a specific person of choice. The Home School Advocates responsibility is to:

- ◆ Assist in making the correct decision as to whether or not the student should attend Lorain County Academy
- ◆ Participate in the Admission Conference
- ◆ Serve as the liaison for all communications between the home school and Lorain County Academy; meet with the student throughout their enrollment and assist with the transition of the student back to the home school.
- ◆ Report student progress back to the Lorain County Academy upon return to the home school
- ◆ Correspond through monthly letters to student (Pen Pal Program)
- ◆ Attend school functions whenever possible

BUILDING HOURS

The building is open in the morning by 7:15 a.m. and closes by 3:00 p.m. A faculty member must supervise any student or group of students who remain in the building after 2:00 p.m. Lorain County Academy is open to students beginning at 7:30 a.m. Students are not permitted in the school before this time, unless arranged by the Director. Our school day ends at 2:00 p.m. Office hours are from 7:00 a.m. until 3:00 p.m.

Start of Classes: Classes will begin at 8:00 a.m. Any child arriving after 8:00 a.m. will be counted tardy. Arrival after 10:00 a.m. will be considered as a ½ day absence.

WRITING CHECKS TO THE SCHOOLS

When writing a check for school purchases, please make them payable to the **Educational Service Center of Lorain County**. When writing a check to cover the payment of school meals, please make checks payable to **Oberlin City Schools** as they provide our meal service.

BREAKFAST

Breakfast is available daily at a cost of **\$1.25**. Regular breakfast consists of cereal, milk, juice and one other breakfast item. Food items can also be purchased separately, **\$.50** for milk and juice, **\$1.00** for cereal and other breakfast items. **Prices are subject to change without notice.**

LUNCH

The cost for your child's lunch will be **\$ 3.00** per day (including milk). Milk alone is **\$.50** per container. If you wish to pay in advance, please indicate your child's name, the amount enclosed, and the number of days you are paying to eliminate any confusion. **Prices are subject to change without notice.**

Free or Reduced Breakfast and Lunch Program: The Lorain County Academy participates in the federal free and reduced lunch program. To participate, each child who is to be considered for qualifications must have the necessary forms completed by the parent. Information must be provided regarding family size and income. Federal guidelines and the Oberlin City Schools then determine qualification. Each child you wish to have a free or reduced lunch must return the forms to the office. The cost for a reduced breakfast is **\$.30** and lunch is **\$.40**.

STUDENT RECORDS

Emergency Medical Form: A form to make your wishes known for emergency medical treatment is provided for parents to complete upon enrollment. No treatment can be administered to your child if this form is not on file. **If you wish for your child to take cough drops, the parent must provide a note for the day stating your request.** This is for the child's safety. It is the parent's responsibility to keep the school informed of any changes in address, telephone number, and work telephone number.

Confidentiality: Student records are private and are not accessible to the general public. However, some information is public knowledge, such as name, age, grade, parent's name, and address.

Parent's Access to Records: Parents requesting access to their child's records must be granted full access. However, we request that you call ahead so we can arrange a time and the privacy for you to review them. We also provide copies of your child's records at no charge. Stepparents are not granted access to records unless accompanied by a custodial parent, or there is written permission on file. This is consistent with state guidelines. Natural parents, even if separated or divorced, have the right to review a child's permanent records. However, contact with the child of non-custodial, separated, or divorced parents must follow the guideline of the custodial agreement. Those parents with shared parenting agreements may be asked to clarify visitation wishes in writing, so we know the arrangements that you have agreed to. Please don't be offended, as it is impossible to know what each family wishes.

Non-custodial Parents Access to Records: A divorce or change in custody does not change the rights of a natural or adoptive parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, permanent record, and the opportunity to hold a parent teacher conference.

Stepparents Access to Records: Stepparents do not have rights to student records. We request that both of the child's (natural, adoptive) parents submit written permission if they wish a stepparent to have access to their stepchild's records. This permission must be on record and filed in the student's performance record so the school is aware of this request by the parents. If both parents do not agree to this, then only the child's natural parents will be permitted access to their child's records.

Foster Parents Access to Records: Record access will follow the plan established by the Department of Children and Family Services.

Child Custody: Parents have an obligation to inform the school anytime the custody of a child changes. A copy of the court orders must be given to school officials and kept on file in the student's permanent record. It is the legal responsibility of the school to report to local law enforcement agencies any child who is not properly enrolled in school. This is mandated by the Missing Children's Act.

LORAIN COUNTY ACADEMY GRADING POLICY

An interim report will be issued midway into each school quarter. Report cards will be issued at the end of each quarter. Grades are based on each student's academic performance in the areas of Language Arts, Mathematics, Social Studies, and Science. The ninth grade program will also issue a grade for their Related Subject Areas.

Grading Scale:

A = 90-100%	D = 69-60%
B = 80-89%	F = 59% and below
C = 79-70%	I-Incomplete

Honor and Merit Roll: The Lorain County Academy has an Honor and Merit system with rolls being announced at the end of each grading period. This policy is as follows:

- ◆ Students who have a 3.5 average or higher (all subjects included) shall be placed on the Honor Roll.
- ◆ Students who have between a 3.0 and a 3.5 average (all subjects included) shall be placed on the Merit Roll.
- ◆ No student with a grade of "D" or lower in any subject will be eligible for the Honor or Merit Roll.
- ◆ A student with an incomplete "I" will not be considered until the "I" is made up.

SMOKE FREE CAMPUS

Lorain County Academy has implemented a smoking ban in the school building and on all school property. Lorain County Academy asks for adult assistance with this policy. Please refrain from smoking while in the school building, on school grounds or at any student event, indoors or outdoors. Possession or use of tobacco by students is a violation of the Student Code of Conduct as well as state law and will result in disciplinary action.

INTERVIEWING STUDENTS

Caseworkers of Lorain County/Erie County Children Services, any Probation Officer of Family Court, and Custody Investigator of Family Court shall, with proper identification, have the right to contact and interview any child at Lorain County Academy privately and without consent of parent. This is pursuant to the responsibility given Lorain County/Erie County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio. Other law enforcement officers may talk with a child at school or take other necessary measures regulated by the judicial laws of the local, county, state and federal government agencies. The Program Coordinator shall exercise appropriate "duty of case" and act in place of the parent where necessary.

NURSING SERVICES

Students can be screened periodically during the school year for height/weight, vision, hearing, scoliosis, and any other assessment as per required and/or recommended by state mandates. Parents/guardians will be notified of any abnormalities with recommendations for referral to the appropriate medical specialist. Parents are requested to submit documentation to the school nurse as proof of follow up.

PERSONAL HYGIENE

Developing personal habits of cleanliness from an early age reaps lifelong benefits in terms of disease prevention, employment, and getting along with others (socializing). Lorain County Academy advocates the following as good standard practice for maintaining satisfactory hygiene: daily bath or shower with soap; hair shampooed at least every other day, and combed or brushed everyday; teeth brushed twice a day and flossed at least once a day; clothing freshly laundered; fingernails clean; hands washed after restroom use.

COMMUNICABLE DISEASE

Concern of any school is the spread of a disease throughout the entire school population. Communicable disease can spread rapidly if not controlled immediately (ex. chicken pox, measles, pink eye, mumps, impetigo, scabies, and head lice). Any child coming to school with symptoms resembling a communicable disease will be seen by our school nurse or sent home immediately as a precautionary measure. Once determination is made, the child will need to receive the appropriate treatment, either by seeing a doctor or following a prescribed treatment monitored by the school nurse. Students must comply with State of Ohio immunization requirements as outlined in the Ohio Revised Code.

ADMINISTRATION OF MEDICATION

State law, effective July 2011, outlines the school's authority and/or responsibility for the administration of medication to students within very specific regulations. Many students are able to attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the following:

1. Prescription and/or over the counter medication may be dispensed to students by a school employee only after the office has received a Physicians Request for the Administration of Medication in School. These forms are available in the main office.
2. All medications must be in their original containers.
3. Any medication to be administered at school must be delivered to the school by a parent/guardian.

SAFETY DRILLS

Drills are conducted periodically at the school, so that in any emergency students are aware of the procedures that need to be followed.

1. **FIRE DRILLS:** Fire drills are held at regular intervals as required by law. They are an important safety precaution. When the first signal is given teachers/students are to :
 - A. Close all windows and doors
 - B. Turn off all lights
 - C. Walk quickly to designated areas (do not run)
 - D. Remain quiet (no talking permitted)
 - E. Stay in line and obey all teacher commands
2. **TORNADO DRILLS:** Tornado drills will be held at regular intervals during the tornado season. Specific instructions shall be posted and reviewed with the students by the faculty.
3. **LOCKDOWN PROCEDURES:** Lockdown of the school will be held at regular intervals throughout the school year. Specific instructions shall be reviewed with the students by the faculty.

MAKING FALSE ALARMS:

No person shall knowingly make, turn in, aide, or abet in making or turning in any false alarm.

EMERGENCY WEATHER PLAN / SCHOOL CLOSINGS

In the event of severe inclement weather or mechanical breakdown, school may be closed or starting time delayed. Should weather conditions merit the implementation of a "severe weather option", it will be announced on local radio and TV stations. Participating stations include:

**Radio Stations: WOBL (1320 AM), WEOL (930 AM)
Local TV Stations: (3 WKYC, 5 WEWS, 8 WJW, 19 WOIO)**

Every effort will be made to have the announcement broadcasted as early as possible. We ask that you do not call the staff members during severe weather periods as their telephones will need to be kept available for emergency communications. If no report is heard, it can be assumed that school will be in session.

POWER FAILURE

In the event of a power failure, remain in your classroom. Please be quiet and wait for further instructions. Information will be given to you as it becomes available.

LOCKERS AND LOCKS

Lockers and locks are assigned at the beginning of the school year and should be kept locked at all times. Lockers are the property of the Lorain County Academy and are subject to inspection at any time by authorized school personnel, law enforcement personnel and/or K-9 unit drug alert dogs. Only school locks are to be used. Lockers should be kept clean and neat. Lorain County Academy is not responsible for stolen items. No decals or writing of any kind is permitted on lockers. Any damages to the locker must be reported immediately to office. Students will be expected to pay for any lost locks, writing, scratches, or damages to their lockers.

ABSENCES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc. outside of school hours.

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

- (1) Personal illness of the students***
- (2) Illness in the student's family***
- (3) Death in the family***
- (4) Quarantine for contagious disease***
- (5) Religious reasons***
- (6) Traveling out of state to attend a board-approved enrichment activity or extracurricular activity
(applies to absences of up to four days) or***
- (7) As determined by the Program Coordinator***

Notifying the School

Parent(s)/guardian(s) shall notify the school in the first hour on the day a student is absent in accordance with school procedures adopted for reporting and excusing student absences unless previous notification has been given. Parent(s)/guardian(s) or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as necessary emergency telephone numbers. In cases of student absence which are not reported by the parent(s)/guardian(s), the Program Coordinator or his/her designee shall make reasonable attempts to notify the parent(s)/guardian(s) as required by State statute and adopted school procedures.

Students will be requested to bring a note to school after each absence explaining the reason for the absence or tardiness and signed by the person legally responsible for the student. Any student who misses a class or classes for a medical/dental appointment or court will need to bring a note from their Doctor/Dentist or Court upon their return to school. The note should have the Office or Court letterhead and the time that the student left. Failure to bring in a Doctor's or Court note will result in an unexcused absence. All notes must be turned in to the office before the end of the grading period it appears in. It is the student's responsibility to make sure all excuses are turned in to the office.

Make-up Work during an Excused Absence

Students are responsible for all work missed during an absence. Immediately upon returning to school each student with an excused absence is responsible to make arrangements with his or her teacher to make up missed daily assignments, tests, and quizzes without penalty. Teachers will make every effort to facilitate student efforts to make-up work; however, it should be remembered that certain classroom activities (ex. videos, labs, lectures, discussions, etc.) cannot be made-up under most circumstances. As a rule students have one day plus the number of days absent to complete the work they missed during an absence. However, students missing school the day before a test will be expected to take the test with the class when advance notice of the test was provided and the student received all information being assessed. Long-

term assignments with clearly communicated deadlines and penalties for lateness may be given lower grades if not completed in accordance with deadline.

Make-up Work during an Un-Excused Absence

Students receiving unexcused absences may be permitted to make up work. Credit will be given for assignments completed during the period of suspension, but at a half (50%) credit for work completed. All missed tests or quizzes will be given the next day following return, and will be scheduled by the teacher. Each case will be considered on its merits by the Program Coordinator and the respective teacher(s).

Absences and After-school activities/extra-curricular

Students who are absent from school (other than school-approved absences) are not-allowed to attend after-school activities that day. This includes extracurricular activities, athletic practices/events, and after school programs.

REQUESTING SCHOOL WORK FOR ABSENT STUDENT

Students who will be absent from school for an extended period of time, can have school work sent home to them. Parents/guardians should contact the office prior to 8 a.m. to make arrangements for school work 24 hours in advance of picking the work up. Please note, unless there are extenuating circumstances, all pre-arranged school work must be turned in the day the student returns to school.

ATTENDANCE

Students are expected to develop a pattern of regular attendance and punctuality. Students who attend regularly tend to get better grades than students who attend irregularly. The purpose of this rule is for improving academic performance. Any student who becomes ill during the school day must report directly to the office. School personnel will attempt to determine the severity of the illness and telephone the parents when deemed necessary.

If your child is not feeling well in the morning, please keep him/her home and seek medical attention. A note will be required when your child returns to school. If your child has a physical condition and is unable to participate in the day's events, a note must be written by the parent/guardian excusing him/her from the day's activities. If their conditions persist, you will need a doctor's note in order to excuse him/her from any further physical activities. Absenteeism due to illness or verifiable cause by a physician, court appointment, child welfare institution, or excused by the Program Coordinator will count as an excused absence. It is important that students only miss school for excusable reasons as unexcused absences may lead to disciplinary action.

The parent or guardian of a student absent from school without having given prior notifications should call the school before 8:30 a.m. on the day of the absence.

Any parent or guardian removing a child from school for an appointment or other reason is expected to check-in at the office and sign their child out or provide a written note to the office prior to the start of the school day. If a note was properly provided to the office staff, a phone number for verification of the reason for a student's absence/departure is required if the student is to be released.

ATTENDANCE REGULATIONS

- ◆ If a student accumulates more than 10 days absent from school no further absences will be excused unless a physician's statement or court document is submitted to justify the need for absence. The Program Coordinator or his designee may waive this requirement.
- ◆ It is extremely important that students and parents realize and understand that the 10 days of absence built into his/her attendance policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used when needed.
- ◆ Absences, which are the result of illness, truancy, vacations, or family emergency, will be counted in this tally regardless whether the absences are excused or unexcused. External suspensions will not count in the 10-day limit. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspensions, and mentorship programs will not count in this tally.
- ◆ Following the 5th day of absence from school, parents will receive a warning letter from the school district. This letter should indicate that after 10 days medical or court verification is necessary. A notification letter will be sent from the building to parents warning them of irregular, possible failure, and future referral to the attendance officer for the home school or Lorain County Juvenile Court. This letter should clearly define the district's attendance policy.

- ◆ After 5 days of unexcused absence, referral to the attendance officer of the home school or Lorain County Juvenile Court may occur at the discretion of the Program Coordinator or his designee.
- ◆ A conference with an Attendance Officer of the home school or Lorain County Juvenile Court and the parent shall be scheduled if excessive absence continues.
- ◆ Further excessive absences shall result in a meeting with the Program Coordinator, student and the home school Attendance Officer or a County Attendance Officer.
- ◆ A court referral will be the final step of action to be determined by the department of Lorain County Juvenile Court.

Summary of Administrative Procedures for Excessive Student Absence:

- ◆ Notification letter prior to absence limit (5 days)
- ◆ Referral to the home school Attendance Officer or Lorain County Juvenile Court Attendance Officer (5 unexcused absence)
- ◆ Conference with parent, student, home school Attendance Officer or County Attendance Officer
- ◆ All the above administrative procedures should include positive intervention strategies/programs for children, early identification of potential high-risk attendance problems, examining the underlying reasons for irregular attendance in order to make appropriate referrals and appropriate use of guidance and support staff.

The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

- ◆ Personal illness
- ◆ Illness in the family
- ◆ Quarantine of the home
- ◆ Death of a relative
- ◆ Work at home due to absence of parents or guardians
- ◆ Observance of religious holiday
- ◆ Family emergency

CODE OF STUDENT CONDUCT

H.B. 421 requires each Board of Education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive mean are employed on behalf of those who would deny such an environment. The sole objective of this Code is to insure fair and equitable handling of disciplinary problems. A student's main goal in school is to get an education. It is the responsibility of the school to provide that education and to prevent anyone from interfering with the achievement of that goal. Most discipline problems in school center around students disrupting others. Teachers will handle disciplinary offenses through a variety of methods. These include conferences with students, contacting parents, referral to the office, or any other suitable method they deem appropriate to the situation. Any student who is intentionally unwilling to respond to reasonable control and authority may be suspended from school. The disciplinary measure to be used will be left to the discretion of the school administration. See Suspension Policy.

Good order and discipline will be achieved best through self-discipline. Students should strive to:

1. Attend school each day it is in session
2. Report for all scheduled classes promptly with assigned lessons and required materials
3. Exhibit courtesy at all times to members of the school community
4. Achieve all that is possible both academically and socially
5. Treat school property with respect and care as well as the personal property of others
6. Maintain high standards of thought, speech, and actions
7. Use only those facilities and areas designated for student use under teacher supervision
8. Engage only in activities permitted on school property

Whenever self-discipline fails, it is necessary for adult staff members to enforce good order and discipline. Therefore, the Lorain County Academy shall:

1. Recognize the teacher as the person in authority to maintain the decorum of the classroom and building
2. Delegate to the school official and teachers the authority to enforce regulations regarding conduct of students
3. Not participate in any disciplinary problems until they have been fully investigated by the school administration
4. Support teachers and administrators to the fullest in their efforts to maintain proper decorum among students

RULES OF CONDUCT

A violation of any rule may result in disciplinary action, including suspension.

1. TRUANCY:

Students shall not be willfully absent from any scheduled class any part of the school day whether on or off school grounds.

2. DISRUPTION OF SCHOOL:

Students shall not, by use of violence, force, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- A. improperly occupying any school building, school grounds, or part thereof
- B. blocking the entrance or exit of any school building or corridor or room therein
- C. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property
- D. making by telephone call, letter or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds
- E. activating, or attempting to activate any emergency alarm system in the absence of any emergency
- F. preventing or attempting to prevent by physical act or verbal utterance, the conveying or continuing functioning of any school, class or activity or any lawful meeting or assembly on or off school property
- G. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity
- H. Possession of electronic devices such as a cellular phones, etc. that can or may cause a disruption

3. TARDINESS, CLASS CUTTING:

Students shall not be willfully absent from any scheduled class for all or any part of the school day whether on or off school grounds. Students shall not be tardy to school.

4. VANDALISM, DAMAGE, DESTRUCTION, DEFAACEMENT, LITTERING, THEFT, ARSON, OR UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY/ PRIVATE PROPERTY: THEFT /UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY/ PRIVATE PROPERTY:

Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school owned property or engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property and/or private property

VANDALISM, DAMAGE, DESTRUCTION, DEFAACEMENT, UNAUTHORIZED REMOVAL OF SCHOOL PROPERTY/ PRIVATE PROPERTY:

Students shall not cause or attempt to cause damage to school property/private property or engage or attempt to engage in or participate in the unauthorized removal of school property/private property.

Pursuant to ORC 3109.99 and ORC 3109.091, a student and/or their parent or legal guardian shall be held financially accountable to Lorain County Academy for any damage, destruction or theft caused by their child.

Offense

1st

2nd

Consequence

Up to a 10-Day Suspension with Possible Recommendation for Expulsion

10-Day Suspension and Recommendation for Expulsion

Arson

Offense

1st

Consequence

10-Day Suspension, Police Contact, and Recommendation for Expulsion up to one year

5. FIGHTING/ASSAULT/MENACING/THREATENING:

Students shall not act or behave in such a way (intentional or unintentional) as could cause physical injury to another student, teacher, other employee of the school district, or any other authorized person in the school building, on school grounds or on school business. No student shall knowingly cause another student to believe that he/she (the offender) will cause serious physical harm to the person or property of such other person through his/her words or actions.

THREATENING:

No student shall cause by his words or actions, either directly or indirectly, a fight between other students, or between himself/herself and another student. No student shall engage in any behavior that may cause injury to another.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 10-Day Suspension-Possible Recommendation for Expulsion
2 nd	10-Day Suspension and Recommendation for Expulsion

6. HARASSMENT/INTIMIDATION/BULLYING:

Students shall not commit any form of verbal or physical harassment that may frighten, injure, degrade, or disgrace another individual by banter, bullying, threats, ridicule, criticism, or to play abusive or humiliating tricks. Students shall not cause anyone to be fearful of physical, emotional harm (i.e. personal involvement in gangs, secret societies, or any other such groups), or threaten to cause physical or emotional harm.

Reporting Procedures:

When an individual believes he/she has been subjected to harassment/intimidation/bullying, he/she should immediately report the incident to the Program Coordinator.

<u>Offense</u>	<u>Consequence</u>
1 st	Disciplinary Assignment / Up to a 10-Day Suspension
2 nd	Up to a 10-Day Suspension

7. HAZING:

Students shall not cause another student to participate in any act of initiation to any student or other organization that creates a mental or physical harm. This includes harassment, persecution, or participation in any act(s) or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or intends to injure, degrade, or disgrace any student. Permission, consent, or assumption of risk by any individual subjected to hazing will not exempt any student from discipline under this policy.

Reporting Procedures:

When an individual believes he/she has been subjected to hazing he/she should immediately report the incident to the Program Coordinator.

<u>Offense</u>	<u>Consequence</u>
1 st	Disciplinary Assignment / Up to a 10-Day Suspension
2 nd	Up to a 10-Day Suspension

8. WEAPONS, LOOK-A-LIKE WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES:

Students shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon, look-a-like weapon, or dangerous instrument. Weapons, look-a-like weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm, property damage or to threaten to inflict such harm or damage.

FIREWORKS, EXPLOSIVES, LIGHTERS:

Students shall not possess, use or threaten the use of any fireworks, explosives, or other such materials capable of inflicting bodily harm. Students may not possess matches or lighters.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 10-Day Suspension with Possible Recommendation for Expulsion
2 nd	10-Day Suspension and Recommendation for One-Year Expulsion from School

9. TOBACCO:

Students shall not possess, use, transmit, conceal or show evidence of consuming or using tobacco. As of July 20, 1988, the Ohio Revised Code (3313.751) prohibits the use or possession of tobacco by students in any area under the control of the school district or at any activity supervised by any school operated by the district.

<u>Offense</u>	<u>Consequence</u>
1 st	Up to a 3-Day Suspension
2 nd	Up to a 5-Day Suspension
3 rd	10-Day Suspension

10. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND COUNTERFEIT CONTROLLED SUBSTANCES:

Students shall not possess, use, transmit, conceal or show evidence of consuming or using narcotics, alcoholic beverages or drugs. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, of a hallucinogen, barbiturate or amphetamine nature. It is important to note that beverages described as non-alcoholic and/or de-alcoholized representation of alcohol products also contain small amounts of alcohol and are prohibited. Possessing, using, selling, etc. of any "counterfeit controlled substance" or "look-a-like drug" as defined in the Ohio Revised Code in amended sections 2925.01 (P) and 2925.37 is a crime in the state of Ohio with various penalties. Look-a-like drugs or counterfeit controlled substances are defined as:

- A. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark
- B. any unmarked or unlabeled substance that is represented to be a controlled substance that manufactured, processed, packed or distributed it
- C. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance
- D. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale

The use of any of the above is strictly prohibited. These prohibitions also extend to prescription drugs, except that possession of a medication together with evidence that a duly licensed physician has ordered such medication for medical purposes. The main office has to be properly notified (as outlined in the handbook under Medications) for this to not constitute a violation.

<u>Offense</u>	<u>Consequence</u>
1 st	<i>Up to a 10-Day Suspension with Possible Recommendation for Expulsion</i>

11. INSUBORDINATION, DISREGARD OF DIRECTIONS OR REQUESTS:

Students shall comply with all requests and directives of teachers, substitute teachers, teacher aides, Program Coordinator and other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any minor rule, directive or disciplinary procedure, or repeated involvement in actions which disrupt the educational process of other students in a classroom activity or other organized function of the school shall also constitute insubordination.

12. INAPPROPRIATE LANGUAGE/GROSS VERBAL DISRESPECT/VERBAL AGGRESSION/OBSCENITY:

Students shall no use profane, vulgar, obscene, demeaning or derogatory language either written, verbal or gesture, in communicating with any faculty member, any other authorized school personnel or another student at school or at school-sponsored activities or events on or off school property. Included in the prohibition would be the use of inappropriate, improper gestures, signs or publications. Any speech, verbal or written, inciting of panic or non-contact action which provokes, threatens or appears to threaten to cause physical injury to a staff member, student, visitor, or other person associated with the District will not be tolerated and is considered aggression against that person. Such aggression directed toward staff is subject to suspension and/or possible expulsion charges being filed.

13. CLASSROOM DISRUPTION/ CLASSROOM REMOVAL:

Students shall not passively or overtly disrupt the educational process in a classroom. A student shall not be involved in actions which disrupt the educational process of other students in a classroom, activity, or other organized function of the school. Actions that students may be involved in that disrupt the educational process are: **excessive talking, sleeping in class, mischief, lack of class materials.**

14. DISRESPECT FOR STAFF/LACK OF COOPERATION/RUDE, DISCOURTEOUS BEHAVIOR:

Students will be expected to demonstrate respect toward all staff and their personal property at all times, on or off school property. Failure to comply with this reasonable request will result in immediate disciplinary action.

15. CHEATING/PLAGIARISM/ COPYRIGHT:

Cheating in class or on class assignments will not be tolerated at Lorain County Academy. First offense shall result in an "F" grade for that assignment. Second offense shall result in an "F" grade for the grading period in the subject area where the cheating occurred. A student shall not pass off as one's own, the ideas or work of another. No student shall engage in any unauthorized use, tamper with, or falsify copyrighted materials, which includes personal (staff/student) computer programs and any computer access, networking programs.

16. TRESPASS/ LOITERING:

Students under suspension, expulsion, or emergency removal are not permitted on school grounds without the express permission of the Program Coordinator. A student shall not be present in a school building or restricted area at unauthorized times and cause disruption to any activity or function, pose a threat to the safety and well-being of the student or a disruption to his educational process.

17. FALSIFICATION OR MISREPRESENTATION OF FACTS OR OTHER INFORMATION/FORGERY:

Students shall not forge the writing of another or falsely use the name of another person or falsify items, dates, grades, addresses, or other data on school forms or school-related correspondence.

18. OBTAINING PROPERTY OR THINGS OF VALUE BY USE OF COERCION AND RELATED MISCONDUCT/SHAKEDOWN OR STRONG ARM:

Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain or borrow money or other types of property belonging to another student, a school employee or other person.

19. WITHHOLDING INFORMATION FROM SCHOOL AUTHORITIES:

Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities, will be subject to disciplinary action.

20. SEXUAL HARASSMENT:

A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advance which may be verbal, visual or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, displaying sexual suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person.

Reporting Procedures:

When an individual believes he/she has been subjected to harassment/intimidation/bullying, he/she should immediately report the incident to the Program Coordinator.

<u>Offense</u>	<u>Consequence</u>
1 st	Disciplinary Assignment / Up to a 10-Day Suspension
2 nd	Up to a 10-Day Suspension

21. IMMUNIZATIONS AND HEALTH POLICIES:

Failure to comply with Sections 3313.671 and 3701.13 of the Ohio Revised Code or the health policies of Lorain County Academy may result in exclusion from school.

22. UNAUTHORIZED SALE OR DISTRIBUTION:

No student shall sell, or distribute or attempt to sell or distribute any items on school property.

23. PUBLICATIONS AND ORGANIZATIONS:

Publishing or distributing any printed material or promoting organizations, joining any club or organization which has not been approved by the Program Coordinator is prohibited.

24. GRAFFITI, SIGNS, SYMBOLS, CLOTHING, etc.:

No students will display or demonstrate anything that would symbolize or show gang affiliation or manifest and exhibit discrimination, bias or harassment.

25. AIDING AND ABETTING:

Any student that aids or abets another student who has violated any rules, guidelines, regulations or policies of the Student Handbook will be subject to disciplinary action.

26. INDUCING PANIC/FALSE ALARM:

At no time shall any individual falsely initiate or circulate report or warning of any alleged or impending fire, explosion, crime or other catastrophe. No individual shall commit any offense with reckless disregard of the likelihood that said offense will cause serious public inconvenience or alarm. Threatening to commit any offense or act of violence is strictly prohibited.

<u>Offense</u> 1 st	<u>Consequence</u> Up to a 10-Day Suspension and/or Police Contact, Possible Recommendation for Expulsion
2 nd	10-Day Suspension, Police Contact, and Recommendation for Expulsion

Bomb Threat

<u>Offense</u> 1 st	<u>Consequence</u> 10-Day Suspension, Police Contact, and Recommendation for Expulsion up to one year
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27. INAPPROPRIATE CONDUCT:

At no time shall a student exhibit any behavior deemed inappropriate in school environment.

28. DRESS:

Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not detract from the educational environment. Proper undergarments and footwear are required at all times.

29. PUBLIC DISPLAY OF AFFECTION:

Student demonstration of affection between each other is personal and considered inappropriate and not meant for public display during school hours or at school activities. This includes contact that may be physical or considered sexual in nature. Failure of students to comply with a faculty member's request to follow the above suggestions will be grounds for disciplinary action.

30. POSSESSION OF ELECTRONIC EQUIPMENT, TOYS, VIDEO GAMES, TRANSPORTATION DEVICES, CELLULAR PHONES:

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring trading cards of any type (e.g., sports cards), toys, hand held video games, video recorders, lasers, or electronic devices (such as "boom-boxes", tape/digital recorders, CD players, portable TV's, pagers, cellular telephones, MP3 players), skate boards, roller blades and the like without the permission of the administration. The property will be confiscated and disciplinary action may be taken.

31. TECHNOLOGY/COMPUTER/ON-LINE REGULATION VIOLATIONS:

Students are to use computers in a responsible, efficient and legal manner. Failure to adhere to policy and technology guidelines will result in the revocation of the user's access privilege and disciplinary assignment.

32. GAMBLING:

A student shall not bet or participate in lotteries or other games of chance for money or valuables while on school property or while participating in school activities.

33. MULTIPLE OFFENSES:

Any combination of offense in the Student Code of Conduct

STUDENT SUSPENSION

In order to maintain effective learning conditions, it may be necessary to deny certain students participation in the educational program for varying periods of time. A student may be suspended from school:

- 1) By the Program Coordinator
- 2) For a period of time not to exceed ten school days.
- 3) For violations of the Code of Student Conduct.

Students suspended from school:

- 1) May not attend any school or school function during the suspension period.
- 2) Shall remain under supervision during school hours during the suspension period.
- 3) May receive assignments for work missed.

Make-up Work during Suspension:

Teachers will have assignments ready for the student's parent/guardian to take home at the end-of-the first day of suspension. All assignments will be due the day the student returns from suspension. Any missed tests or quizzes will be given the next day following return, and will be scheduled by the teacher to be taken. Credit will be given for assignments completed during the period of suspension, but graded at a half (50%) credit.

Whenever an incident occurs that may lead to a suspension:

- 1) The student may be removed from the premises, curricular or extra-curricular activity.
- 2) The Program Coordinator shall give to the student written notice of the intention to suspend which shall include the reasons for which the student may be suspended.
- 3) The student shall have an opportunity to appear at an informal hearing before the Program Coordinator and shall have the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The hearing may take place immediately. Such hearing, which is informal and is not a judicial proceeding, shall:
 - A. Provide statements in support of the charge(s) against the student upon which the hearing is conducted
 - B. Provide statements by the student and others in defense of the charge(s) or explanations of the student's conduct
 - C. Make no provision for the presence of legal counsel or any prescribed judicial rules in the form of the hearing
 - D. Serve as the basis for any recommendation for expulsion.

Within twenty-four hours of the decision to suspend, notification of such suspension shall be sent in writing to the parent, guardian or custodian of the student and the home school.

This notice of suspension shall include:

- 1) The reasons for the suspension
- 2) Notification as to the right to appeal the decision to the Program Coordinator and the right to be represented at the appeal
- 3) The date and time the suspension is to begin, its duration, and the date and time the student is to return to school
- 4) The conditions, if any, of the suspension

An appeal:

- 1) Shall be requested within fourteen (14) days of the notice of the suspension in written form stating the grounds for such appeal.
- 2) Hearing shall be held by the Program Coordinator within fifteen (15) school days of receipt of a request for an appeal. The appeal hearing shall be closed to the public except the student has the right of representation and, if so represented; the Program Coordinator shall have the opportunity to also seek representation.

The decision of the Program Coordinator:

- 1) Affirming, vacate or modify of the disciplinary action shall be sent in writing within five school days to the student, the parent, the guardian or custodian of the student, and the home school.
- 2) May be appealed to the Court of Common Pleas.

EMERGENCY REMOVALS OF STUDENTS

If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then:

- 1) The Program Coordinator may remove the student from the premises during a curricular activity
- 2) A teacher may remove the student from curricular activities under his supervision, but not from the premises. A teacher making an emergency removal must submit to the Program Coordinator in writing the reason for such removal as soon as practical.

A due process hearing must be held within seventy-two hours after a removal is ordered if such removal order is to exceed twenty-four hours and:

- 1) Written notice of the hearing and reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
- 2) The person who ordered or requested the removal must be at the hearing.
- 3) The pupil must have the opportunity to appear at the hearing and has the right to challenge the reasons for the Intended disciplinary action.
- 4) The informal hearing shall be in accordance with guidelines for a suspension hearing unless it is probable that the student may be subject to expulsion whereby the guidelines for an expulsion hearing shall be followed except that the hearing shall be held within seventy-two (72) hours of such removal as provided by this section.
- 5) Within twenty-four hours of the hearing, the matter of misconduct shall be disposed of by reinstatement, suspension or expulsion and written notice of the decision shall be sent to the parent, guardian or custodian of the student.

DEPICTIONS OF PROHIBITED CONDUCT

Students must not make or distribute videos, images, sound recordings, or other mediums that show behavior prohibited by the student code of conduct on school property or at any school event. Any representations of prohibited behavior must be immediately turned over to the Program Coordinator. Reproduction and distribution of these items WILL result in disciplinary action.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of a law or school rule. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

WEAPONS IN THE SCHOOL

Students are prohibited from using or possessing any weapons on school property and in school or at any school sponsored activity. Students who violate the policy will be subject to expulsion. The definition of a weapon shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community.

RIGHT TO CONFISCATE

Stolen items, contraband, items not needed for instructional courses, items which are specifically forbidden by the school district policy or law, and other dangerous material maybe impounded. These items may be used as evidence in school disciplinary proceedings.

VIDEO GAMES, BOARDGAMES, CARDS, AND TOYS

Games, playing cards, hacky-sacks, and other toys are not to be brought to school or used on school grounds.

RADIOS, C.D. PLAYERS, PAGERS, CELLULAR PHONES

Radios, electronic music players, pagers, cellular phones, C.D. players, or any other electronic devices are not to be brought to school by students. The school does not assume any responsibility for any theft or damage to these items. **These items will be confiscated and must be picked up by the legal guardian at the end of the day. It will not be returned to the student.**

SERVICE AGENCY PHONE NUMBERS

ABUSE

Lorain County Children Services	440-329-5340
Erie County Children Services	419-626-6781
Huron County Children Services	800-668-5175
Lorain County Sheriff Dept.	440-323-1212
Erie County Sheriff Dept.	419-625-7951
Emergencies	911

CRISIS / EMOTIONAL PROBLEMS

Suicide Prevention Hotline	800-888-6161
Lorain County Rape Crisis	440-204-4359
Rape Abuse National Network	800-656-4673
Nord Mental Health Center	800-888-6161
Applewood Center	440-324-1300
Firelands Counseling & Recovery	800-826-1306

SUBSTANCE ABUSE

Lorain County Alcohol & Drug Abuse Services	440-277-8190
Applewood Centers	440-324-1300
Psychiatric & Psychological Services	440-323-5121
Lorain County Board of Mental Health	800-888-6161

EDUCATION

G.E.D.(Graduate Equivalency Diploma) at JVS	440-988-6601
Adult Education at JVS	440-774-1051

FAMILY CONFLICT AND PARENTING

Psychiatric & Psychological Services	440-323-5121
Pathways Counseling Center (Christian Counseling)	
	→ 440-323-5707
Genesis Battered Women's Shelter (Lorain)	866-213-1188
Safe Harbour Domestic Violence Shelter (Erie)	419-626-2200
Applewood	440-324-1300

MEDICAL

Lorain County Health Dept.	440-322-6367
Family Planning	440-322-7526

POISON

Poison Control Center	1-800-222-1222
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PREGNANCY

Birth Right	440-324-9566
Maternal Health	440-322-7526
Cornerstone Pregnancy Center	440-284-1010