



**Garrett Morgan**

ENGINEERING AND INNOVATION

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*Gateway to the World*

# **Student School Level Handbook**





**Garrett Morgan**

ENGINEERING AND INNOVATION

*Gateway to the World*

4600 Detroit Ave | Cleveland, OH 44102

216.838.3550

[ClevelandMetroSchools.org/GMSEI](http://ClevelandMetroSchools.org/GMSEI)

Dear Falcon Family

Welcome to Garrett Morgan School of Engineering & Innovation. The faculty, staff, and administration team are excited to embark on this journey to a successful high school matriculation. We have worked all summer to ensure that all of our scholars are prepared for exceptional learning. This year will be filled with many opportunities for freshmen to grow as scholars.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. Throughout the year, we will send newsletters that will keep you updated on important events at Garrett Morgan as well as volunteer opportunities specifically for our parents.

I would love to meet with parents anytime they wish. However, to ensure our students are getting the best instructions, I have blocked out my admin time each day from 10:00 a.m. to 1:00 p.m. to ensure we are supporting teachers in creating an exceptional learning environment

Additional information about the start of school and what is needed is located on our website @ [www.clevelandmetroschools.org/gmsej](http://www.clevelandmetroschools.org/gmsej). In addition, please make sure you are following our social media platforms for the most accurate updates. *Instagram-* **garrettmorgan\_engineering** and Facebook- **Garrett Morgan High School**. If you have any questions, please do not hesitate to contact me at [Quenton.davis@clevelandmetroschools.org](mailto:Quenton.davis@clevelandmetroschools.org) or schedule a meeting with me through my secretary @ 216-838-3550 option # 1. You can also reach me on my cellphone through text or call @ 216-502-6071. We look forward to a great academic school year. Once again, ***Welcome to Garrett Morgan School of Engineering & Innovation.*** You're a Falcon now!!!

A Servant of Education,

**Mr. Quenton Davis, Ed.S.**

Principal- Garrett Morgan School of Engineering and Innovation

# **MISSION OF Garrett Morgan**

**Relationships, Rigor, Results**



# **VISION OF Garrett Morgan**

**Garrett Morgan High School students will be academically prepared and socially motivated to enter the ever-changing world as responsible and productive global citizens.**

# **IMPORTANT CONTACT INFORMATION**

<b>GMSEI High School Attendance Line</b>	<b>Phone: 216-838-3550 Option #1</b>
<b>GMSEI High School Administrative Office</b>	<b>Phone: 216-838-3550 Option # 1</b>
<b>GMSEI High School Grade Counselor</b>	<b>Phone: 216-838-3550 Option # 1</b>
<b>GMSEI High School Grade Counselor</b>	<b>Phone: 216-838-3550 Option # 1</b>
<b>Say Yes Family Support Specialist</b>	<b>Phone: 216-838-3550 Option # 1</b>

## **GMSEI HIGH SCHOOL BELL SCHEDULE**

**1st Period Morning Warning Bell: 8:20A.M.**

**School Start: 8:25A.M.**

**End of Day Bell: 3:25 P.M.**

## **GMSEI HIGH SCHOOL - OFFICE HOURS –SCHOOL DAYS**

**7:50AM - 4:00 PM**

## **NON-DISCRIMINATION CLAUSE**

GMSEI and its staff are dedicated to providing equal opportunities and equal employment opportunities without regard to sex, race, color, national origin, religion, gender, age, or disability. If one has a concern about equal opportunities and equal employment opportunities, please contact the administration, as they have the appropriate information on whom to contact.

## **Media Information and Consent**

School activities may be recorded and publicized via pictures, video, and sound bytes. This material may be used in media presentations, such as television/cable, radio programs, newspaper articles, websites, etc., to (a) extend recognition to students and/or (b) provide publicity for the school district. Student addresses and telephone numbers will not be released. If you do not want your student's image photographed, taped, or recorded, please contact the administration and complete the proper form.

## **Age of Maturity**

Students who are 18 or older are expected to comply with all school regulations.

## **Felonious Act**

A student who is charged and/or convicted of a felonious crime may be subject to an academic review to determine an appropriate academic setting.

## **STUDENT BEHAVIOR AND DISCIPLINE**

A goal of our educational program is to encourage independence and responsibility which are characteristic of the mature person. C o n s t a n t respect for persons whether they are teachers, students, staff, visitors, or others is a basic requirement. While it does not appear as a subject, discipline underlies the whole educational structure.

### **1. Detention**

A detention will be assigned either by teachers or by the administration. All detentions shall be served under study hall conditions. D e t e n t i o n usually takes precedent over other activities.

A student will always be given twenty-four (24) hours from the time detention is issued in which to schedule the student's transportation after service of the detention.

D e t e n t i o n is not subject to appeal.

### **2. Emergency Removal**

A student may be removed for the remainder of the school day for any violation of the handbook provided to each student at the start of each year.

### **3. Planning Center**

Planning Center may be assigned to a student for a variety of disciplinary or non-disciplinary reasons. The Planning Center may be used when a student must be removed from the general student population.

### **4. OSS / Expulsion**

The Ohio Legislature has adopted ORC §§ 3313.66 et seq., which has placed into law procedural standards for Out of School Suspension (OSS) and Expulsion of students from school. Suspension may be administered by the principal, assistant principal, or superintendent. Only the Superintendent or designee may expel a student.

## **CODE OF CONDUCT**

The Student Code of Conduct is made available to students and parents and is posted in the office. The rules and regulations of the Student Code of Conduct are in effect for all CMSD students at all school activities both on and off school grounds. A violation of any section of the Code of Conduct will result in listed consequences in the Student Handbook.

### **Anti-Bullying / Harassment / Intimidation / Bullying / Menacing / Hazing Policy**

GMSEI is committed to providing a safe, positive, and nurturing educational environment for its students and staff. Harassment, intimidation, bullying, menacing, and/or hazing toward an individual such as a student or staff member is strictly prohibited and will not be tolerated.

#### **Definition of Harassment, Intimidation, Bullying, Menacing, Hazing**

1. Please refer to the student Handbook provided by the district.

## **SECTION I- Behavior Expectations**

### **1) Disruption in School or Class**

- A student shall not by use of violence, force, coercion, or threat cause disruption or obstruction to the school's operation. This will include repeated misbehavior in the classroom, school environment, or on school property.

### **2) Profanity / Obscene Language / Uncontrolled Temper**

- A student shall not use profanity, obscene language, obscene gestures, and signs, written or verbal, directed toward students and/or school personnel on school property or when representing GMSEI.

### **3) Insubordination and Disrespect**

- Insubordination is refusing to comply with the directions of school personnel and student teachers for the appropriate behavior of a student while on school property or at school activities. Verbal abuse, disrespect, dishonor, or other such actions directed (written or verbal) at any member of the school staff, student teachers, or another student, will not be tolerated.

### **4) Forgery / False Reports**

- No student shall cheat, lie, prefabricate, deceive, use crib notes, receive or disseminate answers to a test, or falsify records. Neither shall any student forge,

falsify, distort, or misrepresent (in verbal or written form) dates, times, addresses, grades, or other data contained in any communication to or from the school. Any student who assists or participates in any of the above actions on a secondary basis shall also be subject to discipline.

**5) Academic Dishonesty**

- No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements concerning proper test taking or the completion of work assignments. Neither shall any student assist another student in the pursuit of academic dishonesty, by providing information or by any other means. See Plagiarism definition.

**6) Truancy**

- Truancy exists when a student is absent from class or school without school authorization. Leaving the school building/grounds without permission is also truancy.

**7) Tardiness**

- Repeated tardiness is disruptive to the smooth functioning of the school and classes.

**8) Extortion**

- A student shall not engage in any action or threat that forces or attempts to force a person to pay money, give material possessions or property, or perform services.

**9) Loitering / Out of Assigned Area / Trespassing**

- A student shall not trespass or loiter on school grounds, in the building, or on adjacent properties. This includes not being in assigned, scheduled areas and/or leaving the school parking lot or building after arriving at school. Students must enter the building upon arrival at school and leave when expected or instructed.

**10) Public Display of Affection (PDA)**

- Public displays of affection are not permitted.

**11) Gambling**

- A student shall not engage in games of chance or gambling.

**12) Unauthorized Sale or Distribution**

- Posting, publishing, distributing, or selling unauthorized materials on school property or distributing or selling such items is prohibited.



**13) Transportation Violation**

- No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through destructive actions or words either to other students, the bus driver, or passing motorists.

**14) Misconduct**

- Inappropriate student conduct is prohibited.

**15) Possession and/or Use of Tobacco / Nicotine**

- A student shall not possess or use tobacco or nicotine in any form (cigarettes, cigars, pipes, electronic cigarettes, vapor pens, snuff, paraphernalia, etc.) on school premises, buses, or at school-sponsored activities.

**16) Damage or Destruction of School or Private Property on School Premises or Buses**

- A student shall not cause or attempt to destroy school or private property. Depending upon circumstances, restitution may also be required.

**17) Alcohol / Controlled Substances / Drugs / Narcotics / Inhalants**

- During, arriving at and/or returning to school, travel on any school-provided transportation or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, traffic, have reasonable suspicion of use or be under the influence of any mood-altering chemical of any kind, including alcohol. Review the student handbook for specifics.

**18) Theft**

- A student shall not take, attempt, plan to take, or possess public or private property, equipment of the school district, or any personal property of a student or school employee or any other person on school property or when representing GMSEI. Depending upon the circumstances, restitution may also be required.

**19) Assault / Fighting / Hitting / Threats**

- A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees, or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and another inappropriate touching.

**20) False Alarm**

- The act of initiating a fire alarm or any false warning/event is strictly prohibited.

**21) Bomb Threats**

- The act of initiating a reported warning of a bomb on school property, on school vehicles, or at school-sponsored or supervised activities is prohibited.

**22) Conduct Against School Employees**

- A student shall not physically assault, threaten, harass (physically or verbally) an employee, or vandalize, damage, or attempt to damage the property of a school employee or his or her family.

**23) Possession and/or Use of Flame Producing Devices**

- The unauthorized use or possession of matches, lighters, or other flame-producing devices on school property is not permitted.

**24) Unauthorized Fire**

- Students shall not attempt to burn or maliciously burn any school property.

**25) Vandalism**

- Acts of vandalism upon school property will not be tolerated. Examples include, but are not limited to, defacing property, unauthorized “decorating” or toilet papering, and the placing of unauthorized signs or other objects on school property. parent or guardian shall be held financially accountable to the Avon Local Schools for any damage, destruction, or theft caused by their child.

**26) Trespassing**

- Students are not permitted on school property except as authorized. In particular, this rule will be used to address acts of vandalism or theft.

**27) Hazing**

- Review the student handbook for specifics. and will not exempt any student from discipline under this policy.

**28) Gross Misconduct / Illegal Misconduct**

- Review the student handbook for specifics.

**29) Threat / Action to Induce Panic**

- Review the student handbook for specifics.

**30) Lewd / Pornographic / Inappropriate Images**

- The possession, transmittal, and/or communication of such images on school grounds or off school grounds at a school-related event is subject to disciplinary action.

### **31) Technology / Computer / Online Regulation Violations**

- Penalties for infractions will be applied as determined by the administration including the loss of technology privileges.

## **Computer / Online / Technology Regulations**

### **Mobile Phones**

1. Use of mobile phones for any voice or text communication is not permitted during instructional time.
2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones must be turned off or muted during instructional time.
3. Mobile phones possessing advanced functions including Internet access, eReader, and video/audio functions can be classified as Non-disruptive Devices. These functions may be used in Yellow and Green Zones as permitted and directed by school personnel.
4. Mobile phones and all electronic equipment including earbuds and smart watches will be collected by staff on days when building-wide exams are administered.
5. Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, cheating, cyberbullying, sexting, taking pictures or videos, using phones in places of school business, etc. Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for instructional purposes.
6. Parents may be contacted to claim the student's cell phone or other electronic devices from a school administrator.
7. Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.
8. The student assumes all risks in bringing such devices onto school property or to school-related functions.

### **Electronic Devices**

- Use of certain electronic devices is permitted at Garrett Morgan as described below.

### **Disruptive Electronic Devices**

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of Garrett Morgan High School.
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not

limited to:

- a. Use of any electronic device in a classroom or other area of Garrett Morgan not authorized by school personnel or deemed a Red Zone.
- b. Listening to video or audio without headphones or earbuds.
- c. Use headphones/earbuds at a volume level where others can hear.

### **Non-disruptive Devices**

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players (MP3 players).
3. These devices may be used:
  - a. During classroom instruction and in the Media Center as permitted and directed by school personnel.
  - b. In Yellow or Green Zones as permitted and directed by school personnel.
4. These devices may NOT be used:
  - a. Print to Garrett Morgan printer
  - b. Access any Garrett Morgan servers

### **Consequences for inappropriate use of electronic devices**

- Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, In School Suspension, or Out of School Suspension; and (2) students may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the Main Office at the end of the school day.

### **Printing and/or Server Access**

- Printing services are strictly prohibited from personal devices. Access to any services and/or connections to any Garrett Morgan servers is prohibited.

### **Lost or Damaged Device**

- Garrett Morgan High School assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices at their own risk.

## **Zone Indicators**

1. **Red Zone:** An area designated as a Red Zone indicates that any personal device, permitted or otherwise, is strictly prohibited. A classroom designated as a Red Zone may ask that all personal devices be placed in a predetermined location or out in plain sight but turned off and not in use. All restrooms and locker rooms are designated as a Red Zone.
2. **Yellow Zone:** An area designated as a Yellow Zone indicates that personal devices may be in use in a limited capacity as permitted and directed by school personnel. Classrooms are designated as Yellow Zones giving each teacher the flexibility to change between Red and Green depending on the appropriate environment needed for instruction.
3. **Green Zone:** An area designated as a Green Zone indicates that personal devices may be in use for school-related tasks as permitted and directed by school personnel. At lunchtime, the cafeteria and gymnasium will be designated as a Green Zone. Hallways will be designated as a Green Zone during non-instructional time, meaning users may be permitted between classes.

# **ATTENDANCE**

- Being punctual at school is the minimum expectation that we have for all of our students in preparing them for the workplace. Students are expected to be on time for all classes. Tardiness to class is not acceptable. Students are to be inside the classroom when the tardy (second) bell rings.
  - Students will be given three (3) minutes during each passing period. Any student arriving at school or who is not in their 1st-period classroom by 8:30 am must report directly to the main office to obtain a “tardy” pass.
1. Tardy Policy: Students arriving at a class after the tardy (second) bell has rung will receive consequences aligned with the Student Code of Conduct. A student who is more than 30 minutes late to class will be counted absent from that class. Classrooms will be locked when the tardy bell rings. Students arriving to class after the tardy bell will be required to get a tardy pass from the main office.
    - a. 1<sup>st</sup> Tardy Infraction - Warning
    - b. 2<sup>nd</sup> Tardy Infraction - Warning and phone call to parent
    - c. 3<sup>rd</sup> Tardy Infraction – After-school detention
    - d. 4<sup>th</sup> Tardy Infraction – Double after-school detention
    - e. 5<sup>th</sup> and 6<sup>th</sup> Tardy Infraction - All Day in Planning Center
    - f. 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Tardy Infraction – Two-day suspension
    - g. 10<sup>th</sup> Tardy Infraction - Parent conference and specific privileges may be denied in extracurricular events and activities (ex: Grad Night, Prom, Clubs, sports)

## **DRESS CODE**

- Recognizing that all individuals and/or families have varied backgrounds and beliefs, the school authorities, through experience, deem it desirable to provide guidelines of student dress to minimize possible conflicts with the overall operational procedures of the school.
- While many students and parents have no apparent questions or problems in determining satisfactory school dress, the following guidelines are offered:

### **Dress and Grooming Guidelines**

#### **Students MAY NOT wear:**

- 1) see-through clothing
- 2) clothing where the buttocks or torso is exposed/ midriffs or anything showing the mid-section
- 3) clothing or accessories which show profanity, obscene words or pictures, sexually suggestive statements, violence, or incitement to violence
- 4) clothing representing gang-related activities
- 5) headgear of any kind unless religious affiliated
- 6) hoodies unless with school logo
- 7) clothing where the entire thigh is exposed, such as micro minis or short shorts.
- 8) bathing suits or cut-offs
- 9) the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol
- 10) clothing where undergarments are exposed
- 11) open toe shoes to include the front and back of the shoe ( discretion of admin), slides, crocs, house slippers, or anything similar
- 12) too tight clothing/ tights/ biker shorts, leggings, etc.
- 13) pajamas
- 14) Excessively Ripped Jeans (must have leggings underneath)
- 15) sunglasses
- 16) bandanas as masks
- 17) clothing that has text or visual images that are libelous, bullying, constitutes harassment or discrimination:
- 18) Tank tops, muscle shirts, or altered sleeveless shirts
- 19) Halter, midriffs, or revealing garment

- 20) Chains, or any ornamental items which could be used as a weapon or considered a distraction are not permitted.
- 21) Common sense and judgment are requested of all students in adhering to normally accepted community standards.

### **Physical Education – Dress Requirement**

- All students taking physical education will be required to wear gym clothing approved by the instructor. Students who are unable to participate in regular physical education classes should provide a physician's note to their counselor and physical education teacher.

## **RESTRICTED ITEMS**

### **Book Bags / Purses**

- The administration requires book bags and large purses to be stowed in a locker throughout the school day.

### **Technology**

- Personal gaming devices, video cameras, cameras, laser pens, walkie-talkies, smart watches, or distracting technology are not permitted on school grounds or school buses unless otherwise noted by the administration. Cellular telephones and music-producing devices may be possessed, but not visible or audible. Technology devices may be used for curricular-driven instructional purposes only.
- Audio or video recording, photographing, and text messaging are prohibited. The administration may search technology devices "with cause" or reasonable suspicion.
- Should any of these items become a distraction or are misused in the school environment, the administration reserves the right to determine authorized and unauthorized utilization throughout the school year.

### **Drinks / Open Containers / Food**

- Water is the only approved beverage in classrooms and hallways. Water should be contained in clear bottles. Open containers of drinks such as coffee, juice pop, etc., are not to be brought into the building upon arriving at school. Food is not permitted in classrooms nor allowed to be ordered or delivered to the school.

### **Playing Cards / Dice / Games**

- Playing cards, games, dice, and any other type of gambling items are not permitted in school.



## **HALL PASSES**

- All students must carry a hall pass at all times. No student shall be permitted in the hallway without a pass.

## **MEDICATION**

***Students may be given medications while at school if the following conditions are met:***

- 1) Written authorization must be on file with the School Nurse's Office before any medication is administered. This authorization must be on the approved medication form provided by the school, including proper instructions for dosing.
- 2) The medication authorization form must be completed in its entirety by the parent/guardian of the student for both prescription and/or over-the-counter medications. (All forms for prescription medication must be signed by a physician.)
- 3) At no time shall a student have medication while on school property. Medication will be kept in the Nurse's Office.
- 4) All medication must be received by the school in the original container, labeled with the student's name, and must be delivered to the Administrative Office by a parent/guardian. No expired medications will be accepted. If a medication expires during the school year, the nurse will notify the parents to pick up the expired medication and bring in a non-expired replacement. All medication must be picked up by the last day of school.
- 5) Any student found to be carrying unauthorized medication will be subject to disciplinary action.

## **STUDENT SERVICES**

### **Change of Address or Name**

- Parents of students should inform the Front Office Staff @ 838-3550 Option #1 if they have a change of address, marital status, legal name, change of custody, or phone number (work or home).

### **Family Privacy Act and Transcripts**

- A student's permanent record is available for review by the individual student or their parents/guardian. Please make an appointment with a counselor so that records may be shown and interpreted.

### **GRADUATION REQUIREMENTS**

- There is a set credit amount that is required for graduation in CMSD. Students graduating have to pass state-required exams and gain necessary credits to be considered eligible for graduation. Please refer to the updated information given by the counselor.

### **Advanced Placement Testing**

- All students taking an Advanced Placement course are required to take the AP exam at the end of the year. Taking the AP exam enables students to compare their knowledge and understanding of a college-level subject with the high academic standards established by college faculty. The fee for AP exams is approximately \$95 and will be charged to the student if they miss the test for any reason.

### **Summer School**

- Summer school usually begins immediately after school is out for the year. Counselors will give students vital information about their current academic stance and where summer school will be held.

### **Transcripts**

- Transcripts are sent to colleges, employers, etc., only upon written permission of the student or parent. Please obtain a "Transcript Release/ Request" form from our GMSEI website. Students under 18 years of age must obtain their parent's signature to release a transcript; however, students 18 years of age or older may have records released only at their request.

### **Transfer Out of District**

- If a student is moving out of the district, a withdrawal form must be obtained from the GMSEI front office. All books/ technology must be returned, the locker emptied, and all bills paid before credits are transferred. If a student moves during June and August when Front Office is closed, contact the District Offices. All high school offices are closed in July. Please send a notification of your new address and the name of the new school, when known. Students' records will be transferred to the new school at the parent/guardian's written request providing there are no outstanding debts.

### **Work Permits**

- Students between the ages of 14 and 17 that are asked by a prospective employer to obtain a work permit should contact the GMSEI front office.
- The Application for Minor Work Permit form is a prerequisite for the minor work permit. It contains employer and job information, employer pledge, and parental consent. The Minor Work Permit Pre-Application Form and the Physician's Certificate can be obtained from the offices listed above or can be printed from the State of Ohio website (forms are PDF) by opening the work permits icon at <http://www.com.state.oh.us/ODOC/>.
- The Student / Applicant Information section is to be filled out and signed by the parent/guardian. The Birth Certificate # and Physician's Certificate spaces are to be left blank so the issuing office can fill them in to verify age and whether or not the physical is on file. The Pledge of Employer section is to be completed by the employer. All blank fields must be filled in; otherwise, the application cannot be processed. A current physical (within the last year) is required to process a work permit

### **PowerSchool/ Schoology**

- Parents and students are encouraged to monitor students' progress using the CMSD online grade book program, PowerSchool, and Schoology. Both parents and students will be provided log-in information at the beginning of the school year or enrollment. Usernames and passwords can be

## **SAFETY INFORMATION**

### **Fire Drills**

- When the fire alarm rings, leave the room but walk quickly and quietly to the designated exit. Check the emergency signs by the door in each room. When outside, students must be at least 100 feet from the building and remain with their class. Intentional ringing or a false fire alarm is punishable under the law. Violators will be prosecuted. Fire drills will be conducted monthly, weather permitting.

### **Shelter-In-Place Drill**

- Drills are conducted in the event of an external environmental threat. If this drill is announced during a class change (or before/after school), students are to report to the nearest classroom.

### **Tornado Drills**

- Tornado drills are held to help prevent injuries and deaths during an emergency. Students must listen closely to the announcements and their teachers as to how to proceed quickly and orderly to their assigned shelter area. Tornado drills will be conducted periodically.

## **GENERAL INFORMATION**

### **Building Hours**

- The building is open at 7:50 a.m. during days when school is in session. Students must remain in the commons until the 8:20 am bell. Any student or group of students remaining in the building after 2:40 pm must be supervised by an adult.

### **Deliveries to Students**

- Flowers/gifts sent to school are prohibited. Food orders for students are not permitted.

### **Elevator**

- The elevator is used for transporting approved people and materials to the second floor. Students who ride the elevator without permission are subject to disciplinary action.

## **Field Trips**

- As part of the educational services of the school, pupils are sometimes taken on field trips by bus. A written permission slip from the parent is filed in the high school office or with the classroom teacher before the pupil is permitted to accompany his / her class on these trips. All trips are supervised by classroom teachers.

## **Lockers**

- A locker is assigned to each student at the beginning of the year. Locker assignments cannot be changed without the permission of an assistant principal.
- Lockers are the property of the high school and are subject to inspection by authorized school personnel. Periodic inspections of lockers for cleanliness will occur.
- Each student will have to sign a Locker Agreement form in order to be issued one.
- ***THE SCHOOL IS NOT RESPONSIBLE FOR MISSING OR STOLEN ITEMS INCLUDING TEXTBOOKS.*** Lockers are assigned to specific students and should not be shared with other students. Lockers have locks built in them. Physical education lockers may need locks.

## **Lost & Found**

- Students should report loss of personal property to the office. Lost and found items are maintained in the Administrative Office, and unclaimed items are donated to charity periodically. The search of unattended personal belongings such as lunches, purses, bags, etc. will occur as a safety precaution.

## **Parent Visitation**

- We want every parent to feel welcome in the school. We particularly want parents to come to the school when problems arise which concern their child and his / her school situation. Parents need to register in the office when coming into the school. Parents may observe an educator with a 24-hour notification granted by the teacher/administration.
- Frequently, teachers ask parents to come to the school for a conference. These meetings are important. **They may be scheduled during the teacher's prep period or immediately before / after school.**

### **Telephone Usage**

- Students will not be called to the phone. Only messages of an **urgent** nature **from a parent/guardian** will be delivered to a pupil.

### **Extracurricular Activities**

- Extracurricular activities are specifically designed for grades 9-12. High school dances, for example, may only be attended by students in grades 9-12 and their dates. This includes Homecoming and Prom. Dates may be graduates and under the age of 21, but may not be younger than those in the 9<sup>th</sup> grade. No student shall have a guest whose age is greater than three (3) years older than his or her age. The administration has the final authority to approve dates who are not Avon students.
- Note: The Prom, in particular, is a formal affair and formal attire is required. Homecoming is a semiformal and jeans and other dress-down clothing are not permitted.

# **Positive Behavioral Interventions & Supports**



## **Student Manual**

**Dear Falcon Family,**

Our school is participating in an important district initiative. It is called Positive Behavioral Interventions and Supports (PBIS). PBIS is a school-wide system that includes proactive strategies for teaching, modeling, and reinforcing appropriate student behavior. We are using this program to help our students have a safe, positive learning environment and to provide consistency in all areas of our school.

Your student is taught behavior expectations within their school environment. Every adult in the building reinforces students when they meet the behavior expectation and reteaches when they need a reminder of what to do.

Our school-wide behavior expectations fall under our school rules, which are:

- 1. B: be there and be prepared**
- 2. L: live responsibly**
- 3. U: uphold integrity**
- 4. E: embrace diversity and give respect**

When your student follows the rules, they can earn points on PBIS Rewards. Student can earn points for the bi-weekly drawing or cash-in points at the school store from a menu of rewards based on things that interest our student.

In addition to rewards for good behavior, your student can get rewards for good attendance. Each term your student has the opportunity to earn points if they have 90% attendance for the term. Those students with perfect attendance for the entire school year will be celebrated at the end-of-the-year celebration.

We encourage your student to make good behavior choices and come to school each day. We appreciate your encouragement at home to do the same.

A Servant of Education,



**Mr. Quenton Davis, Ed.S.**

Principal- Garrett Morgan School of Engineering and Innovation



## Positive Behavior Supports Defined


Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

## Why PBIS?

**Behavior is an academic.** Previously, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

## Building Expectations

In accordance with PBIS universal guidelines, the PBIS expectations are designed to (1) provide a clear understanding of expected student behavior, (2) be few in number, (3) be positively stated and structured, (4) use familiar language, and (5) include example behaviors defined for purposes of instruction. These expectations are:

<div> <b>FALCONS ARE</b>  <b>B - L - U - E</b> </div>						
	CLASSROOM	CAFETERIA	DIGITAL & INNOVATION LABS	HALLWAYS	ACTIVITIES & EVENTS	RESTROOMS
<b>B</b> Be there & prepared	-Attend class daily -Be prepared -Be engaged -Requests for passes during the first 10 or last 10 minutes of class are prohibited.	-Report immediately to cafeteria and stay until bell rings	-Attend class daily -Be prepared -Be engaged	-Take the most direct route to class -A hall pass is required during instruction time	-Follow directions -Adhere to the program norms	-Request pass at appropriate times
<b>L</b> Live responsibly	-Be on time -Stay on task -Follow directions -Use technology appropriately	-Food and drink must remain in cafeteria -Leave area clean -Put trash in the trash can -Push chairs in	-Be on time -Eating and drinking is prohibited -Utilize only assigned equipment -Take care of school property	-Place trash in the proper receptacles -Report problems and vandalism to Main Office	-Be on time -Follow directions -Demonstrate a positive attitude -Report problems to staff	-Be considerate -Use appropriate language and volume -Report problems and vandalism to the main office
<b>U</b> Uphold integrity	-Work to your fullest potential -Do your own work -Set and strive to achieve academic goals -Make good use of time -Practice kindness and compassion	-Wait your turn in line -Use appropriate language	-Work to your fullest potential -Do your own work -Set and strive to achieve academic goals -Make good use of time -Practice kindness and compassion	-Respect classes that are in session -Avoid, prevent, report bullying -Use appropriate language	-Display good sportsmanship -Respect our guests -Avoid, prevent, and report bullying	-Avoid, prevent, and report bullying
<b>E</b> Embrace diversity & give respect	-Be respectful to all -Use appropriate language -Maintain personal space of others -Take care of school property	-Respect cafeteria staff -Follow directions -Keep area clean	-Be respectful -Follow directions -Use equipment appropriately -Maintain personal space of others	-Be respectful -Respect classes that are in session -Maintain personal space of others	-Be respectful -Use appropriate language -Recognize personal space of others -Take care of school property	-Honor privacy -Use facilities for intended purposes -Wash your hands

## **PBIS Goals**

Our ultimate goal is to improve overall school climate and lay foundations for building relationships that will pay dividends in the future. Together through consistency and positive relationships, we will improve the behavior of all students. PBIS aims to decrease behavioral infractions showing year-over-year improvement. PBIS assists towards this end as it is based upon the concept of teaching behaviors that will prevent noncompliance. We hope to develop a positive school community that teaches everyone the expectations for being Falcon that Shines BLUE (By concentrating on positive behaviors, we hope to create and maintain a positive and safe learning environment. Being consistent with addressing students when they do and do not meet our behavior expectations will increase compliance, provide them with greater structure, and clarify expected behavior.

## **School Rules Posters**

School Rules Posters will be disseminated and should be posted in every room in the school, including all classrooms, the cafeteria, hallways, front office, etc. This will help to prompt staff and students to pay attention to the school rules. School Rules Posters should be big enough to read and highly visible throughout all settings in the school.

## **Starting the Year off Right**

During the first two weeks of school, we will focus on teaching the school-wide rules, behavioral expectations, and routines to all students across all settings in the school. The PBS team is organizing a set of events that hopes to provide students and staff with an entertaining, memorable, and positive first week of school in which everyone learns the rules, expectations, and routines throughout the entire school. To truly start the year off right we will need participation and support from the entire staff.

## **Why teach the Rules, Expectations, and Routines during the first weeks of school?**

One of the major reasons to teach behavioral expectations and routines across settings is that so all staff agree on what is expected. This will improve consistency across staff in enforcing the school rules. Surprisingly often, staff have different expectations about what behavior is acceptable in different settings which can confuse the students. A second major reason is that we cannot assume that students know the expectations and routines.





## **What are Routines?**

Routines are the procedures and processes that students are expected to follow to keep things running smoothly and prevent problems. Examples of routines include: entering the cafeteria, the lunch line process, the dismissal process for classes from lunch, process for sharpening your pencil in class, etc. Choosing routines should be a thoughtful process, since some routines can inadvertently set up students to engage in misbehavior. Routines should be taught and reinforced during the first week of school so that everyone in the school is following the same set of procedures.



# FALCONS ARE

# B • L • U • E

	CLASSROOM	CAFETERIA	DIGITAL & INNOVATION LABS	HALLWAYS	ACTIVITIES & EVENTS	RESTROOMS
 <b>Be there &amp; prepared</b>	<ul style="list-style-type: none"> <li>-Attend class daily</li> <li>-Be prepared</li> <li>-Be engaged</li> <li>-Requests for passes during the first 10 or last 10 minutes of class are prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>-Report immediately to cafeteria and stay until bell rings</li> </ul>	<ul style="list-style-type: none"> <li>-Attend class daily</li> <li>-Be prepared</li> <li>-Be engaged</li> </ul>	<ul style="list-style-type: none"> <li>-Take the most direct route to class</li> <li>-A hall pass is required during instruction time</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Adhere to the program norms</li> </ul>	<ul style="list-style-type: none"> <li>-Request pass at appropriate times</li> </ul>
 <b>Live responsibly</b>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Stay on task</li> <li>-Follow directions</li> <li>-Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Food and drink must remain in cafeteria</li> <li>-Leave area clean</li> <li>-Put trash in the trash can</li> <li>-Push chairs in</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Eating and drinking is prohibited</li> <li>-Utilize only assigned equipment</li> <li>-Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>-Place trash in the proper receptacles</li> <li>-Report problems and vandalism to Main Office</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time</li> <li>-Follow directions</li> <li>-Demonstrate a positive attitude</li> <li>-Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>-Be considerate</li> <li>-Use appropriate language and volume</li> <li>-Report problems and vandalism to the main office</li> </ul>
 <b>Uphold integrity</b>	<ul style="list-style-type: none"> <li>-Work to your fullest potential</li> <li>-Do your own work</li> <li>-Set and strive to achieve academic goals</li> <li>-Make good use of time</li> <li>-Practice kindness and compassion</li> </ul>	<ul style="list-style-type: none"> <li>-Wait your turn in line</li> <li>-Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Work to your fullest potential</li> <li>-Do your own work</li> <li>-Set and strive to achieve academic goals</li> <li>-Make good use of time</li> <li>-Practice kindness and compassion</li> </ul>	<ul style="list-style-type: none"> <li>-Respect classes that are in session</li> <li>-Avoid, prevent, report bullying</li> <li>-Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>-Display good sportsmanship</li> <li>-Respect our guests</li> <li>-Avoid, prevent, and report bullying</li> </ul>	<ul style="list-style-type: none"> <li>-Avoid, prevent, and report bullying</li> </ul>
 <b>Embrace diversity &amp; give respect</b>	<ul style="list-style-type: none"> <li>-Be respectful to all</li> <li>-Use appropriate language</li> <li>-Maintain personal space of others</li> <li>-Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>-Respect cafeteria staff</li> <li>-Follow directions</li> <li>-Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>-Be respectful</li> <li>-Follow directions</li> <li>-Use equipment appropriately</li> <li>-Maintain personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>-Be respectful</li> <li>-Respect classes that are in session</li> <li>-Maintain personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>-Be respectful</li> <li>-Use appropriate language</li> <li>-Recognize personal space of others</li> <li>-Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>-Honor privacy</li> <li>-Use facilities for intended purposes</li> <li>-Wash your hands</li> </ul>





## RESTROOM EXPECTATIONS

-  Respect yourself and the privacy of others
-  Use the facilities and return to class
-  Keep area clean
-  Wash your hands
-  Report problems to main office

## INNOVATION LAB EXPECTATIONS

### YELLOW ZONE

-  Sign-in with teaching staff
-  Follow all safety regulations
-  Respect equipment
-  Report injuries to the instructor immediately
-  Report equipment malfunctions to the instructor immediately
-  Eating and drinking are prohibited







## DIGITAL LAB EXPECTATIONS

### YELLOW ZONE

-  Follow directions
-  Respect equipment
-  Use technology appropriately
-  Eating and drinking are prohibited

## CAFETERIA EXPECTATIONS

### GREEN ZONE







-  Be respectful
-  Follow directions
-  Food and drink must remain in cafeteria
-  Keep area clean
-  Push chairs under table





# CLASSROOM EXPECTATIONS *RED ZONE*

## EXPECTATIONS:

-  Be prepared and on time
-  Be respectful
-  Stay on task and engaged
-  Work to your fullest potential
-  Do your own work
-  Be kind and compassionate

## CONSEQUENCES:

**1st Offense:** Verbal warning

**2nd Offense:** Parent/  
Guardian contact

**3rd Offense:** Office referral  
Severe behaviors will result in  
an immediate office referral



## What is PBIS Rewards?

PBIS Rewards is a digital PBIS management solution that assists schools in teaching appropriate behavior. Most [PBIS](#) programs use paper tokens as a way to keep track of student points. PBIS Rewards digitizes your token economy and helps make it easy to recognize students for acting responsibly.

With PBIS Rewards, it is fast and simple to recognize a student for complying with the basic rules of conduct. It takes the concept of “Observe and Praise Appropriate Behavioral Actions” and extends it by making it easy to award points to students for positive behaviors. Students can then redeem their accumulated points in the school store for tangible and intangible rewards. Think of it as a student debit card for their PBIS points.

PBIS Rewards is easy-to-use, fun for both students and staff and provides accountability for everyone in the school. [PBIS Rewards Apps](#) includes a Parent App that gives parents a view into how their child is doing with respect to the PBIS program.

## How PBIS Rewards Works

PBIS Rewards is a complete system that utilizes technology you already have in place: computers and smartphones. Your teachers can award points this way no matter where they are – in the classroom, in the cafeteria, on a field trip, or even just walking down the hallway.

