

# AVON HIGH SCHOOL



## 2016-2017 STUDENT AGENDA

Principal ..... Mr. Matthew Shockley  
Assistant Principal, AALC ..... Mrs. Stephanie Bode  
Assistant Principal ..... Mr. Jim Ludlow  
Assistant Principal ..... Mr. Frank Meyer  
Assistant Principal ..... Mrs. Kellie Rodkey  
Athletic Administrator ..... Mr. Brad Holsinger  
Assistant AD ..... Mr. Lance Larkey

7575 E. Oriole Avenue  
Avon, Indiana 46123  
Phone: (317) 544-5000  
Fax: (317) 544-5001  
AALC: (317) 544-5300  
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Athletic Office: (317) 544-5050  
Athletic Office Fax: (317) 544-5007

AHS Website

<http://www.avon-schools.org/Domain/8>

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

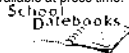
Address: \_\_\_\_\_

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

In case of emergency, please notify:

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

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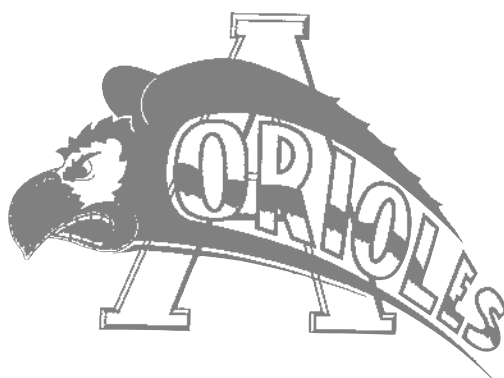
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# MISSION STATEMENT

The mission of the Avon High School is instruction and learning for all students. It is our responsibility to help students reach their full potential and master challenging curricula. Students will be taught the importance of academic excellence, critical thinking, and communication skills required for the 21st century. In addition, our staff will foster an environment of personal integrity, responsibility, empathy for others, and respect for cultural diversity. In a collaborative effort with colleagues, students, parents, and the community, the Avon High School staff will monitor student achievement through state and local assessments and respond with a systemic plan of intervention to meet the needs of students who are failing to meet rigorous standards.

**“Learning is the only option; whatever it takes.”**



# 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.

# GENERAL INFORMATION

School Yearbook - TREASURE CHEST

School Newspaper - THE ECHO

School Newsletter – THE CHRONICLE

School Mascot - FIGHTING ORIOLE

School Colors - BLACK and GOLD

Academic and Athletic Conference -HOOSIER CROSSROADS CONFERENCE

## AVON COMMUNITY SCHOOL CALENDAR 2016-2017

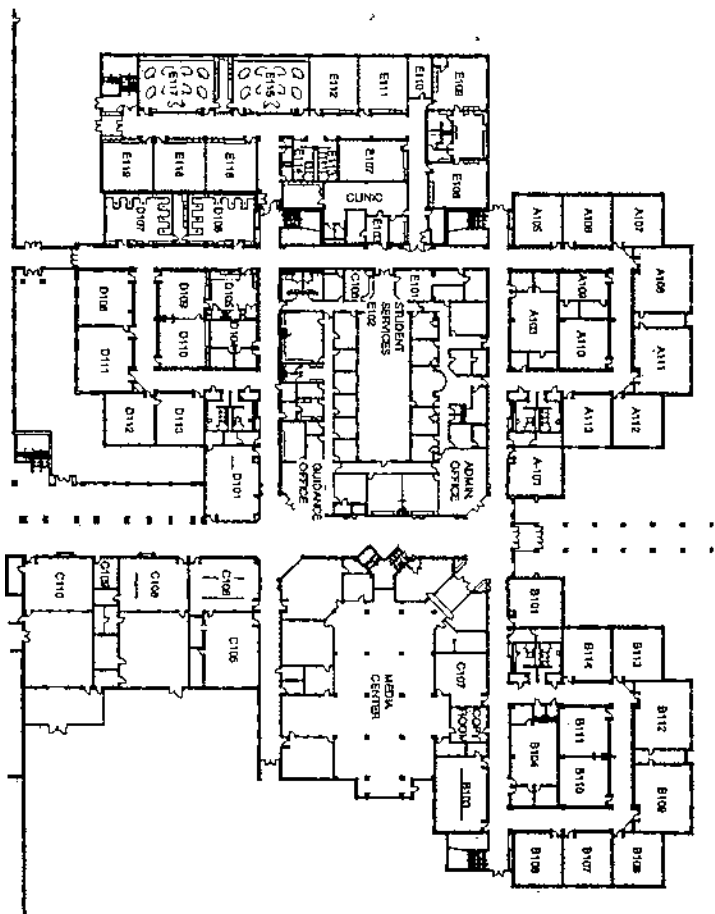
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|--|----------------|
| Teacher Organization                                       | July 25        |
| Teacher In-Service   | July 26        |
| Students' First Day  | July 27        |
| Labor Day (No School)                                      | September 5    |
| Fall Break (No School)                                     | October 10-21  |
| ^Grades K-12 Staff Development Day (Grades K-12 no school) | November 8     |
| Thanksgiving Break (No School)                             | November 24-25 |
| Winter Break (No School)                                   | Dec. 19-30     |
| Grades K-12 Teacher Record Day (Grades K-12 no school)     | January 2      |
| Students Return to School                                  | January 3      |
| **Martin Luther King Day (No School)                       | January 16     |
| **Presidents' Day (No School)                              | February 20    |
| Spring Break (No School)                                   | Mar. 20-31     |
| Students Return to School                                  | April 3        |
| Last Day of School   | May 25         |
| Commencement   | May 26         |
| Memorial Day (No School)                                   | May 29         |
| <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 1</b>  |

**\*\*JANUARY 16 AND FEBRUARY 20 MAY BE MAKE UP DAYS IF CANCELLATION OCCURS FIVE (5) OR MORE DAYS PRIOR TO EITHER OF THESE DAYS**

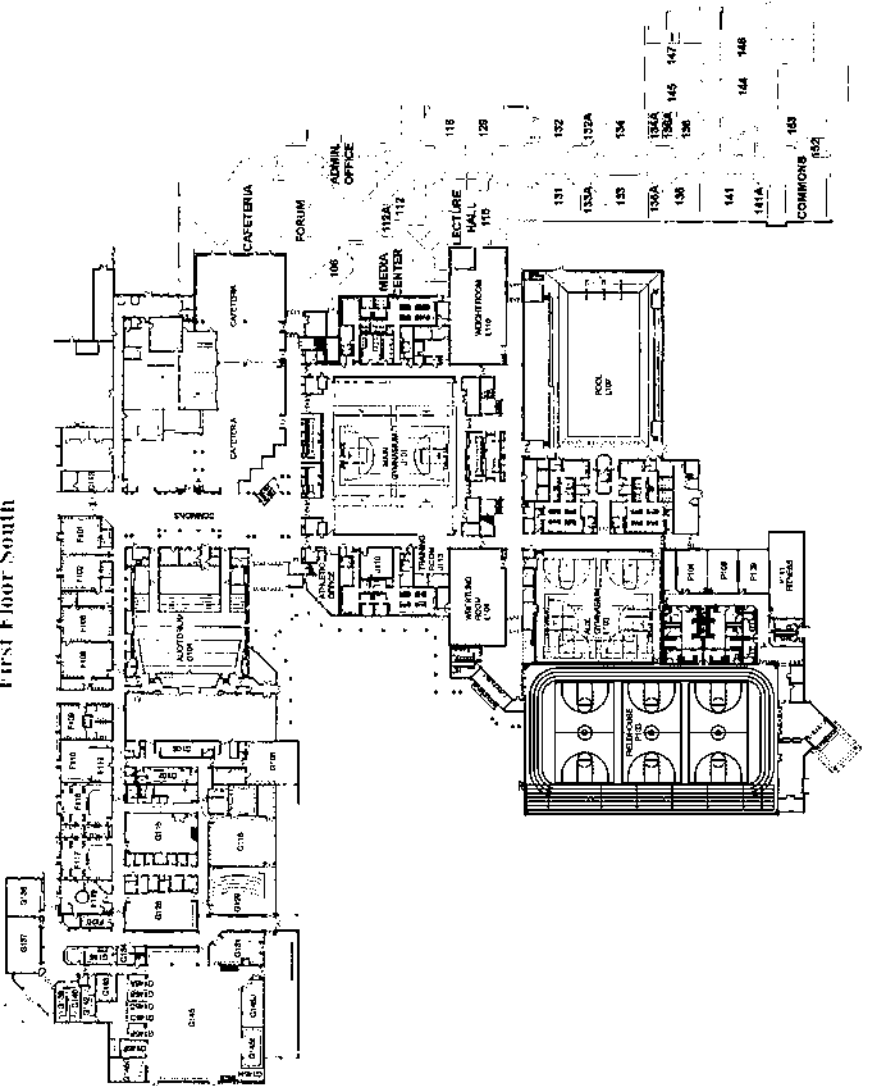
**There will be 10 K-12 Staff Development one-hour delay days throughout the school year. These are scheduled the first Wednesday of each month beginning August 2016 through May 2017.**

Approved by the Board of School Trustees May 11, 2015

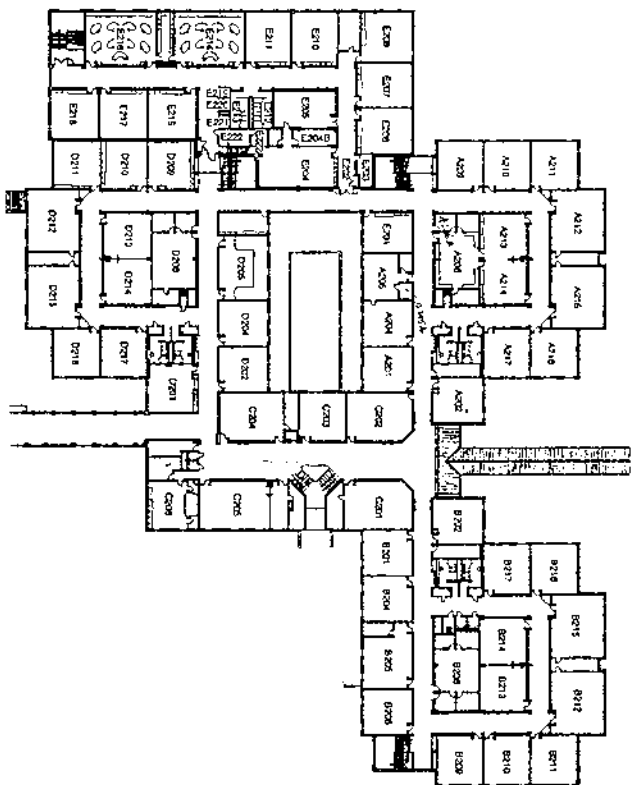
# First Floor North



# First Floor South



# Second Floor North



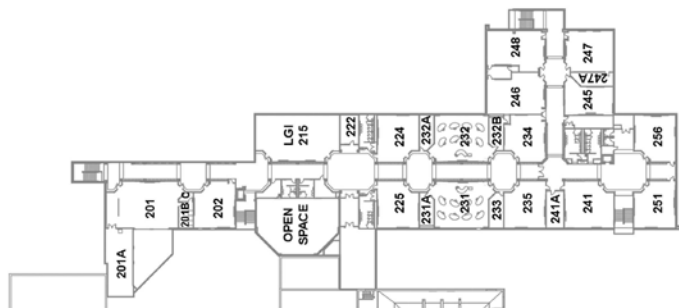




**AVON HIGH SCHOOL  
FIRST FLOOR PLAN-ALC**



**AVON HIGH SCHOOL  
SECOND FLOOR PLAN-ALC**



# AVON HIGH SCHOOL BELL SCHEDULE 2016-2017

| 7-Period<br>(Monday/Friday)<br>46 Minutes   | A Day<br>(Tuesday)<br>68 Minutes  | B Day<br>(Wednesday)<br>68 Minutes  | C Day<br>(Thursday)<br>68 Minutes   |
|---|---|---|---|
| Period 1<br>8:00-8:46   | Period 1<br>8:00-9:08   | Period 2<br>8:00-9:08   | Period 1<br>8:00-9:08   |
| Period 2<br>8:52-9:38   |   |   |   |
| Period 3<br>(6 min.<br>announcements)<br>9:44-10:36   | Period 2<br>9:14-10:31  | SRT<br>9:14-10:31   | Period 3<br>9:14-10:31  |
| Period 4<br><b>(10:42-12:14)</b><br>A lunch: 10:36-11:06;<br>A class: 11:11-12:14<br>(63 min)<br>B class: 10:42-11:11<br>B lunch: 11:11-11:39<br>B class: 11:44-12:14<br>(59 min total)<br>C class: 10:42-11:44<br>(62 min)<br>C lunch: 11:44-12:14 | Period 3<br><b>(10:37-12:22)</b><br>A lunch: 10:31-11:01;<br>A class: 11:06-12:22<br>(76 min)<br>B class: 10:37-11:06<br>B lunch: 11:06-11:34<br>B class: 11:39-12:22<br>(72 min)<br>C class: 10:37-11:52<br>(75 min)<br>C lunch: 11:52-12:22 | Period 4<br><b>(10:37-12:22)</b><br>A lunch: 10:31-11:01;<br>A class: 11:06-12:22<br>(76 min)<br>B class: 10:37-11:06<br>B lunch: 11:06-11:34<br>B class: 11:39-12:22<br>(72 min)<br>C class: 10:37-11:52<br>(75 min)<br>C lunch: 11:52-12:22 | Period 4<br><b>(10:37-12:22)</b><br>A lunch: 10:31-11:01;<br>A class: 11:06-12:22<br>(76 min)<br>B class: 10:37-11:06<br>B lunch: 11:06-11:34<br>B class: 11:39-12:22<br>(72 min)<br>C class: 10:37-11:52<br>(75 min)<br>C lunch: 11:52-12:22 |
| Period 5<br>12:20-1:06  | Period 5<br>12:28-1:36  | Period 6<br>12:28-1:36  | Period 5<br>12:28-1:36  |
| Period 6<br>1:12-1:58   |   |   |   |
| Period 7<br>2:04-2:50   | Period 6<br>1:42-2:50   | Period 7<br>1:42-2:50   | Period 7<br>1:42-2:50   |

## **ACTIVITY PARTICIPATION**

Participation in student activities is an important part of the total educational experience of Avon High School for the focus is on mental, social, and moral growth as well as the development of qualities for leadership, congeniality, and service toward others. A variety of programs provide for maximum numbers of students to experience a joy and sense of accomplishment, as well as learn the responsibilities of belonging to an organization. Participation in activities provides students an opportunity to express their special abilities and talents and develop a sense of pride in personal accomplishments and in Avon High School.

## **ATTENDANCE AT SCHOOL EVENTS AND PROGRAMS**

The administration, teachers, and staff members as well as the school board encourages students to engage in and to attend as many school activities and events as possible without interfering with school work 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 safe-guarded, 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.

## **DAILY SCHEDULE**

The warning bell for first period is at 7:54. First period begins at 8:00 a.m. The final regular class period ends at 2:50 p.m daily.

## **BUS STUDENTS (TRANSPORTATION)**

School buses will load and unload on the east side of the high school building. Buses unload at 7:45 a.m. and leave the campus in the afternoon at 2:58 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. 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.

## **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).

## CLINIC/NURSE

The purpose of the clinic is to provide nursing care for those students who become ill, are injured, or have a medical emergency while at school. Students who are injured or become ill at home are to be evaluated by the student's Health Care Provider. **Students must have a pass from their class period teachers and school ID card in order to be seen in the clinic unless the situation is an emergency.** Students who are not feeling well should ask the teacher to sign the agenda to be seen in the clinic. All students will be assessed by a nurse before parent contact is made. Parent contact due to illness/injury should not be made by the student without permission from the nurse or an administrator. All students leaving due to illness/injury must be released by the nurse. An administrator may send a student home for illness after contacting the parent or guardian and the nurse can be notified. Students who have a temperature of 100 degrees or higher, have apparent vomiting, or have diarrhea will be sent home after the nurse has made contact and received permission from the parent or guardian. Students may not return to school unless they have been fever free for 24 hours without the aid of fever reducing medications such as Tylenol or ibuprofen.

## MEDICATION

Only those medications that are medically necessary during school hours should be sent to school. *The very first dose of any medication may not be given at school.* The parent/guardian must send a signed medication form with the medication. Medication forms are available in the clinic or online. If a child needs to take medication at school the following must be completed:

**Prescription Medication:** Prescription medication MUST be sent in the ORIGINAL CONTAINER with the original prescription label intact, and be accompanied by a Physician Authorization Form for Administration of Prescription Medication by School Personnel signed by the doctor and the parent/guardian. Have the pharmacist prepare two labeled containers, one for school and one for home. For prescription samples, the bottle must be labeled with the student's first and last name. It must be accompanied by a note from the doctor stating the name of the medication, the strength, how much of the medication is to be given to the student, at what time and how taken, i.e. "by mouth."

If your child *needs* to carry medication for a *life-threatening* situation, such as a rescue inhaler, insulin, or Epi-pen, the Authorization for Self-Carry/Administration of Medication at School and After School Activities must be completed and signed by the doctor, parent, and student.

**Over the counter medication:** Over-the-counter medication, including cough drops MUST be sent in the ORIGINAL CONTAINER with the original label and directions intact, and be accompanied by a Parent Request Form for Administration of Over the Counter Medication by School Personnel signed by the parent. All medicine sent to school is to be labeled with the student's first and last name.

**ALL MEDICATION IS KEPT IN THE CLINIC.** The student is to bring the medication to the clinic at the start of the school day and the nurse or her designee will administer the medication at the appropriate time. Per Indiana State Law, IC 20-8.1-7-22 Medication cannot be sent home with students without written permission from the parent.

Medications that are listed as CONTROLLED SUBSTANCES or medications that require an ID at the pharmacy ARE NOT PERMITTED TO BE CARRIED BY ANY STUDENT in the Avon Community School Corporation. These medications include, but are not limited to the following:

Ritalin, Adderall, Concerta, Focalin, Vyvanse, narcotic pain medication, such as but not limited to Darvocet, Oxycontin, Codeine, Hydrocodone and others such as Xanax, Ativan, Valium, Diastat, Tramadol. Again, these medications CANNOT be taken to or from school by any student, regardless of age. *Electronic devices, other than medical devices, of any type are not permitted in the clinic as they may interfere with the operations of instruments or become a distraction to nurses or students in the clinic. All devices should be out of sight and turned off.*

## 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 <http://www.hs.avon-schools.org>. 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.

## COMPUTER ACCESS 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, disciplinary action, and/or recall of a student's laptop computer. Violations resulting in disciplinary actions include long term suspension, expulsion, and/or any action deemed appropriate by the school administration in accordance with the *Student and Parent Handbook*, and if Indiana law is violated, legal action may be taken.

## 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.

### 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.

## **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.

## **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 ones 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.

## 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.

## 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 change 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, or credit card through the Avon High School Treasurer's Office.

Course fees that are not paid in full by the due date will be sent to a collection agency.

Beginning in the 2015-2016 school year, all Avon schools will begin charging \$25.00 for any returned checks.

## 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**. 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.

## **DRUG TESTING PROGRAM AND 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.

## **RANDOM DRUG TESTING**

The Random Drug and Alcohol Testing Consent form (Appendix B) 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.

## **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:

- A. On school grounds
- B. Off school grounds at a school activity, function, event, or any other school sponsored activity;
- C. When traveling to or from school by bus or other transportation.

Reasonable suspicion may arise from the following:

- A. 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
- B. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
- C. 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.



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.

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.

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.

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.

The following conduct is criminal under Indiana Code and school officials are required to report such conduct – on school grounds, or within 1000 feet of school grounds – in writing to law enforcement personnel.

- A. 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.
- B. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
- C. Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a controlled substance.
- D. Knowingly or intentionally possessing a controlled substance.
- E. Knowingly or intentionally creating or delivering a counterfeit substance or possessing with the intent to deliver, a counterfeit substance.
- F. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
- G. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
- H. 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.
- I. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.
- J. Knowingly or intentionally possessing marijuana, hash oil or hashish.

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.

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.

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.

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.

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. 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. Please refer to School Board Policy 5530.01 for further detail.

## **THE AVON COMMUNITY SCHOOL CORPORATION IS A TOBACCO FREE ENVIRONMENT**

### **INDIANA CODE**

Indiana Code addresses the use and possession of tobacco 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.
3. Anyone violating these laws will be reported to the appropriate legal authorities.

### **SCHOOL BOARD POLICY: TOBACCO/E CIGARETTES**

SB Policy 7434 states: The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board. For the purposes of this policy, "user of tobacco" shall mean all users of tobacco, 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.

### **POSSESSION ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES**

Students are prohibited from possessing tobacco in any form on school property. First offense for a student possessing tobacco in any form on school grounds, or at any school activity, will result in one Saturday School. Further offenses will be dealt with accordingly in a progressive manner.

**USE OF TOBACCO ON SCHOOL GROUNDS OR DURING SCHOOL ACTIVITIES:** The Board prohibits the use of tobacco in school buildings, on school grounds, at school activities, and on school buses at all times. The use of tobacco products in any form while on school property, or at any school activity, accumulated for the school year will result in the following disciplinary action: First offense: student will have the option of three (3) days out of school suspension or attending a smokers' clinic and one level 2 Saturday School. Second offense will result in a five (5) day out of school suspension. The third offense during the year will result in a recommendation for expulsion.

## **EMERGENCY POLICIES AND PROCEDURES**

### **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.

### **FIRE DRILL**

Monthly fire drills will be held during the school year. Instructions on how to evacuate the building are posted inside each classroom. Please make yourself aware of evacuation instructions in each room to ensure everyone's safety. Once out of the building, attendance will be taken. Students are to remain with their assigned teacher.

## **TORNADO PROCEDURE**

Two tornado drills will be held during the school year. If a tornado has been sighted in the area, students will be notified by the public address system to proceed to the first floor corridor areas assigned by rooms. Students should sit next to the corridor walls. Avoid the gym areas and windows. Instructions are posted in each classroom area.

## **SCHOOL CLOSINGS**

In the event that the school is closed due to an emergency, announcements will be made on the following radio stations: WCBK-FM (102.3); and WEDJ – FM (107.1) as well as the following television stations: WRTV (6); WISH (8); WTHR (13); and WXIN (59).

## **FACULTY AND STAFF**

Refer to the Avon High School website at <http://www.avon-schools.org/Domain/8>, for a current listing of faculty and staff member names, email addresses and extension numbers.

## **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.

## **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.

## **HOMEWORK ASSIGNMENT REQUESTS**

After two days of excused absences from school, a student or parent may request homework assignments through the guidance department secretary. Class work missed due to an unverified absence cannot be made up for credit. All requests should be made prior to 10:00 a.m. so that the teachers have time to fulfill the requests by 3:30 p.m. the same day. The earlier in the day the request is made the more likely homework assignment requests can be filled to the satisfaction of all. Homework may be picked up between the hours of 3:30 p.m. and 4:00 p.m.

## **IDENTIFICATION CARDS (STUDENT ID)**

All students will receive one (1) Avon High School official identification card and one (1) lanyard on the first day of school or upon enrollment. The ID must be worn on a lanyard around the neck and visible outside of clothing at all times during the school day. 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, at Door 33 in the commons, or at Door 19 in the ALC 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. Students who violate this policy the first time will be subject to a detention. Repeated offenses will result in progressive discipline.

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.

## **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.

## **LOCKER RULES**

Students will be assigned lockers at the beginning of the school year. 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 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.

### **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.

### **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.

### **LUNCH**

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.

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.

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.

Food and drink is 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.

## **MEDIA CENTER**

Hours: 7:45 a.m.— 3:30 p.m.

Any student may come to the media center during lunch or after school without a pass; however, students must have an Avon High School ID card to enter. To come to the Media Center during Study Hall or SRT, students need a media center pass.

Each student will be held responsible for paying for overdue, lost, or damaged materials. Additional materials may not be checked out until overdue materials are returned and all fines have been paid. Books are checked out for four weeks.

## **NON-DISCRIMINATION**

It is the policy of the Avon Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in the educational programs or employment policies as required by the Indiana Civil Rights Act (Per Indiana Code), Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with the Title IX, Section 504 or the American Disabilities Act should be directed to the Human Resources Administrator of the Avon Community School Corporation, 7203 East US Highway 36, Avon, Indiana 46123, or to the office of Civil Rights, US Department of Education, Washington DC

If a student has a grievance, the procedures are outlined in the Corporation's Policy Handbook. (Available in Principal's Office)

## **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 mailed home at the end of the second semester. (See also: Guidance, Grades/Report Cards)

## **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.

## **RETURNED CHECK POLICY**

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 is 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.

## **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. SRT will be 2nd block of each "B" day, 80 minutes in length. 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.

## SRT Bell Schedule

|             |                      |
|-------------|----------------------|
| 9:14-9:21   | Announcements        |
| 9:21-9:26   | Passing to Black SRT |
| 9:26-9:56   | Black SRT            |
| 9:56-10:01  | Passing to Gold SRT  |
| 10:01-10:31 | Gold SRT             |

## SCHOOL HOURS

Period one begins at 8:00 a.m. and ends at 2:50 p.m. Students are not to enter the commons area of the building until 7:35 a.m. A bell will ring at 7:45 a.m. to dismiss students into the academic area of the building. Students may leave the building after 2:50 p.m. unless they are remaining at school for academic help, serving an after school detention, attending a school-sponsored activity, or remaining under the direct supervision of a teacher or coach.

## 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.

## 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 Buildings and Grounds**. 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 secured with masking tape. 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.

## 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.

## 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.

## VISITORS TO THE BUILDING

All doors except the north main entrance (Door 1), the southwest student entrance (Door 33), the main AALC entrance (Door 13), and the south AALC student entrance (Door 19) are to be locked during the school day. Staff members and custodians will check locked doors at various times during the school day. Students are not allowed to open doors for any visitors. All visitors to Avon High School are required to sign the entry log and wear a visitor tag that is clearly visible. **Guests of students will not be permitted during school hours unless prior approval has been granted by the administration. The administration may be contacted to verify any person's identity or reason to be in the building before he/she is admitted and also reserves the right to deny access and/or request that a person leave school grounds.**

The established school board policy for visiting school is available in the main office.

## WORK PERMITS

Work permits will only be granted if:

- 1) the student's attendance is in good standing, and
- 2) the student's academic performance meets the school corporation standards.

If the above two standards are met, an intent to employ certificate will be considered for approval by the assistant principal in charge of work permits. The decision will be based upon the child labor laws effective July 1, 1999. These laws were issued through the Indiana Department of Labor's Bureau of Child Labor.

Students under 18 years of age must obtain a work permit in order to be employed. A work permit is only issued if the student will:

- **locate a job and obtains the work permit paperwork from the main office,**
- **complete all paperwork and obtains signatures as described on the school and state work permit forms,**
- **return the completed work permit paperwork to the receptionist in the main office before 10:00 a.m., if the permit is needed by the end of the day. Requests turned in after 10:00 a.m. will be available the next day.**

Completed work permit forms will contain a parent or guardian signature and the employer's information and signature on the work permit application before it is submitted. The student must also submit a copy of his/her birth certificate

In accordance with school policy, a work permit may be revoked if it is determined that there has been a significant decrease in any of the following since the issuance of the permit:

1. The student's grade point average.
2. The student's attendance at school.

## 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.



## **INDOOR AIR QUALITY RULES & REQUIREMENTS**

### **SECTION I – VEHICLE WARM-UP:**

- a. At thirty-two degrees or above, vehicles will be allowed to idle for up to five (5) minutes
- b. From twenty to thirty-two degrees, vehicles will be allowed to idle for up to fifteen (15) minutes
- c. 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

### **SECTION II – LOADING/UNLOADING AT SCHOOL:**

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.

### **SECTION III – AUXILIARY EQUIPMENT/EXTREME TEMPERATURES:**

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.

### **LIVE ANIMAL POLICY**

Live animals with the exception of 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, the Principals 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.

# GUIDANCE DEPARTMENT

Visit the Avon Guidance Website at [www.avon-schools.org/domain/4129](http://www.avon-schools.org/domain/4129)

Avon High School possesses a professional staff of guidance counselors that are available on a daily basis to counsel students. The counselors provide valuable guidance and information pertaining to a student's personal goals, whether they are educational or career oriented. They are here to assist students in their academic development, career development, and citizenship development. Students wishing to meet with their counselor should fill out a request form in the guidance office before or after school to schedule an appointment unless the problem is deemed an emergency.

## ALTERNATIVE SCHOOL (HARRIS ACADEMY)

The Harris Academy provides a performance-based 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 who are interested in Harris should see their guidance counselor for more information.

## EARLY-YEAR 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 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 preferably by September 30 of the senior year. Students, who are applying for early graduation, must carry a full course load. The student may participate in the commencement ceremony. A junior who is requesting to graduate at the end of the sixth (6th) semester, must meet all graduation requirements by the end of the six (6) semesters and provide reasons and written consent signed by his/her parents/guardians and must complete the Early Graduation Form. This written request must be presented to the school board for approval preferably 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. Juniors who are approved to graduate after six (6) semesters should apply for the Mitch Daniels Early Graduation Scholarship if they are planning to attend an Indiana college.

## 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 printed and distributed for students to take home to parents. The end of course (semester) report cards will show the Final Exam grade and the Grade for the course. The last report card of the year will be mailed to the student's home in early June. 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.

## 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%  |

## GRADUATION REQUIREMENTS

To graduate from Avon High School, a student must earn 47 credits.

Students should refer to the Guidance Program of Studies (found on the Guidance Website) for details.

# ATTENDANCE POLICIES AND PROCEDURES

## PHILOSOPHY

Regular student attendance to school is expected in order that learning within the classroom can occur. Every student is expected to be in school and in class every school day. A day lost in the classroom can never be retrieved. The dialogue between a teacher and the students in a classroom environment can never be effectively duplicated. Regular daily attendance is the responsibility of the parent and the student.

Students are expected to comply with Indiana State Law regarding attendance.

Attendance at Avon High School is governed by the Indiana code and the local policy adopted by the Board of School Trustees. The State of Indiana and Avon Community Schools place education at the top of their priorities. Accordingly, it is incumbent upon Avon High School to use every reasonable measure to instill dutiful attendance habits in every student. Avon High School will enforce the attendance policy stipulated in the student handbook.

## ATTENDANCE REPORTING

An absence will be recorded by the teacher when a student is not in class. Attendance will be taken period by period and the teacher record book will be the official documentation of absences. When the Student Services Office is notified of an absence the absence will be recorded and may be reviewed by the administration. It is the parent's responsibility to contact the school in the event of a student absence. If before or after school hours, messages pertaining to attendance may be left in the Attendance Office's voice mailbox 24 hours a day at 544-5000 and follow the menu prompts.

## 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.

## OUTSTANDING ATTENDANCE

Students may receive recognition for outstanding attendance over the course of the entire school year. This award is earned by attending a minimum of 178 of the 180 student days in a school calendar year.

## EXCUSED ABSENCE TYPES

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.

In accordance with Indiana Code 20-8.1-3-18, students supplying the proper prearranged notification to the high school office and participating in **the following events 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. Page or honoree in Indiana General Assembly
2. Subpoenaed court appearance
3. Helper to a political candidate, a political party, or to a precinct election board on Election Day
4. National Guard Duty
5. School-sponsored field trips, including approved and parent-accompanied higher education days

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. School sanctioned activities, including approved and parent-accompanied higher education days, determined valid by the administration
5. Prearranged absences (3 days per school year) approved by the administration (see: "Prearranged Absences")
6. 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

## **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. An "Early Dismissal" slip will be sent to a student in class with proper notification by phone or in person from the parent/guardian 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. Early Dismissals require written confirmation from the appointment when the student returns to school in order for the absence to be considered excused. A student should always attend classes before and after an early dismissal appointment.

The administration may be contacted to verify any person's identity or reason to enter or leave the building before he/she is admitted or allowed to depart.

## **PREARRANGED ABSENCES**

Avon's educational community expects students to maximize their potential in high quality schools. Student attendance is one of the criteria upon which schools are evaluated in the state of Indiana. It is our belief that 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. Students relinquish eligibility for outstanding attendance awards and recognition when pre-arranged absences are used.

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:

- NWEA and ISTEP+ testing
- Parent Teacher Conferences (K-6 Schools)
- Final exams
- Last three days of a semester
- 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.

## **COLLEGE/MILITARY VISITATION DAYS**

Two excused College/Military visitation days are allowed during the school year. College/Military Visitation Days are to be prearranged absences that are requested through the guidance department. Absences due to college/military visitations **do** 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 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 the approved request form to each of his/her teachers no less than five (5) days before the visitation;
4. Present verification of the visit to the attendance office upon the return to school in order for the absence to be deemed excused.

## **NON-EXCUSED ABSENCE TYPES**

### **UNEXCUSED**

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 has:

1. Failed, in the judgment of the administration, to meet the conditions for an excused absence, or
2. Failed to have been properly reported to the school by the parent/guardian.

Final determination of any unexcused absence rests with the administration.

## UNVERIFIED

If a student unverified from any class, including study hall, the student will not be permitted to make up work for credit for the class on the day of the absence unless the absence is then deemed excused by the administration.

## TRUANCY

Truancy is defined as: (a) absence from school without consent or knowledge of the parent, (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 truancy cannot be made up for credit.

The result of the first truancy will be:

- detentions twice the number of hours missed or,
- Saturday School if a total of four hours of detention is to be served.

The result of a second truancy will be:

- 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.**

Subsequent truancies may 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

## SECTION 1 –I.C.20-33-2-11--HABITUAL TRUANCY

- A. 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.
- B. The term "habitual truant" is hereby defined as a student who is truant three (3) times for all or part of a school day during any semester and/or accumulates five unexcused absences during any semester.
- C. The following procedures for enforcement of SECTION I, as applied to a student who is 13 or 14 years old are:
  1. The principal or his/administrative designee shall:
    - a. designate any student as habitual truant if the student's attendance records indicate a violation of Section I.B;
    - b. 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;
  2. Notify the State Bureau of Motor Vehicles if:
    - a. the hearing examiner makes a determination of habitual truancy; or
    - b. 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.
- D. For any student ages 13 through 17 who has been determined or designated a habitual truant under this policy, the following review procedures apply:
  1. 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:
    - a. 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;
    - b. 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.
  2. 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.

## **TO CLEAR A NON-EXCUSED ABSENCE**

If the parent did not call Student Services to report his/her child's absence, when a student has an absence that has not been verified, the parent will receive an automated phone call from the high school. The parent may have until approximately 9:00 a.m. the day following the absence from school to verify their knowledge of and the reason for the non-excused absence. If the parent fails to contact Student Services during the allotted time, the unverified absence will become unexcused until the parent contacts an administrator. Messages pertaining to attendance may be left in the Attendance Office's voice mailbox 24 hours a day at 544-5000 and follow the menu prompts. The student's assistant principal only is authorized to approve changes to a student's attendance record.

## **CHRONIC ABSENTEEISM**

- Students may not miss more than nine (9) school days in one semester. These days may be a combination of excused and non-excused absences.
- Students may be removed from individual courses and lose credit in the course for that semester if the student misses six (6) class sessions whether they are excused or unexcused absences.
- Students may be referred to Hendricks County Project Attend (see Hendricks County Project Attend in the handbook) as an intermediate step to avoid continued non-excused absenteeism.

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. When a student accumulates five (5) absences of any type, a letter of notification will be sent to the parent/guardian regarding the absences; the student's counselor will review the attendance policy with the student and parent.

# **ATTENDANCE, DISCIPLINE, AND PERFORMANCE CONTRACTS**

A student may be placed on an Attendance, Discipline, and Performance contract by the administration. This contract will be a binding agreement between the student, the parent and the school. A contract is established to help the student be successful at Avon High School. It may include, but is not limited to, standards for attendance, discipline, classroom performance, and drug testing.

## **TARDINESS**

### **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.

Based upon a student driver's first class, if he/she receives six (6) or more unexcused absences or tardies in a semester, his/her driving privileges may be revoked for no less than six full school weeks up to the remainder of the school year.

### **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.

If a student feels he/she must be out of a class for any amount or reason, he/she must first notify the teacher for that period and request a hall pass. The only exception will be a time deemed as unavoidable or an emergency situation and a hall pass will then be issued by an administrator, the nurse, student services, or a guidance counselor.

The individual teacher will handle 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.

The fifth classroom tardy will result in a Level 1 Saturday School and notification of the parent. A sixth classroom tardy will result in a Level 2 Saturday School and notification of the parent.. Only assistant principals may assign Level 1 or Level 2 Saturday Schools. If a student is tardy to a class seven (7) times in a semester, the student may be permanently removed from the class by the administration. When removed, the student will receive a grade of Withdrawal Failure (WF) for the semester unless otherwise specified by the administration.

**TARDY MORE THAN 20 MINUTES (T20)**

Any student absent without an excused pass from the administration, guidance, or nurse's office for more than 20 minutes in a class period shall be assigned a T20 in attendance by the teacher. AT20 shall be considered an unexcused absence by the administration unless an excused pass for late arrival or returning from an appointment was secured through Student Services.

**HENDRICKS COUNTY PROJECT ATTEND**

ProjectATTEND 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.

**GENERAL PROCEDURES:**

1. When a child has accumulated TWO (2) excessive or unexcused 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 THREE (3) additional unexcused 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 still 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.

# STUDENT EXPECTATIONS AND DISCIPLINE

## PHILOSOPHY

It is the expectation of the school community that rules will be followed and students will conduct themselves as ladies and gentlemen, with courtesy and cooperation being the prevalent atmosphere. All school rules are in effect for Avon students attending a school sponsored event, either at Avon High School or another location. All students are reminded to remember the rights of others around you. Most students enjoy their years at Avon High School and find that living within the rules is not difficult. School rules have been established after careful thought for the well-being of the entire student body. These rules were not made to punish students, but to maintain order, to change behavior, and provide a more enjoyable atmosphere for all.

## DISCIPLINE PROCEDURES

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.

- A. A teacher may suspend a student from his/her classroom or activity for a period of one day.
- B. (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.
- C. 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.
- D. (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.
- E. 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.
- F. The student may, within ten (10) days after receipt of the decision of the superintendent, request an appeal of the decision before the Board of School Trustees.
- G. At any level of the process, the hearing can be waived if both the student and parents sign the waiver of hearing.

Indiana Code 20-33-8-25 Other discipline actions - Staff members

- (a) This section applies to a person who:
  - 1. is a member of the administrative staff, a teacher, other school staff member; and
  - 2. has students under the person's charge.
- (b) 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:
  - 1. Counseling with a student or group of students;
  - 2. Conferences with a parent or group of parents;
  - 3. Assigning students additional work;



4. Rearranging class schedules;
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling;
6. Restricting extracurricular activities
7. Removal of a student by a teacher from the teacher's class for one period.
8. Removal of a student from a class by the principal not to exceed five (5) days.
9. Assignment by the principal of:
  - a. special course of study;
  - b. an alternative educational program; or
  - c. an alternative school.
10. Removal of a student from school or sponsored transportation.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **IN THE CLASSROOM:**

1. Each classroom teacher will provide guidelines for students to follow.
2. Students are expected to do his/her own work on homework, quizzes, tests, special projects, and all other tasks assigned by the teacher. Cheating or plagiarizing will result in disciplinary action taken by the classroom teacher or by the administration in situations in which repeated violations have occurred or in more serious incidents of cheating. Students caught cheating may be disciplined with failing grades, removal from class, suspension from school, and/or expulsion.

### **IN THE CORRIDORS:**

1. Walk in the halls; do not run to classes.
2. Stay to the right when moving through the corridors.
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.

## **AFTER-SCHOOL DETENTIONS**

When classroom consequences are not effective, teachers and administrators can assign a student after school detention. The student will receive a copy 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 in the cafeteria immediately after school on Monday, Wednesday, and Friday and begins promptly at 2:56 and ends at 3:56. 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 school work.

Detentions will be assigned with **five (5) school days' notice**. Students are expected to serve the detention on or before the day assigned. **Detentions will not be rescheduled unless the student had an excused absence on the final date the detention was due.** No other changes or extensions will be granted for that detention. **Anyone missing an assigned detention that is unexcused on the final date the detention was due will be assigned to attend a Saturday school session.**

## SATURDAY SCHOOL SESSIONS

There will be special Saturday School sessions held at the high school throughout the school year. Students who persist in ignoring 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 principal or assistant principal. "Rules of the Room" will be read, and the Saturday School supervisor has the authority to enforce these rules. The Saturday School supervisor will have the basic authority to assign a student an additional Saturday session if the student misbehaves during Saturday School. In addition, the Saturday School supervisor may expel a student from a Saturday School session for misbehavior and/or recommend to the principal 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 school work.

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

### 1. Willful failure to attend Saturday School (Unexcused)

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 out-of-school suspension.

First Offense missed Level 2 Saturday School: Two (2) days out-of-school suspension.

Second Offense: Up to five days out-of-school suspension for each offense.

Third Offense: Recommendation for expulsion.

### 2. Excused Absence from Saturday School

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

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.

## PERSONAL ELECTRONIC DEVICES

Laser pointers are not permitted at Avon High School. Other electronic equipment, including, but not limited to, portable TV's, DVD players, laptop computers, electronic toys, hand-held video games, cellular telephones, personal music devices, and cameras, are not deemed necessary learning tools at Avon High School unless specified in an Individual Education Plan (IEP) or other learning plan. Students may use this electronic equipment at school until the beginning of first period, during passing periods, during lunch, and after last period. This electronic equipment must be **completely powered off** during classes and study hall unless an individual teacher authorizes the use of such equipment to enhance the learning environment. 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 and delivered to an administrator to 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.

## **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.

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.

## **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.

## **DRESS CODE: CLOTHING AND APPEARANCE**

Appropriate dress is a reflection of the individual and the school. 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.

For guidance purposes:

- The Board of Health requires all people to wear shoes in a public building.
- Tank tops, spaghetti-strapped shirts, and basketball jerseys may not be worn without adequate shoulder and underarm area coverage.
- Shorts and skirts-A guideline is that shorts and skirts are at fingertip length when a student's arms are comfortably at their side.
- Students may not wear hats, sunglasses, or the hood on sweatshirts.
- Pants are to be worn near the waist so that undergarments and skin are covered.
- Excessively large chains or large spiked jewelry that could be considered weapons are not to be worn in the building.
- Offensive or suggestive pictures/slogans on clothing are not acceptable.
- Dress or accessories that advertise or promote the use of alcohol, tobacco products, or controlled substances is prohibited.

Students must change the inappropriate clothing before they will be allowed to return to class. These policies are not gender specific.

First Offense— The student must change the clothing and a warning will be entered into the computer.

Second Offense— The student must change the clothing and a detention will be assigned, and the parent will be contacted by phone.

Further offenses— The student will face progressive disciplinary action, which may include Level 2 Saturday school, suspension, or expulsion.

## **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 on every occurrence of fighting. Charges may be filed with the police.

## **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.

## **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.

## LANGUAGE

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. Students who use any form of the "F" word will be referred to the office and a Saturday School may be assigned.

## 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 counselor and parents will be notified. If discussions do not remedy the problem, then detention, Saturday School, or suspension may be necessary.

## PASSES

Each student is allotted five (5) passes weekly in the Student Agenda. 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 a principal's office. Students who possess stolen passes/agenda or who forge passes will be assigned a Saturday school for the first offense. Subsequent offenses will result in suspension and/or expulsion.

SRT passes are separate from those in the Student Agenda. **Replacement agendas will cost \$5 and may be purchased in Student Services only.**

Students, at no time during the school day, will be allowed to leave the building to go to a parking area without the written permission of an administrator.

## WEAPONS/DEVICES THAT COULD CAUSE HARM

Students are not to bring to school any device that could be used as 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.

# AVON ATHLETICS

Visit the high school website at <http://www.avon-schools.org/domain/4103>

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.

## 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.

## AVON ATHLETIC EXTRA-CURRICULAR ELIGIBILITY POLICY

### I. ACADEMIC

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.

All students representing Avon High School in extra-curricular athletic activities are subject to these same standards.

### II. ATTENDANCE

To be eligible to participate in any athletic extra-curricular school activity, including practice sessions, a student must have been in school at least part 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

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.**

#### **RULES OF CONDUCT**

##### **A. Category A Rules**

1. 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.
2. Participants shall not possess, use, consume, buy, sell or transfer any tobacco products or e-cigarettes/vape pens at any time.
3. 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.
4. 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.)

##### **B. Penalties for violation of Category A Rules**

1. *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.
2. *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.
3. *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.
4. \*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.

##### **C. 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.)

#### **D. Penalties for Violation of 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), 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.

1. *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.
2. *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.
3. *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.
4. \*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.
5. *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.

#### **IV. APPEALS 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.

#### **V. 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.

#### **VI. AWARDS/LETTER CRITERIA**

Awards will be determined by the coaches and athletic department. Lists of awards are available in the Athletic Office or at our website <http://www.avon-schools.org/Domain/8>. 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.

## **CO- AND EXTRA-CURRICULAR STUDENT CONDUCT**

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 code of conduct 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.

### **DUE PROCESS PROCEDURES: SUSPENSION AND EXPULSION**

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

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

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

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

#### **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.

#### **GROUND FORS FOR SUSPENSION OR EXPULSION (IC 20-33-8-14)**

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;
2. or substantial disobedience.

The grounds for suspension or expulsion listed in subsection (1) 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.

#### **SPECIFIC GROUNDS OF STUDENT CONDUCT CONSTITUTING GROUNDS FOR SUSPENSION OR EXPULSION**

1. 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.
  - a. occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. 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.
  - c. 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.
  - d. 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.



2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property.
3. Setting fire to or substantially damaging any school building or property.
4. 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.
5. 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.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
7. Possessing, firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
8. Possession of pellet guns, BB guns, or look alike weapons on school property or at a school function.
9. 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.
10. 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.
11. 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.
12. 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.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
14. 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.
15. 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.
16. 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.
17. (IC 33-8-15) A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
  - a. the unlawful activity may be reasonably considered to be an interference with school purposes or an educational function; or
  - b. 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.
18. As used in this section, "firearm" has the meaning set forth in IC 20-33-8-16.
19. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm.

20. Notwithstanding, a student who is:
  - a. identified as bringing a firearm to school or on school property; or
  - b. 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.
21. 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.
22. Notwithstanding, a student who is
  - a. identified as bringing a deadly weapon to school or on school property; or
  - b. in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.
23. (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.
24. 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.

## **EXPULSION AND SUSPENSION OF DRIVER'S LICENSE**

### **A. Issuance of license or permit**

An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who:

1. is under at least a second suspension from school for the school year;
2. is under an expulsion from school;
3. 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.

### **B. 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.

## DENIAL OF INTERNET ACCESS

THE USE OF THE INTERNET IN AVON COMMUNITY SCHOOLS IS A PRIVILEGE.

REFER TO THE INFORMATION IN THE AHS PARENT/STUDENT AGENDA FOR ALL POLICIES AND PROCEDURES FOR STUDENT ACCESS AND USE OF CORPORATION TECHNOLOGY.

\* Submit only if you wish Internet access denied for your student.

(Please print.)

NAME OF SCHOOL: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_

STUDENT'S DATE OF BIRTH: \_\_\_\_\_

I/We direct that the child named above not be permitted access to the Internet using School District resources for the \_\_\_\_\_ school year.

SIGNATURE OF PARENT(S)/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

Note: Return this form to the Principal of your child's school ONLY if you do NOT want Internet access for your child. In situations where other students will be accessing the Internet your child will be provided alternative resources. Return of this form does not prohibit your child's teacher(s) from accessing the Internet in your child's presence. The restriction implemented by this form expires only on July 1 of each school year unless a requested in writing to the principal or principal's designee to render it invalid before July 1. Denial of access must be renewed for each subsequent school year.

\_\_\_\_\_

Office use only: Date Received: \_\_\_\_\_

Date Copy Sent to Technology Dept.: \_\_\_\_\_

Administrator Approving Request: \_\_\_\_\_



# AVON COMMUNITY SCHOOL CORPORATION RANDOM DRUG AND ALCOHOL TESTING CONSENT FORM

I, \_\_\_\_\_ have read the Avon Community School Corporation Random Drug and Alcohol Testing Program and/or the Athletic and Extra-Curricular Codes and agree to abide by the rules set forth in said program(s).

A copy of the complete Drug Testing Program and the Athletic and Extra-Curricular Codes can be found on the high school website or a copy is available by contacting Student Services or the athletic office at Avon High School.

This consent form will be in effect from the duration of the student's initial enrollment and/or his/her first official IHSAA practice at Avon High School.

Any student who withdraws or leaves Avon High School for any reason and then returns, must submit a consent form upon enrolling.

Student Name Printed \_\_\_\_\_

Student Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

**RETURN THIS FORM TO THE AVON HIGH SCHOOL MAIN OFFICE OR TO THE HIGH SCHOOL ATHLETIC OFFICE.**

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Main Office Use Only

Received by (initials) \_\_\_\_\_ Date \_\_\_\_\_



# CALENDAR YEARS

## 2016

|           |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |   |
|-----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|---|
| January   | S  | M  | T  | W  | T  | F  | S  | February | S  | M  | T  | W  | T  | F  | S  | March    | S  | M  | T  | W  | T  | F  | S  | April    | S  | M  | T  | W  | T  | F  | S  |   |
|           | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          | 1  | 2  | 3  | 4  | 5  | 6  | 6  |          | 7  | 8  | 9  | 10 | 11 | 12 | 1  |          | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9 |
|           | 10 | 11 | 12 | 13 | 14 | 15 | 16 |          | 7  | 8  | 9  | 10 | 11 | 12 | 13 |          | 13 | 14 | 15 | 16 | 17 | 18 | 19 |          | 10 | 11 | 12 | 13 | 14 | 15 | 16 |   |
|           | 17 | 18 | 19 | 20 | 21 | 22 | 23 |          | 14 | 15 | 16 | 17 | 18 | 19 | 20 |          | 20 | 21 | 22 | 23 | 24 | 25 | 26 |          | 17 | 18 | 19 | 20 | 21 | 22 | 23 |   |
|           | 24 | 25 | 26 | 27 | 28 | 29 | 30 |          | 21 | 22 | 23 | 24 | 25 | 26 | 27 |          | 27 | 28 | 29 | 30 | 31 | 24 | 25 |          | 26 | 27 | 28 | 29 | 30 |    |    |   |
| 31        |    |    |    |    |    |    | 28 | 29       |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |   |
| May       | S  | M  | T  | W  | T  | F  | S  | June     | S  | M  | T  | W  | T  | F  | S  | July     | S  | M  | T  | W  | T  | F  | S  | August   | S  | M  | T  | W  | T  | F  | S  |   |
|           | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 5  | 6  | 7  | 8  | 9  | 10 | 11 |          | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |   |
|           | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |          | 10 | 11 | 12 | 13 | 14 | 15 | 16 |          | 7  | 8  | 9  | 10 | 11 | 12 | 13 |   |
|           | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |          | 17 | 18 | 19 | 20 | 21 | 22 | 23 |          | 14 | 15 | 16 | 17 | 18 | 19 | 20 |   |
|           | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          | 26 | 27 | 28 | 29 | 30 | 24 | 25 |          | 26 | 27 | 28 | 29 | 30 | 21 | 22 |          | 23 | 24 | 25 | 26 | 27 |    |    |   |
| 29        | 30 | 31 |    |    |    |    | 26 | 27       | 28 | 29 | 30 | 31 |    |    |    |          |    |    | 28 | 29 | 30 | 31 |    |          |    |    |    |    |    |    |    |   |
| September | S  | M  | T  | W  | T  | F  | S  | October  | S  | M  | T  | W  | T  | F  | S  | November | S  | M  | T  | W  | T  | F  | S  | December | S  | M  | T  | W  | T  | F  | S  |   |
|           | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 2  | 3  | 4  | 5  | 6  | 7  | 8  |          | 6  | 7  | 8  | 9  | 10 | 11 | 12 |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |   |
|           | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 9  | 10 | 11 | 12 | 13 | 14 | 15 |          | 13 | 14 | 15 | 16 | 17 | 18 | 19 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |   |
|           | 18 | 19 | 20 | 21 | 22 | 23 | 24 |          | 16 | 17 | 18 | 19 | 20 | 21 | 22 |          | 20 | 21 | 22 | 23 | 24 | 25 | 26 |          | 18 | 19 | 20 | 21 | 22 | 23 | 24 |   |
|           | 25 | 26 | 27 | 28 | 29 | 30 | 23 |          | 24 | 25 | 26 | 27 | 28 | 29 | 27 |          | 28 | 29 | 30 | 25 | 26 | 27 | 28 |          | 29 | 30 | 31 |    |    |    |    |   |
|           |    |    |    |    |    |    | 30 | 31       |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |   |

## 2017

|           |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----|
| January   | S  | M  | T  | W  | T  | F  | S  | February | S  | M  | T  | W  | T  | F  | S  | March    | S  | M  | T  | W  | T  | F  | S  | April    | S  | M  | T  | W  | T  | F  | S  |    |
|           | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 5  | 6  | 7  | 8  | 9  | 10 | 11 |          | 5  | 6  | 7  | 8  | 9  | 10 | 11 |          | 2  | 3  | 4  | 5  | 6  | 7  | 8  |    |
|           | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |          | 9  | 10 | 11 | 12 | 13 | 14 | 15 |    |
|           | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |          | 16 | 17 | 18 | 19 | 20 | 21 | 22 |    |
|           | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          | 26 | 27 | 28 | 26 | 27 | 28 | 29 |          | 30 | 31 | 26 | 27 | 28 | 29 | 30 |          | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 29        | 30 | 31 |    |    |    |    | 26 | 27       | 28 |    |    |    |    |    |    |          |    |    |    |    |    |    | 30 |          |    |    |    |    |    |    |    |    |
| May       | S  | M  | T  | W  | T  | F  | S  | June     | S  | M  | T  | W  | T  | F  | S  | July     | S  | M  | T  | W  | T  | F  | S  | August   | S  | M  | T  | W  | T  | F  | S  |    |
|           | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 2  | 3  | 4  | 5  | 6  | 7  | 8  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |    |
|           | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 9  | 10 | 11 | 12 | 13 | 14 | 15 |          | 8  | 9  | 10 | 11 | 12 | 13 | 14 |    |
|           | 14 | 15 | 16 | 17 | 18 | 19 | 20 |          | 21 | 18 | 19 | 20 | 21 | 22 | 23 |          | 24 | 16 | 17 | 18 | 19 | 20 | 21 |          | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
|           | 21 | 22 | 23 | 24 | 25 | 26 | 27 |          | 25 | 26 | 27 | 28 | 29 | 30 | 23 |          | 24 | 25 | 26 | 27 | 28 | 29 | 27 |          | 28 | 29 | 30 | 31 |    |    |    |    |
| 28        | 29 | 30 | 31 |    |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 30 | 31 |          |    |    |    |    |    |    | 27 | 28       | 29 | 30 | 31 |    |    |    |    |    |
| September | S  | M  | T  | W  | T  | F  | S  | October  | S  | M  | T  | W  | T  | F  | S  | November | S  | M  | T  | W  | T  | F  | S  | December | S  | M  | T  | W  | T  | F  | S  |    |
|           | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 5  | 6  | 7  | 8  | 9  | 10 | 11 |          | 3  | 4  | 5  | 6  | 7  | 8  | 9  |    |
|           | 10 | 11 | 12 | 13 | 14 | 15 | 16 |          | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |          | 10 | 11 | 12 | 13 | 14 | 15 | 16 |    |
|           | 17 | 18 | 19 | 20 | 21 | 22 | 23 |          | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |          | 17 | 18 | 19 | 20 | 21 | 22 | 23 |    |
|           | 24 | 25 | 26 | 27 | 28 | 29 | 30 |          | 22 | 23 | 24 | 25 | 26 | 27 | 28 |          | 26 | 27 | 28 | 29 | 30 | 24 | 25 |          | 26 | 27 | 28 | 29 | 30 |    |    |    |
|           |    |    |    |    |    |    | 29 | 30       | 31 |    |    |    |    |    |    |          |    |    |    |    |    |    | 31 |          |    |    |    |    |    |    |    |    |

## 2018

|           |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----------|----|----|----|----|----|----|----|----|
| January   | S  | M  | T  | W  | T  | F  | S  | February | S  | M  | T  | W  | T  | F  | S  | March    | S  | M  | T  | W  | T  | F  | S  | April    | S  | M  | T  | W  | T  | F  | S  |    |
|           | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |    |
|           | 7  | 8  | 9  | 10 | 11 | 12 | 13 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 8  | 9  | 10 | 11 | 12 | 13 | 14 |    |
|           | 14 | 15 | 16 | 17 | 18 | 19 | 20 |          | 21 | 18 | 19 | 20 | 21 | 22 | 23 |          | 24 | 18 | 19 | 20 | 21 | 22 | 23 |          | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|           | 21 | 22 | 23 | 24 | 25 | 26 | 27 |          | 25 | 26 | 27 | 28 | 25 | 26 | 27 |          | 28 | 29 | 30 | 31 | 22 | 23 | 24 |          | 25 | 26 | 27 | 28 |    |    |    |    |
| 28        | 29 | 30 | 31 |    |    |    |    | 25       | 26 | 27 | 28 |    |    |    |    |          |    |    | 29 | 30 |    |    |    |          |    |    |    |    |    |    |    |    |
| May       | S  | M  | T  | W  | T  | F  | S  | June     | S  | M  | T  | W  | T  | F  | S  | July     | S  | M  | T  | W  | T  | F  | S  | August   | S  | M  | T  | W  | T  | F  | S  |    |
|           | 6  | 7  | 8  | 9  | 10 | 11 | 12 |          | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |    |
|           | 13 | 14 | 15 | 16 | 17 | 18 | 19 |          | 10 | 11 | 12 | 13 | 14 | 15 | 16 |          | 8  | 9  | 10 | 11 | 12 | 13 | 14 |          | 12 | 13 | 14 | 15 | 16 | 17 | 18 |    |
|           | 20 | 21 | 22 | 23 | 24 | 25 | 26 |          | 17 | 18 | 19 | 20 | 21 | 22 | 23 |          | 15 | 16 | 17 | 18 | 19 | 20 | 21 |          | 19 | 20 | 21 | 22 | 23 | 24 | 25 |    |
|           | 27 | 28 | 29 | 30 | 31 | 24 | 25 |          | 26 | 27 | 28 | 29 | 30 | 22 | 23 |          | 24 | 25 | 26 | 27 | 28 | 26 | 27 |          | 28 | 29 | 30 | 31 |    |    |    |    |
|           |    |    |    |    |    |    | 24 | 25       | 26 | 27 | 28 | 29 | 30 |    |    |          |    |    |    |    |    |    |    |          |    |    |    |    |    |    |    |    |
| September | S  | M  | T  | W  | T  | F  | S  | October  | S  | M  | T  | W  | T  | F  | S  | November | S  | M  | T  | W  | T  | F  | S  | December | S  | M  | T  | W  | T  | F  | S  |    |
|           | 2  | 3  | 4  | 5  | 6  | 7  | 8  |          | 1  | 2  | 3  | 4  | 5  | 6  | 7  |          | 4  | 5  | 6  | 7  | 8  | 9  | 10 |          | 2  | 3  | 4  | 5  | 6  | 7  | 8  |    |
|           | 9  | 10 | 11 | 12 | 13 | 14 | 15 |          | 7  | 8  | 9  | 10 | 11 | 12 | 13 |          | 11 | 12 | 13 | 14 | 15 | 16 | 17 |          | 9  | 10 | 11 | 12 | 13 | 14 | 15 |    |
|           | 16 | 17 | 18 | 19 | 20 | 21 | 22 |          | 14 | 15 | 16 | 17 | 18 | 19 | 20 |          | 18 | 19 | 20 | 21 | 22 | 23 | 24 |          | 16 | 17 | 18 | 19 | 20 | 21 | 22 |    |
|           | 23 | 24 | 25 | 26 | 27 | 28 | 29 |          | 21 | 22 | 23 | 24 | 25 | 26 | 27 |          | 25 | 26 | 27 | 28 | 29 | 30 | 23 |          | 24 | 25 | 26 | 27 | 28 | 29 |    |    |
| 30        |    |    |    |    |    |    | 28 | 29       | 30 | 31 |    |    |    |    |    |          |    |    |    |    |    |    |    | 30       | 31 |    |    |    |    |    |    |    |

